

BOCC MINUTES-04/30/18

080170 **THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, April 30, 2018** at **9:00 a.m.** Chairman Dean Kinzer, Arthur D Swannack and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board and Connie Ellis, Recording Clerk attended.

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

Present: Gary Petrovich, Mark Storey (9:00 a.m.), Bill Tensfeld, Janel Goebel and Jana Mathias (9:05 a.m.).

080171 **1.** The following items were discussed but no action was taken.

- PSAP Census Participation
- Safety Committee Membership
- GCBH LLC Certificate
- Cross Jurisdiction Sharing
- Accessible Community Adv. Comm.
- All Employees w/Email Policy
- Eastern WA VSP Committees
- Martin Hall Boiler Bids
- Outdoor Amusement Ordinance
- Grading Dirt Roads
- Bridge work commences June 15
- PayneWest/General Liability
- 2018 CIP Packets
- Courthouse HVAC System
- Human Services Awards

9:55 a.m. - Recess.

10:15 a.m. - Reconvene/Board Business Continued/Flag Salute.

Present: Kelli Campbell and Garth Meyer.

D080171A **2.** Pledge of Allegiance.

Consent Agenda:

080172 **3.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to accept the consent agenda as presented.

080173 **4.** Treasurer's Wire Transfers and Check Report in the amount of **\$1,587,546.09**, Payroll warrants numbered **335976-335982** for **\$389,881.85** and General Claims/Veterans' Relief warrants numbered **335987-336111** for **\$204,253.16** approved.

080174 **5.** April 16, 2018 minutes approved.

080175, 080177-080181 **6.** Personnel change orders approved minus one change order (080176).

080182 **7.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to accept the Workplace Violence Prevention Plan as presented.

**RESOLUTION NO. 080182
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

IN THE MATTER OF revising policy **POL-0100-40-HR PREVENTING & RESPONDING TO WORKPLACE VIOLENCE POLICY AND PROGRAM;**

WHEREAS, County policy requires an annual review and update of the Preventing & Responding to Workplace Violence policy and program; and

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

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Whitman County Board of Commissioners that policy POL-0100-40-HR PREVENTING & RESPONDING TO WORKPLACE VIOLENCE POLICY AND PROGRAM are approved and adopted as attached and are effective September 1, 2015.

Dated at Colfax, WA this 30th day of April 2018.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

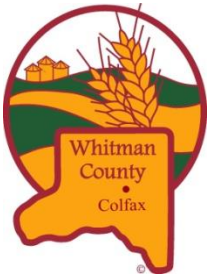
Dean Kinzer, Chairman

ATTEST:

Arthur D Swannack, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner



PREVENTING & RESPONDING TO WORKPLACE VIOLENCE

Policy: POL-100-40-HR - Effective Date: May 1, 2018 - Res. #080182
Cancels: Res. #076855 - Reference: None

This policy applies to all non-elected Whitman County employees while on official county business or on county property.

Definitions:

Weapon - An implement or instrument which has the capacity to injure, kill or intimidate others. Weapons may include Blackjack, sling shot, billy, sand club, sandbag, metal knuckles, dirk, dagger, firearm, knife with a blade longer than three inches, razor with an unguarded blade, metal pipe or bar used or intended to be used as a club, explosives, and poisonous or injurious gas.

Workplace Violence - Threats and/or acts of violence against an employee, client, or visitor. Includes threats to inflict physical harm, damages to property, or any purposeful or knowing behavior that would cause a reasonable person to feel threatened with physical harm committed by an employee or non-employee in the workplace. Does not include reasonable force in the defense of oneself or others and actions taken by public safety personnel and County employees while performing their duties as they are trained and required to do.

WVPP - Workplace Violence Prevention Program

1. Whitman County Will Not Tolerate Violence in the Workplace

Whitman County is concerned and committed to employee safety and health. The County does not tolerate any type of workplace violence committed by or against County employees, clients, or visitors. It will make every effort to prevent violent incidents from occurring by implementing a WVPP.

