

Minutes for March 29th, 2004

Disclaimer: This is only a web copy of the Whitman County Commissioners' Monday Meeting Minutes. Official minutes may be obtained by contacting the Whitman County Commissioners office at (509)-397-6200

062364 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **March 29, 2004 at 9:00 a.m.** Les Wigen, Chairman, G.R. "Jerry" Finch, Commissioners, and Maribeth Becker, CMC, Clerk of the Board attended. Commissioner Partch was not in attendance.

9:00 a.m. - Call to Order/Board Business/BOCC Workshop.

Present: John Peterson.

062365 1. The item discussed was a reserve fund policy. No action taken.

9:15 a.m. - Recess.

10:00 a.m. - Pledge of Allegiance.

Present: Tammy Lewis and Kelli Campbell.

D062365A 2. Motion by Commissioner Finch to approve the consent agenda. Motion **seconded** by Commissioner Wigen and **carried**.

062366 3. Claims/Payroll warrants numbered **161219-161323** for **\$262,499.69** approved.

FUND	FUND NAME	AMOUNT
001	Current Expense	55,181.78
102	Building & Development	82.69
103	Countywide Planning	100.00
104	Developmental Services	3,000.85
110	County Roads	33,101.50
118	Inmate Welfare	1,691.13
119	Emergency Services	118.17
123	Paths & Trails	79.83
127	Drug Enforcement	134.24
129	House Bill 3900	183.11
135	Prosecutor's Stop Grant	10.93
142	Whitcom-911	6,155.67
400	Solid Waste	9,019.85
501	Equipment Rental & Revolving	3,125.30
510	Photocopier Revolving	1,442.38
513	Communications Revolving	674.11
690	Clearing & Suspense	148,398.15

062367 4. March 22, 2004 minutes approved.

062368-062371 5. Personnel board orders approved.

062372 6. **Motion** by Commissioner Finch **seconded** by Commissioner Wigen and **carried** to sign a professional services agreement with G. Andrew Hunt and Associates LLC for the period February 1, 2003 thru January 31, 2005.

062373 7. **Motion** by Commissioner Finch **seconded** by Commissioner Wigen and **carried** to sign a Business Associate agreement with the Whitman County Library.

062374 8. **Motion** by Commissioner Finch **seconded** by Commissioner Wigen and **carried** to sign the Whitman County Evacuation Policy and Procedures.

RESOLUTION NO. 062374

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the adoption for the Whitman County Policy **Evacuating County Buildings;**

WHEREAS, this policy has been reformatted, numbered and updated,

WHEREAS, this action is necessary and in the best interest of Whitman County and its employees,

NOW, THEREFORE, IT IS HEREBY RESOLVED by this Board that the above is approved as the attached **POL-2000-HR EVACUATING COUNTY BUILDINGS.**

Dated this 29th day of March 2004 and effective as of April 1, 2004.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY WASHINGTON

Les Wigen, Chairman

Greg Partch, Commissioner

G. R. Finch, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Effective Date: 04/01/04	POLICY	Page 1 of 3
Cancels: 1996 Guidelines See Also: POL-2001-HR		Approved by: BOCC Res. # 062374

POL -2000- HR

EVACUATING COUNTY BUILDINGS

This policy applies to all employees inside the Courthouse and Public Service Buildings.

Definitions

Key Personnel – those persons designated by their department head or elected official to complete assigned vital functions prior to exiting the facility.

Vital Functions – important tasks specific to each department, such as closing vaults, files, cash drawers, etc.

1. Evacuation of Whitman County Facilities Must Occur in a Safe and Orderly Manner.

Evacuation of Whitman County facilities/buildings must occur in a safe and orderly manner. All personnel must evacuate the building as quickly as possible, except “Key Personnel”. “Key Personnel” will evacuate as soon as vital functions are complete.

Use the most direct route for evacuation. If the primary route is blocked, follow the secondary route. Leave by the nearest exit. Use the stairways. Never, under any circumstances, use the elevators. Walk in an orderly fashion. Do not run to the exits.

If smoke is present, crawl low under it and feel all doors with the palm of your hand. If they are hot do not open them! Turn off fans and air conditioners, seal up cracks and vents to the room, and signal at a window for rescue.

2. Each Department Shall Develop a “Buddy System”.

Each department shall develop a “buddy system” within its office or work area. Two employees are responsible for each other in the event of an emergency. They keep track of each other during the evacuation and report to the supervisor/manager if their “buddy” is missing at the assembly area.

3. Employees May Use Fire Extinguishers.

All employees should note the locations of the various fire extinguishers throughout the County buildings. Employees may use the extinguishers if:

- They instruct someone to dial 9-911
- They activate the building’s fire alarm
- The fire can be seen by the employee. Do NOT try to use an extinguisher if you cannot observe the fire. Smoke contains many toxic gases. Far more fatalities are caused by smoke inhalation and suffocation than by burns.
- The fire is smaller than a wastebasket. If the fire is larger than a wastebasket, do NOT try to put it out. Remember, you are not a trained fire fighter. Get out of the building immediately.
- Use one extinguisher. After you try one fire extinguisher, if the fire is not out, GET OUT of the building. Buildings can be rebuilt but your injuries could be irreversible.

4. **Assembly Shall Take Place at the Community Education and Training Center (CETC) for Courthouse and Public Service Building Employees.**

All employees located in the Courthouse and Public Service Buildings are to evacuate to the CETC building. The CETC is located at 123 Main Street, Colfax, Washington 99111.

5. **Educating Employees on Evacuation Procedures Shall Be a Top Priority.**

Education shall include, but may not be limited to, the following subjects:

- The location of exits
- Primary and secondary evacuation routes
- The location and use of fire alarm boxes
- The County's "buddy system"
- The location and use of a fire extinguisher
- Where to assemble after evacuation
- Key Personnel duties
- County emergency policies and procedures

6. **Responsibility for Visitors Falls to Each Employee.**

Employees are responsible for assisting visitors out of the building during an evacuation. Escort them to the nearest exit. If necessary, instruct them to wait at a windowed room while you contact a fire fighter for rescue.

7. **Use of the Elevators During Evacuation is Prohibited.**

8. **An Accounting of Employees and Visitors Shall Be Taken at the CETC.**

After evacuating the building, proceed to the CETC building for roll call. Supervisors/managers must make an immediate count of employees and visitors from their office or department to ensure that everyone has evacuated the building.

If someone is believed to be missing or need rescue, the supervisor/manager must notify the emergency personnel so that a rescue effort can be arranged.

9. **Returning to the Courthouse and/or Public Service Buildings Without Proper Authorization is Prohibited.**

Employees are prohibited from returning to the building until told to do so by their supervisor/manager or upon the request of the fire department or law enforcement personnel.

10. **The Whitman County Incident Team Shall Meet After Evacuation to the CETC Building has Occurred.**

Once the evacuation has occurred, the Whitman County Incident Team shall meet at the CETC building to discuss the situation.

RESOLUTION NO. 062375

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the adoption for the Whitman County **Procedure Evacuating County Buildings;**

WHEREAS, this policy has been reformatted, numbered and updated,

WHEREAS, this action is necessary and in the best interest of Whitman County and its employees,

NOW, THEREFORE, IT IS HEREBY RESOLVED by this Board that the above is approved as the attached **PRO-2000-1-HR EVACUATING COUNTY BUILDINGS.**

Dated this 29th day of March 2004 and effective as of April 1, 2004.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY WASHINGTON

Les Wigen, Chairman

ATTEST:

Greg Partch, Commissioner

Maribeth Becker, CMC
Clerk of the Board

G. R. Finch, Commissioner

Effective Date: 04/01/04	PROCEDURE	Page 1 of 2
Cancels: 1996 Guidelines		Approved by: BOCC
See Also: POL-2000-HR		Res. #062375

PRO -2000-1- HR EVACUATING COUNTY BUILDINGS

This procedure applies to all Whitman County employees located in the Courthouse and Public Service Buildings.

Action Taken By:

Action:

Employee

1. **Pulls** the nearest fire alarm box.
2. **Phones** 9-911.
3. If the fire is no larger than a wastebasket, **attempts** to use a fire extinguisher.

- 3a. If the fire is not visible due to smoke, **skips** step 3.
- 3b. If one extinguisher does not put the fire out, **evacuates** the building.
- 4. **Locates** his/her evacuation buddy and **Evacuates** the building in accordance with policy POL-2000-HR and task TSK-2000-1-HR.
 - 4a. If the employee is Key Personnel, **remains** in the office to perform assigned vital functions.
- 5. **Walks** to the Community Education and Training Center (CETC) building.
- 6. **Notifies** his/her supervisor of his/her presence and of anyone requiring rescue.
- 7. **Notifies** fire fighter/law enforcement personnel of anyone needing rescue.
- 8. **Performs** the necessary steps for rescue.
- 9. **Performs** the necessary steps for fire containment.
- 10. **Notifies** supervisors when it is safe to return to the building along with any further instructions.
- 11. **Notifies** employees it is safe to return to the building and/or fire fighter/law enforcement instructions.
- 12. **Returns** to the building and/or **follows** the instructions they have been given.

Supervisor

Fire Fighter/Law Enforcement

Supervisor

Employee

RESOLUTION NO. 062376

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the adoption for the Whitman County Task **Employee Evacuation Guidelines**;

WHEREAS, this policy has been reformatted, numbered and updated,

WHEREAS, this action is necessary and in the best interest of Whitman County and its employees,

NOW, THEREFORE, IT IS HEREBY RESOLVED by this Board that the above is approved as the attached **TSK-2000-1-HR EMPLOYEE EVACUATION GUIDELINES**.

Dated this 29th day of March 2004 and effective as of April 1, 2004.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY WASHINGTON

Les Wigen, Chairman

Greg Partch, Commissioner

G. R. Finch, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Effective Date: 04/01/04	TASK	Page: 1 of 1
Cancels: 1996 Guidelines See Also: POL-2000-HR & PRO-2000-1-HR		Approved by: BOCC Res. #062376

TSK –2000-1- HR EMPLOYEE EVACUATION GUIDELINES

After receiving an indication/direction to evacuate the building, employees:

1. **Locate** their evacuation buddies.
2. **Move** toward the nearest exit.
3. **Feel** any closed doors with the palm of their hands before opening them.
 - 3.a If the door is cool, **progress** through the door, closing the doors behind them.
 - 3b. **If the door is hot, do not open it. Shut** off all fans and air conditioners, **seal** off cracks and vents to the room and **signal** for rescuers at an available window.
4. **Follow** the area’s primary evacuation route to the nearest exit. Do not run, and do not use the elevators!
 - 4a. If the primary route is blocked, **use** the secondary path.
 - 4b. If smoke is in the air, **crawl** on their hands and knees.
 - 4c. If visitors are present, **escort** them to the nearest exit.
 - 4d. If someone who cannot reach the exit is present, **instruct** them to wait in a safe, windowed room while you **notify** fire fighters for rescue.
5. **Walk** to the Community Education and Training Center (CETC) building.
6. **Notify** their supervisor of their presence and if someone requires rescue.