2. Whitman County will Provide Authority and Resources

Whitman County will make every reasonable effort to provide adequate authority and budgetary resources to responsible parties so its goals and standards are met. The program will be annually reviewed and updated as needed by the Whitman County Incident Team.

3. Supervisors and Employees Implement and Maintain the WVPP

Whitman County encourages employee participation in designing and implementing the WVPP. Supervisors and managers are responsible for ensuring all safety and health policies and procedures involving security are clearly communicated and understood by all employees, all incidents and hazards are accurately and promptly reported, and all rules are enforced fairly and uniformly.

4. Whitman County Prohibits the Making of Threats or Violent Actions

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on County premises will be reported to the proper authorities and fully prosecuted. This list of behaviors, while not comprehensive, provides examples of conduct that is prohibited.

- Causing physical injury to another person
- Making threatening remarks
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person
- Intentionally damaging County or another employee's property
- Possession of a weapon while on County property or while on County business.
Exceptions:
 - (1) Commissioned Law Enforcement
 - (2) Juvenile Services Staff (Chemical Spray) as approved by the Department Head
 - (3) Park Rangers (Multi-purpose tool)
 - (4) Facilities Maintenance (Multi-purpose tool)
- Committing acts motivated by, or related to, sexual harassment or domestic violence

5. All Employees Must Follow Safe Work Practices

As of July 1, 2001 and periodically thereafter, all employees will have training and instruction on general and job-specific workplace security practices. Each employee is responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe and secure work environment. All employees will adhere to work practices that are designed to make the workplace more secure, and will not engage in verbal threats or physical actions that create a security hazard for others in the workplace.

6. Employees Must Immediately Report Violent or Potentially Dangerous Situations

The County requires prompt and accurate reporting of all violent incidents, whether or not physical injury has occurred, by using the Violent Act/Threat Reporting Form available from all supervisors or Human Resources. The County will not discriminate against victims of workplace violence.

Any potentially dangerous situations must be reported immediately to a supervisor or the HR Department. All reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be contacted and the results of investigations will be discussed with them. The County will actively intervene at any indication of a possibly hostile or violent situation.

Proposed Security Projects As of April 2018 Appendix A

Training	Handling Difficult Customers Hazardous Devices Safety Committee Incident Team Using panic buttons Field Safety (home visits, etc.) Self Defense Cash Handling - quarterly Handling threatening customers Training for reporting suspicious persons How to use electronic security on computers		
Lighting	Auditor	Work areas and hallways	Completed
	Auditor	Lighting outside at North entrance	Completed
Surveillance	Public Service Bldg. & Courthouse	Cameras	
	District Court	One entrance with security screening	
	Juvenile Services	One entrance with security screening	
	Prosecutor	Cameras	
	Courthouse building	Outside cameras	
	Public Service Building	Camera in hallway of building	
	District Court	Camera at front counter, Probation and courtroom	
	BOCC/Admin/HR	Intercom to suite door	
	Public Service Building	Cameras in parking lot	
	Public Works	Camera in reception area	
	PW Landfill	Cameras	
	Pullman Health Department	Cameras at office and building doors	
	Colfax Health Department	Camera in reception area	
	Auditor	Cameras	
	BOCC/Admin/HR	Camera delay	
	District Court	Existing camera does not work	Removed 3-1-13?
	Juvenile Services	More cameras	
	Administrative Services	Cameras in building and parking lots	
	Treasurer	Cameras at tills	
	Fair/Facilities	More cameras	
Barriers	Prosecutor	Tinted windows to offices	Completed
	BOCC/Admin/HR	Restricted entrance/barrier	
	Prosecutor	Bolt reception desk to the floor	In Progress (Scope Change)
	Public Works	Lock/secure the swinging gate in the reception area	
	BOCC/Admin/HR	Locked door with intercom system	
	Prosecutor	Locked door with key card entrance only	In Progress
	Auditor	Glass service windows	
	Colfax Health Department	Better secured from windows	
	Public Works	Locked door between reception and offices	
	District Court	More security for Judge	Completed
	Juvenile Services	Barriers/security windows	
	Courthouse	Better door locks	
	Courthouse	Screening process for entrance	
	Auditor	Gate @ south end of Recording	