- 7. **Remain** at the CETC building until their supervisor, a fire fighter or law enforcement personnel notifies them it is safe to return to the building or provides further instructions.
- 8. **Follow** the instructions they have been given.

RESOLUTION NO. 062377

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the adoption for the Whitman County Task **Supervisor Evacuation Guidelines**;

WHEREAS, this policy has been reformatted, numbered and updated,

WHEREAS, this action is necessary and in the best interest of Whitman County and its employees,

NOW, THEREFORE, IT IS HEREBY RESOLVED by this Board that the above is approved as the attached **TSK-2000-2-HR SUPERVISOR EVACUATION GUIDELINES**.

Dated this 29TH day of March 2004 and effective as of April 1, 2004.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY WASHINGTON

Les Wigen, Chairman

ATTEST:

Greg Partch, Commissioner

Maribeth Becker, CMC
Clerk of the Board

G. R. Finch, Commissioner

Effective Date: 04/01/04	TASK	Page: 1 of 1
Cancels: 1996 Guidelines		
See Also: POL-2000-HR, PRO-2000-1-HR & TSK-2000-1-HR		Approved by: BOCC Res. #062377

TSK -2000-2- HR SUPERVISOR EVACUATION GUIDELINES

After receiving an indication/direction to evacuate the building, supervisors:

1. **Direct** employees and visitors to locate their evacuation buddies and exit the building in accordance with procedure PRO-2000-1-HR and task TSK-2000-1-HR. Tell them to take the exit stairway to the ground level, leave the building and report to the Community Education and Training Center (CETC) building.
2. **Search** their department's office space and surrounding area for remaining people. Priority areas are restrooms, stairways, elevators, hallways, under desks, closets, storage areas and large bins.
 - 2a. If additional people are present, **direct** and/or **assist** them to the nearest exit in accordance with policy POL-2000-HR and task TSK-2000-1-HR.
 - 2b. If additional people are found who cannot reach the exits, **escort** them to a safe, windowed room, and close all doors to the area. **Notify** law enforcement/fire fighters that the people need rescuing.
3. **Evacuate** the building.
4. **Walk** to the CETC building.
5. **Take** a roll call of people assigned to your department.
6. **Report** any missing people or those who need rescuing to a fire fighter or law enforcement personnel.
7. **Keep** employees in the CETC building until instructed to return to the building by the Incident Commander or his/her designee.

062378 9. **Motion** by Commissioner Finch **seconded** by Commissioner Wigen and **carried** to sign the Whitman County Hazardous Devices policy.

RESOLUTION NO. 062378

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the adoption for the Whitman County Policy **Hazardous Devices**;

WHEREAS, this policy has been reformatted, numbered and updated,

WHEREAS, this action is necessary and in the best interest of Whitman County and its employees,

NOW, THEREFORE, IT IS HEREBY RESOLVED by this Board that the above is approved as the attached **POL-2001-HR HAZARDOUS DEVICES**.

Dated this 29th day of March 2004 and effective as of April 1, 2004.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY WASHINGTON

Les Wigen, Chairman

ATTEST:

Greg Partch, Commissioner

Maribeth Becker, CMC
Clerk of the Board

G. R. Finch, Commissioner

Effective Date: 04/01/04	POLICY	Page 1 of 7
Cancels: 1996 Guidelines See Also: POL-2000-HR		Approved by: BOCC Res. # 062378

POL -2001- HR HAZARDOUS DEVICES

This policy applies to all County employees.

1. Whitman County Recognizes Four Types of Hazardous Devices.

Whitman County recognizes four types of hazardous devices. They may be in combination with each other. They are:

- **Explosive, Incendiary or Poison Gas:** Designed to cause personal injury and property damage by explosion or burning.
- **Chemical:** Designed to cause personal injury through contact or inhalation of toxic chemicals.
- **Biological:** Designed to cause personal injury through contact or inhalation of biological substances. It should be noted that immediate harm does not usually take place and the spread of the substance is dependent upon the acts of responding personnel.
- **Radiation:** Designed to cause personal injury through contact or exposure to radiation.

2. The Motivation of an Offender May Be Varied.

The motivations of the offender are varied and many. The devices may be intended to (either or both) injure persons or damage property. Often the mere threat of such a device will provide the desired effect for the offender. It should be pointed out that the manner in which you conduct yourself will have direct bearing on the safety of yourself and others. The following list is but a few of the intentions of a person who threatens or places a hazardous device:

- **Disruption:** The offender wishes to disrupt the normal business of the County. To lessen the effect of the disruption in a safe and reasonable manner may often prevent a repeated threat.
- **Political Agenda:** The offender uses a device or the threat of a device to bring attention to a political cause.