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Escape Routes	Auditor	Gate @ north end of Licensing	
	Clerk	Extra door in back of office	Completed
	Probation	Change door to swing in to the hallway	
	Juvenile	An escape door	
	Public Works	Escape door for recycling	
	Probation	Escape door	
	Parks/DS & Fair/FM	Escape door	Alternate option found
	Extension	Add an escape door	Completed
	Prosecutor	Escape door next to attorney offices	Completed
	Prosecutor	Escape route into somewhere other than the hallway	Completed (Egress windows)
		Escape route into somewhere other than the hallway	Completed (Egress windows)
	Auditor	Escape route into somewhere other than the hallway	Completed (Egress windows)
	District Court	Escape route into somewhere other than the hallway	Completed (Egress windows)
	Pullman Health Department Courthouse and Public Service Building	Remove items in the escape route Improve traction on escape route stairs	Completed
	Assessor	Escape route can be slick; provide carpet	
	Prosecutor; Public Works; Auditor; BOCC/Admin/HR; Pullman Health Department; Assessor	Escape windows	Mostly completed (ground Floor offices to receive window breaking tools)
	Courthouse courtyard	Remove landscaping providing hiding places for assailants	In progress
Tools	Emergency Management	Escape Route needed; provide more than one way in or out	
	Courthouse	Additional escape windows: added ladders	
	Pullman and Colfax Health Department	Panic buttons/buzzers in the exam rooms	
	PW Landfill	Scale House Drop Safe for Large Bills	
	PW Landfill	Scale House Lock for Cash Drawer	
	Public Works	A conference area away from the work space	
	PW Landfill	Panic button between buildings	
	PW Landfill	Security tools at the bathroom	
	Juvenile; BOCC/Admin/HR; PW Landfill; Auditor; Public Works; Colfax and Pullman Health Department	Bomb threat cards needed	
	Prosecutor	Panic buttons may not work Specific panic buttons for DC were never installed	
Signage	District Court		It can run ethernet then person can take their own phone
	Vault	Phones are installed but do not work	
	Courthouse	Better key control	
	Courthouse	Larger signs banning weapons	
	Prosecutor	"We prosecute robbers" sign	
	Pullman Health Department	"No drugs, limited cash"	
	Colfax Health Department	Larger and brighter signs	Completed
	Public Works	"Limited cash" near front counter	Completed
	BOCC/Admin/HR	"No cash on premise" outside suite	
	Auditor	"Limited cash on hand" at the cash drawers	
Policy	District Court	"Limited cash"	
	Fair/Facilities	"Limited cash"	Completed
	Courthouse	Better alert system	
	Courthouse	Security patrols	

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Courthouse	A move to make all court offices on the second floor with a security barrier
Courthouse	A move to make all non-judiciary offices on the main floor
Courtrooms	A bailiff or officer present during all court proceedings
Courthouse	Reserves act as security
Courts	Bailiff in all court proceedings
Courthouse	Don't unlock Mill Street door until 9:00 a.m.
Public Works	Emergency phone numbers beside phones
Clerk's Office	A plan in case of urgent/extreme/imminent emergency outside of following a procedure step list

Whitman County - Colfax

County Courthouse

400 N. Main Street
Colfax, WA 99111
(509) 397-5240

Public Service Building

310 N. Main Street
Colfax, WA 99111
(509) 397-4622

IT Building

301 N. Mill Street
Colfax, WA 99111
(509) 397-5195

Fair/Facilities

310 North Main St. Colfax WA
99111
(509) 397-6263

Sheriff/Correctional Facility

411 N. Mill Street
Colfax, WA 99111
(509) 397-5355

Elections Building

304 Main Street
Colfax WA 99111
(509) 397-6263

In Case of Emergency

- Step I:** Dial 911
- Step II:** Inform Your Supervisor
- Step III:** Contact an Incident Team Member