- **Personal Agenda:** The offender uses a device or the threat of a device to bring attention to a personal cause. The offender is acting in retaliation for some perceived wrong that has been done to them. The offender may often be mentally unstable.
- **Personal Notoriety:** The offender wants to be recognized for the offense. He/she wants the event to become public and usually makes his/her threat known through a media source. The offender often becomes identified because of his/her need for attention.
- **Criminal Activity:** The offender uses a device or the threat of a device to further a criminal enterprise. The device may be used as a weapon in a robbery attempt or to cause confusion or disruption during his escape.

3. Three Primary Methods of Threat are Most Common.

Three primary methods of threat are most common.

Telephone Threats: Threats involving hazardous devices are usually received by telephone. If a call is received, remain calm and attempt to get as much information from the caller as possible using the Hazardous Device Check-List as a guide for questions and observations.

- If possible, alert the supervisor while the caller is still on the line and attempt to get another person on the line to record impressions and information.
- Complete the Hazardous Device Check-List as soon as possible while the information is fresh in your mind. The checklist shall be provided to the supervisor who will deliver the card to the law enforcement personnel arriving at the scene.
- Refrain from alarming those employees working with you. In the moments after receiving the threat, the supervisor will make all appropriate notifications to the fellow employees. Remember your calm demeanor will serve as a calming affect to others.
- The supervisor should contact emergency services by dialing 9-911 to report the incident if at a County facility in Colfax or 911 if at a facility outside of Colfax.
- The supervisor should contact a member of the Incident Team.

Written Threats: A written note or letter will often be received through the mail. If such a threat is received, the supervisor should be immediately notified.

- The document should not be handled by others to prevent the loss of evidence. (fingerprints or other trace evidence) No other letters or packages should be opened until cleared to do so by law enforcement.
- Refrain from alarming those employees working with you. In the moments after receiving the threat, the supervisor will make the appropriate notifications to the fellow employees. Remember your calm demeanor will serve as a calming affect to others.
- The supervisor should contact emergency services at 9-911 to report the incident.

- The supervisor should contact a member of the Incident Team.
- **Personally Delivered Threats:** The personally delivered threat is usually perceived as a criminal enterprise or a person who may be unstable. This may come in the form of a verbal threat or a hand delivered note.
- **Do not panic.** Do what the offender asks. Do not attempt to apprehend him or to resist. Remaining calm will increase your chances of survival and will act as a deterrent in the panic of your fellow workers.

4. Department Heads/Elected Officials are Responsible for Hazardous Device Training in Their Department.

Department Heads/Elected Officials are responsible for seeing that their staff receive Hazardous Device Training.

Supervisors shall all receive Hazardous Device Recognition training so they can accurately describe suspicious items.

Training must occur periodically and shall cover:

- Overall emergency procedures
- Reporting procedures
- Safety
- Search areas and assignments
- Evacuation
- Methods of communicating status of the search

To reduce the number of possible areas where a hazardous device could be placed, train employees to keep rooms or areas locked when they are not in use. These rooms or areas would include:

- Court rooms
- Utility rooms
- Supply rooms
- Delivery rooms (mail and packages)
- Boiler rooms
- Custodial hampers

Other areas such as offices, auditoriums and meeting rooms should be locked when possible.

5. A Hazardous Device Checklist Shall be Kept Near Every County Phone.

Each Department Head/Elected Official shall insure a “Hazardous Device Check-List” is available at each phone within their area of responsibility. The staff person working at the position should be trained on the importance of the information to be recorded on the list.

Upon receiving a threat, an employee should use the Check-List to write down information from the caller. After that he/she should follow the procedures in the Emergency and Disaster Management Plan. The supervisor will then use the information gathered by the employee to notify an Incident Team member who

may also proceed to the office receiving the threat (or alternate safe meeting location). The Incident Team will then work with law enforcement to proceed.

6. The Incident Team and Law Enforcement Personnel Shall Meet to Determine if Evacuation is Needed.

Once a threat has been received, the supervisor of the department shall notify an Incident Team member and contact Whitcom (Emergency 911) to provide the necessary details about the threat (i.e., pipe bomb with fuse burning, etc.) and the location. The Incident Team shall meet in the Commissioner's conference room or a location designated by the team's chair.

All further search procedures will be suspended until consulting with law and fire enforcement. Ultimate control of the building is turned over to law enforcement and/or the Incident Commander.

It shall be the responsibility of the Incident Team and law enforcement to evaluate the threat and to assess the immediate risk to personal injury or property damage.

The Incident Team and law enforcement will determine if a search should be conducted or if an immediate evacuation is in order. (Immediate evacuation is usually not recommended.)

This decision cannot be taken lightly. It should not be made on the single issue of seeing a suspicious package.

The routine fire evacuation routes may route employees and visitors into areas of danger. The fire system should be activated only when there is no other method of communicating an emergent and life-threatening incident.

If an evacuation takes place, Incident Team members will receive a head count from supervisors at the assembly points. All visitors of the affected offices will also be counted. Those persons having direct knowledge or a possible witness to the events will be noted. This information will be turned over to law enforcement.

A member of the Incident Team or law enforcement shall contact the Whitman County Jail and Whitman County Public Works, Colfax Fire, and Colfax Police. All radio transmissions within 1500 feet of Whitman County Facilities will be discontinued.

7. Incident Team Members Shall Notify Departments of Evacuation and/or Search.

Members of the Incident Team shall be assigned specific offices or areas for the purposes of notification after the threat. They will first contact those areas at most risk.

- The Incident Team member will advise the supervisor of each office of the threat. The supervisor will be made aware of the necessity of a search or an evacuation.
- Evacuations concerning hazardous devices should be done by word of mouth in a calm manner.
- All Incident Team members should be aware of the evacuation sites. In the event of an evacuation the procedures in place will be followed. Supervisors will be given specific evacuation routes and information pertinent to the situation.

- Incident Team members should not delay in their assignments. It should be unnecessary to go into lengthy discussions. It should be realized Incident Team members might also be receiving information during this process.
- No code words shall be used in the relay of information. Plain language is best understood.
- The words “bomb threat” should not be used to avoid panic of the public and untrained personnel. “Suspicious package” may be better suited. The Incident Team member can define the threat to the supervisor as needed.

8. Each Department Head/Elected Official Shall Review and Maintain an Evacuation Plan.

Each Department Head/Elected Official shall review and maintain an evacuation plan illustrating the escape route from the workspace.

Supervisors should keep in mind the standard fire evacuation plan may not be suitable in the event a hazardous device is located. Alternate routes may be instituted at a moments notice and could be dependent upon the following: (Some employees may actually be safer in their office.)

- The location of the device
- The location of secondary devices
- Wind direction
- Fire accessibility
- The nature and type of device

The evacuation plan will include a security procedure for papers, cash records and other materials that are sensitive or confidential. Any open safe should be secured prior to evacuation unless it is the site of the suspicious object. Evacuation routes shall be posted on the appropriate doors of each department.

The evacuation plan will include a process for the accounting of visitors, work crews and office workers. Persons conducting business or visitors will be directed by the office supervisor or Incident Team member to evacuate by the route decided upon by the Incident Team. Law enforcement should be notified immediately of a visitor who is unwilling to leave.

The plan shall include use of the buddy system described in policy POL-2000- HR.

The plan should specify NOT to close doors or windows, NOT to walk by the danger area and NOT to stop to take personal belongings.

9. Specific Staff Shall Be Assigned Search Duties.

- Each Department Head/Elected Official shall prepare and maintain a current list of all areas to be searched.

- Each staff member shall be given specific assignments to be carried out after receiving a threat.
- The Department Head/Elected Official shall be sure each member is aware of and understands his/her assignment.
- The Department Head/Elected Official shall keep in mind the person most qualified for the search of a certain area is the person that spends their daily working hours in that particular area. Only they have the capability of recognizing a foreign object in the area, such as a box, can, package, briefcase, book, purse, sack, etc.
- A reasonable number of key employees should be assigned to report directly to the Department Head/Elected Official. These members will be cross-trained to cover absences.
- If a search of the building is necessary, specific staff shall be assigned search duties. The supervisor shall assign specific staff members the responsibility for searching predetermined areas. These areas will include the workspace, supply areas or areas adjacent to the workspace. The search should include trash receptacles, indoor plants, supply cabinets and other areas where objects could be placed.
- The search should be conducted by persons with a thorough knowledge of the building or workspace and should be conducted as rapidly as possible. It is recommended this initial search be completed within fifteen (15) minutes after notification.
- Search personnel will report the findings of the search to their supervisor.
- Facilities Management personnel will be assigned restrooms, stairwells, entrances, elevators, hallways, delivery areas, light fixtures, access areas to plumbing and electrical, indoor and outdoor trash receptacles, fire hose racks, crawl spaces, utility closets and removable panels.
- Facilities Management personnel will also search the exterior perimeter of the building including flowers, shrubbery, access doors, windows and the roof.
- Law enforcement personnel will visually check the vehicles adjacent to the exterior perimeter of the building.

10. Evacuation Assembly Areas May Vary Depending on the Situation.

The assembly points for each department will be communicated by the Incident Team, should an evacuation be necessary. The assembly points may vary depending on the circumstances of the threat.

11. After Evacuation, No Employee is to Return to the Building Unless Instructed to Do So.

After all persons at an evacuation site have been accounted for, the Incident Team will receive direction from law enforcement regarding an anticipated return to work. The Incident Team may recommend sending employees home until the work place has been cleared of any danger.

Employees are not permitted to leave the assembly point unless instructed to do so by the Incident Team or law enforcement personnel.

RESOLUTION NO. 062379

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the adoption for the Whitman County Procedure **Hazardous Device Procedure;**

WHEREAS, this policy has been reformatted, numbered and updated,

WHEREAS, this action is necessary and in the best interest of Whitman County and its employees,

NOW, THEREFORE, IT IS HEREBY RESOLVED by this Board that the above is approved as the attached **PRO-2001-1-HR HAZARDOUS DEVICE PROCEDURE.**

Dated this 29th day of March 2004 and effective as of April 1, 2004.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY WASHINGTON

Les Wigen, Chairman

ATTEST:

Greg Partch, Commissioner

Maribeth Becker, CMC
Clerk of the Board

G. R. Finch, Commissioner

Effective Date: 04/01/04	PROCEDURE	Page 1 of 2
Cancels: 1996 Guidelines		Approved by: BOCC
See Also: POL-2000-HR		Res. #062379

PRO -2001-1- HR HAZARDOUS DEVICE PROCEDURE

This procedure applies to all Whitman County employees.