Whitman County Incident Team

Report any event that may cause death or significant injuries, disrupt or shut down operations, cause physical or environmental damage, or threaten the financial standing or public image of the county, its employees, customers or the general public to a member of the Incident Team:

Chris Nelson, Information Technology	x5181 or x5186
Kelli Campbell, Human Resources	x5243 or x5242
Troy Henderson, Public Health	x5377 or x5375
Mark Storey, Public Works	x5204 or x5200
Brett Myers, Sheriff's Office	x5357 or x5355
Ron Rockness, Sheriff's Office	x5358 or x5355
Gary Petrovich, Administrative Services	x5241 or x5240
Bill Tensfeld, EM, PDS, FFM	x5605 or x5606
Ginger Devorak, Superior Court	x5345
Paul Anderson, Facilities	x5391
BOCC	x5246 or x5240

After Hours Parking Lot Escort x5355

For an escort to your car after hours, please contact the jail facility at extension 5355 for scheduling.

Local Resources - Non-Emergency**City of Colfax**

City Hall	(509) 397-3861
Police	(509) 397-4616
Fire/Ambulance	(509) 397-3416

Employee Assistance Program

Magellan Health Services 1-800-523-5668
*Free and Confidential

Whitman County - Outside Colfax

Location	Address	City, State, Zip	Phone
District Court-Pullman	SE 325 Paradise St.	Pullman, WA 99163	(509) 332-2065
Kamiak Butte	Fugate Road	Whitman County, WA	(509) 878-1869
Klemgard Park	Union Flat Road	Whitman County, WA	(509) 397-2684
Wawawai Park	Wawawai Road	Whitman County, WA	(509) 334-3774
Fairgrounds	322 Fairgrounds Rd, SR 26	Whitman County, WA	(509) 397-3753
County Landfill	252 Landfill Road	Whitman County, WA	(509) 334-2400
Oakesdale Shop	801 W. Steptoe St.	Oakesdale, WA 99158	(509) 285-4301
Colfax Shop	201 Duncan Springs Rd	Colfax, WA 99163	(509) 397-4733
St. John Shop	7 South Main St.	St. John, WA 99171	(509) 648-3946
Palouse Shop	230 E. Union	Palouse, WA 99161	(509) 878-1451
Colton Shop	708 Broadway	Colton, WA 99113	(509) 229-3427
Pullman Shop	2041 Country Club Road	Pullman, WA 99163	(509) 332-2328
Lacrosse Shop	320 N. Clark	Lacrosse, WA 99143	(509) 549-3946

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Kelli Campbell, Human Resources	(509) 397-5243
Troy Henderson, Public Health	(509) 397-5377
Mark Storey, Public Works	(509) 397-5204
Brett Myers, Sheriff's Office	(509) 397-5357
Ron Rockness, Sheriff's Office	(509) 397-5358
Gary Petrovich, Administrative Services	(509) 397-5241
Bill Tensfeld, EM, PDS, FFM	(509) 397-5605
Ginger Devorak, Superior Court	(509) 397-5345
Paul Anderson, Facilities	(509) 397-5391
BOCC	(509) 397-5246

Local Resources - Non-Emergency

City	City Hall	Police	Fire/Ambulance
Pullman	(509) 334-4555	(509) 334-0802	(509) 332-8172
St. John	(509) 648-3905	(509) 648-3905	(509) 648-3950
Oakesdale	(509) 285-4020	(509) 285-5333	(509) 285-4020
Colton	(509) 229-3887	(509) 229-3887	(509) 229-3887
Palouse	(509) 878-1811	(509) 878-1611	(509) 878-1811
Lacrosse	(509) 549-3330	(509) 549-3330	(509) 549-3330