Action Taken By:

Action:

Employee

1. **Receives** a threat.
3. **Records** the threat on the Hazardous Device Check- List.
3. **Reports** the threat to his/her supervisor.

Supervisor

4. **Dials** 9-911.

5. **Reports** the threat to an Incident Team member.
- Incident Team Member**
6. **Notifies** other team members of the threat.
7. **Meets** with the Incident Team to report the details of the threat.
- Incident Team**
8. **Meets** with law enforcement to determine the best course of action.
- Incident Team Member**
9. **Notifies** each department's supervisor of the threat and law enforcement instructions.
- Supervisor**
10. If a search is required, **implements** a search of his/her department in accordance with his/her employee's assigned roles.
- 10a. If a suspicious object is found, **reports** it to the Incident Team or law enforcement.
- 10b. If nothing suspicious is found, **waits** for further instructions.
11. If an evacuation is required, **instructs** employees to **exit** the building in accordance with the department's evacuation plan and policy POL-2000-HR.
- Supervisor and Employees**
12. **Perform** any Key Personnel duties.
13. **Evacuate** to the assembly area.
- Employees**
14. **Report** their presence to their supervisor.
15. **Report** anyone requiring rescue.
- Supervisor**
16. **Records** a head count of his/her employees.
17. **Reports** anyone requiring rescue to law enforcement.
18. **Instructs** all employees to **remain** at the assembly site until instructed to leave by law enforcement or the Incident Commander.
- Employees**
19. **Remain** at the assembly site until their supervisor instructs them to do otherwise.

RESOLUTION NO. 062380

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the adoption for the Whitman County Task **Handling A Hazardous Device Phone Threat;**

WHEREAS, this policy has been reformatted, numbered and updated,

WHEREAS, this action is necessary and in the best interest of Whitman County and its employees,

NOW, THEREFORE, IT IS HEREBY RESOLVED by this Board that the above is approved as the attached **TSK-2001-1-HR HANDLING A HAZARDOUS DEVICE PHONE THREAT.**

Dated this 29th day of March 2004 and effective as of April 1, 2004.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY WASHINGTON

Les Wigen, Chairman

ATTEST:

Greg Partch, Commissioner

Maribeth Becker, CMC
Clerk of the Board

G. R. Finch, Commissioner

Effective Date: 04/01/04	TASK	Page: 1 of 1
Cancels: 1996 Guidelines See Also: POL-2001-HR & PRO-2001-1-HR		Approved by: BOCC Res. #:062380

TSK 2001-1- HR HANDLING A HAZARDOUS DEVICE PHONE THREAT

After receiving a hazardous device threat via the phone, an employee shall:

1. **Remain** calm.
2. **Record** as much information from the call as possible on the Hazardous Device Check-List.
3. **If possible**, put **another person on the line while the caller is still on the phone.**
4. **Give** the Hazardous Device Check-List to his/her supervisor.
5. **Refrain** from telling others unless an evacuation must be immediate.
6. **Waits** for further instruction from his/her supervisor.
7. **Follows** instruction given by his/her supervisor, law enforcement or the Incident Team.

RESOLUTION NO. 062381

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the adoption for the Whitman County Task **Handling Personally Delivered Threats;**

WHEREAS, this policy has been reformatted, numbered and updated,

WHEREAS, this action is necessary and in the best interest of Whitman County and its employees,

NOW, THEREFORE, IT IS HEREBY RESOLVED by this Board that the above is approved as the attached **TSK-2001-2-HANDLING PERSONALLY DELIVERED THREATS.**

Dated this 29th day of March 2004 and effective as of April 1, 2004.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY WASHINGTON

Les Wigen, Chairman

ATTEST:

Greg Partch, Commissioner

Maribeth Becker, CMC
Clerk of the Board

G. R. Finch, Commissioner

Effective Date: 04/01/04	TASK	Page: 1 of 1
Cancels: 1996 Guidelines See Also: POL-2001-HR & PRO-2001-1-HR		Approved by: BOCC Res. #:062381

TSK -2001-2- HR HANDLING PERSONALLY DELIVERED THREATS

After receiving a hazardous device threat, an employee shall:

1. **Remain** calm.
2. If in paper form, **handle** the document as little as possible.
3. Do **what the offender asks.**
4. **Do not** try to **apprehend** the offender or to **resist.**
5. Afterwards, immediately **report** the incident to the supervisor.

RESOLUTION NO. 062382

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the adoption for the Whitman County Task **Supervising A Hazardous Device Threat**;

WHEREAS, this policy has been reformatted, numbered and updated,

WHEREAS, this action is necessary and in the best interest of Whitman County and its employees,

NOW, THEREFORE, IT IS HEREBY RESOLVED by this Board that the above is approved as the attached **TSK-2001-3-SUPERVISING A HAZARDOUS DEVICE THREAT**.

Dated this 29th day of March 2004 and effective as of April 1, 2004.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY WASHINGTON

Les Wigen, Chairman

ATTEST:

Greg Partch, Commissioner

Maribeth Becker, CMC
Clerk of the Board

G. R. Finch, Commissioner

Effective Date: 04/01/04	TASK	Page: 1 of 1
Cancels: 1996 Guidelines See Also: POL-2001-HR & PRO-2001-1-HR		Approved by: BOCC Res. #:062382

TSK -2001-3- HR SUPERVISING A HAZARDOUS DEVICE THREAT

After receiving a hazardous device threat, a supervisor shall:

1. **Call** 9-911.
2. **Report** the threat to an Incident Team member at Ext. 200.
3. **Do not notify** adjacent offices without the support of the Incident Team, unless it is a last resort situation.
4. **Follow** all instructions from the Incident Team and/or law enforcement.

- 6. If instructed by the Incident Team, **assist** with an evacuation in accordance with policy POL-2000-HR.
- 6. **Record** a head-count at the assembly area.
- 7. **Relay** instruction from law enforcement and/or the Incident Commander to employees until the incident is over.

RESOLUTION NO. 062383

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the adoption for the Whitman County Task **Handling Hazardous Device Threats-Incident Team;**

WHEREAS, this policy has been reformatted, numbered and updated,

WHEREAS, this action is necessary and in the best interest of Whitman County and its employees,

NOW, THEREFORE, IT IS HEREBY RESOLVED by this Board that the above is approved as the attached **TSK-2001-4-HANDLING HAZARDOUS DEVICE THREATS-INCIDENT TEAM.**

Dated this 29TH day of March 2004 and effective as of April 1, 2004.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY WASHINGTON

Les Wigen, Chairman

Greg Partch, Commissioner

G. R. Finch, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Effective Date: 04/01/04	TASK	Page: 1 of 1
Cancels: 1996 Guidelines See Also: POL-2001-HR & PRO-2001-1-HR		Approved by: BOCC Res. #:062383

TSK -2001-4-HR HANDLING HAZARDOUS DEVICE THREATS-INCIDENT TEAM

After receiving a hazardous device threat, the Incident Team shall:

- 1. **Assemble** at a designated meeting point.
- 2. **Work** with law enforcement to determine search and/or evacuation needs.

3. Personally **notify** supervisors of the need for a search or evacuation.
4. If evacuation is necessary, **evacuate** to the designated assembly area in accordance with policy POL-2000-HR.
5. **Meet** at the assembly area.
6. **Gather** a head-count from each department's supervisor.
7. **Record** all visitors who were evacuated.
8. **Note** anyone who has direct knowledge of the incident or was a possible witness to the events.
9. **Forward** the collected data to law enforcement.
10. **Follow** law enforcement instructions regarding an anticipated return to work. A recommendation to send people home until the work place has been cleared of danger may be made.

062384 10. **Motion** by Commissioner Finch **seconded** by Commissioner Wigen and **carried** to sign the Corps of Engineers agreement for law enforcement services.

10:15 a.m. - Greg Partch via conference call.

Present: Denis Tracy.

062385 11. Mr. Tracy presented the interlocal agreement for enhanced 911 emergency communications and dispatch system (Whitman County, City of Pullman, and WSU). This agreement forms a new legal entity known as Whitcom. It sets out the general framework for dispatch services and allows for the expansion of Whitcom to include services for the City of Moscow and Asotin County with a provision to include other jurisdictions that would like to have dispatch services provided by Whitcom. Mr. Tracy expressed appreciation to Commissioner Partch for his many hours of work on this project.

Motion by Commissioner Partch **seconded** by Commissioner Finch to sign the Whitcom Interlocal agreement as presented by the Prosecutor. Commissioner Partch thanked all the individuals involved in this project. This is a wonderful thing for Whitman County and will extend our abilities as a leader in emergency communications. Chairman Wigen also thanked Commissioner Partch for all his work related to this project. Commissioner Finch concurred with everything said. **Motion carried.** Commissioner Partch authorized the Clerk to use his signature stamp on this document.

062386 12. The formal agreement for E911 emergency communications and dispatch services with Asotin County was also received from the Prosecutor.

Motion by Commissioner Partch **seconded** by Commissioner Finch to sign the Asotin County dispatch agreement. Motion **carried**. Commissioner Partch authorized the Clerk to use his signature stamp on this document also.

10:20 a.m. - Glenn Vaagen.

062387 13. Motion by Commissioner Finch **seconded** by Commissioner Wigen and **carried** to sign the revised investment transfer resolution.

RESOLUTION NO. 062387

WHEREAS, the Whitman County Commissioners' Office authorizes the individuals below to sign instruments including investments, warrant cancellations, and fund transfers on behalf of the Whitman County Commissioners.

Authorized Signatures:

/s/ Beverly Welch
Finance/Information Services Director

/s/ Dane Dunford
Public Works Director

/s/ Maribeth Becker
Clerk of the Board

This authorizes is to take effect April 1, 2004.

Dated this 29th day of March 2004.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Les Wigen, Chairman

ATTEST:

Greg Partch, Commissioner

Maribeth Becker, CMC
Clerk of the Board

G. R. Finch, Commissioner

062388 14. Motion by Commissioner Finch **seconded** by Commissioner Wigen and **carried** to sign a resolution appointing David Stueckle to the Water Conservancy Board. Mr. Stueckle's appointment will expire July 16, 2008.