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Employee Assistance Program: Magellan Health Services 1-800-523-5668

*Free and Confidential

Whitman County Public Health - Pullman Office

1205 SE Professional Mall
Pullman, WA 99163
(509) 332-6752

In Case of Emergency	
Step I:	Dial 911
Step II:	Inform Your Supervisor
Step III:	Contact an Incident Team Member

Whitman County Incident Team

Report any event that may cause death or significant injuries, disrupt or shut down operations, cause physical or environmental damage, or threaten the financial standing or public image of the county, its employees, customers or the general public to a member of the Incident Team:

Chris Nelson, Information Technology	(509) 397-5181
Kelli Campbell, Human Resources	(509) 397-5243
Troy Henderson, Public Health	(509) 397-5377
Mark Storey, Public Works	(509) 397-5204
Brett Myers, Sheriff's Office	(509) 397-5357
Ron Rockness, Sheriff's Office	(509) 397-5358
Gary Petrovich, Administrative Services	(509) 397-5241
Bill Tensfeld, EM, PDS, FFM	(509) 397-5605
Ginger Devorak, Superior Court	(509) 397-5345
Paul Anderson, Facilities	(509) 397-5391
BOCC	(509) 397-5246

Local Resources - Non-Emergency

City of Pullman

City Hall	(509) 334-4555
Police	(509) 334-0802
Fire/Ambulance	(509) 332-8172

Whitman County Offices

Commissioners' Office	(509) 397-5246
Information Technology	(509) 397-5195
Human Resources	(509) 397-5242
Parks/Developmental Services	(509) 397-6238
Public Health	(509) 397-6280
Public Works	(509) 397-4622
Sheriff's Office	(509) 397-5355
Fair/Facilities Management	(509) 397-6263

080183 **8.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve changes to a credit card account as submitted by Bill Tensfeld/Janel Goebel for the Fair.

080184 **9.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve the Commissioners' revised signature delegation authority.

080185 **10.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to sign the Greater Columbia Behavioral Health (GCBH) Certificate of Formation for an LLC.

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080186-080187 11. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to Spokane County Greater Spokane Department of Emergency Management contract #E18-163 for the Homeland Security grant program.

CORRESPONDENCE:

D080187A 12. The following correspondence was received:

080188 12A. A letter was received from DSHS Office of Forensic Mental Health Services regarding reimbursement for local evaluation services.

080189 12B. An executed copy of the Washington Teamsters Welfare Trust subscription agreement received.

080190 12C. An executed copy of the Colfax interlocal governmental incarceration services agreement received.

080191 12D. An executed copy of the Trebron (Sophos) purchase agreement received.

080192 13. Commissioners' pending list reviewed.

D080192A 14. Approved documents signed.

10:45 a.m. - Recess.

9:00 a.m. - Reconvene/Board Business/BOCC Workshop.

Present: Kelli Campbell.

080193 15. The county wage survey was discussed but no action was taken.

2:30 p.m. - Executive Session.

Present: Denis Tracy (2:30 p.m.) and Troy Henderson (3:10 p.m.).

080194 16. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to go into executive session with the above individual(s) until 3:30 p.m. in accordance with RCW 42.30.110(1)(i) for matters related to negotiations.

3:30 p.m. - Return to Open Session/Adjourn.

D080194A Commissioner Largent **moved** to adjourn the **April 30, 2018** meeting. Motion **seconded** by Commissioner Swannack and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **May 7, 2018**. The foregoing action made this **30th** day of **April 2018**.

ss/ ARTHUR D SWANNACK, COMMISSIONER
ss/ MICHAEL LARGENT, COMMISSIONER

MARIBETH BECKER, CMC
Clerk of the Board

DEAN KINZER, CHAIRMAN
Board of County Commissioners