RESOLUTION NO. 062388

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF APPOINTING A MEMBER TO THE WHITMAN COUNTY WATER CONSERVANCY BOARD.

WHEREAS, water conservancy boards were authorized pursuant to SHB-1272 in 1997 and later amended by the legislature in 2001 to allow Water conservancy Board member to be increased from three to five; and,

WHEREAS, Whitman County is in need of replacing one of its members on the local Water Conservancy Board.

NOW, THEREFORE, BE IT RESOLVED that the Board of Whitman County Commissioners hereby appoints:

David Stueckle of Lacrosse, WA to an unexpired five-year term; and,

This term begins immediately and ends **July 16, 2008**. The Water Conservancy Board will function within the geographical borders of Whitman County, exercising administrative powers enumerated within Title 90 R.C.W. and the attached bylaws; and,

Dated this **29th** day of **March 2004**.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Les Wigen, Chairman

G. R. Finch, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Greg Partch, Commissioner

062389 15. Motion by Commissioner Finch **seconded** by Commissioner Wigen and **carried** to reappoint Judi Dunn, June Lipe, Keith Oney, and Molly Meyers-Belieciks to 3-year terms on the Solid Waste Advisory Committee. All terms will expire May 31, 2007.

16. Pursuant to County Code regarding delegation of purchase orders, claims and payroll responsibilities, an authorization form was received from the following departments, signed by the Board and forwarded to the Auditor's office. **Motion** by Commissioner Finch **seconded** by Commissioner Wigen and **carried**.

062390 Public Health

062391 Administrative Services, Commissioners, and Human Resources

062392 17. **Motion** by Commissioner Finch **seconded** by Commissioner Wigen and **carried** to the sign the 2004 Developmental Services family support community service grant #0363-38939 for \$6,800.

062393 18. Chairman Wigen signed the local government certification for the 2004 emergency shelter grant.

062394 19. A copy of a letter from Tracy Buckles, Program Coordinator for the Secretary of State's Office to the County Auditor was received. Ms. Buckles responded to the Auditor's inquiry whether or not a new computerized voter registration list is required to be purchased. The answer was yes because Whitman County's current system is not one of three systems the Secretary of State's office can effectively integrate with to produce the mandated list.

D062394A 20. A draft copy of the proposed revised Veteran's Relief policy was received from the County Auditor. A workshop has been scheduled for April 12th.

D062394B 21. Commissioners' pending list reviewed.

10:40 a.m. - Recess.

11:00 a.m. - Dane Dunford, Public Works Director.

Present: Mark Storey, Cindi Lepper, and Tammy Lewis.

Action Items:

062395 1. **Motion** by Commissioner Finch **seconded** by Commissioner Wigen and **carried** that the annual CRAB certification be signed as presented.

Solid Waste Division:

D062395A 2. Ms. Lepper gave a report on the Home and Garden Show held at the Kibbee Dome. She again partnered and shared a booth with Moscow Recycling. An estimated 5,500 attended the event and 2,300 visited the recycling booth where much information was distributed.

D062395B 3. Advertising is being conducted to promote Spring Cleanup Week and Tire Amnesty Day (residential vehicles only). This year 13 of the 16 cities/towns are participating.

Maintenance Division:

062396 4. The 2004 bridge decking was awarded through the small works roster process to Contech of Greeley, Colorado for \$7,603.20 without tax.

062397 5. The 2004 steel H-Pile was awarded through the small works roster process to Skyline Steel Corporation of Gig Harbor, Washington for \$19,605.00 without tax.

11:20 a.m. - Recess.

4:00 p.m. - Bob Reynolds, Palouse Empire Fair Manager.

Present: Denis Tracy, Tim Myers, Dan Boone, Charlie Oldenberg, Nancy Cochran, Terri Steiger, and Stanley Buckley.

062398 Tim Myers began by saying they are working on a memorandum of understanding so as the project proceeds everyone will understand their responsibilities.

Stanley Buckley said the reason for the memorandum of understanding is to preserve the integrity of the Foundation as a non-profit organization. Charlie Oldenberg is the project manager representing the Foundation and the building.

Denis Tracy understood the Foundations concerns. The county owns the land at the Fairgrounds. Under the proposed agreement, the county would allow the Foundation to construct a building at the Fairgrounds, but the building will belong to the Foundation. The Foundation will be in charge of building construction and must keep the county apprised of its status. In the future, the Foundation may decide to give the building to the county, but that is not happening today. Included in the packet is:

- Memorandum of understanding;
- Hold harmless agreement; and,
- General description of the project.

The contractor will also be listed as holding the county harmless.

4:10 p.m. - Janet Schmidt.

Motion by Commissioner Finch **seconded** by Commissioner Wigen and **carried** to sign the agreement between the county and Fair Foundation.

4:30 p.m. - Adjournment.

D062398A Commissioner Partch **moved** to adjourn the **March 29, 2004** meeting. Motion **seconded** by Commissioner Finch and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **April 5, 2004**. The foregoing action made this **29th** day of **March 2004**.

ss/ G.R. FINCH, Commissioner

MARIBETH BECKER, CMC
Clerk of the Board

LES WIGEN, CHAIRMAN
Board of County Commissioners