

**081585 THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, May 6, 2019** at **9:00 a.m.** Chairman Arthur D Swannack, Dean Kinzer and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: Gary Petrovich, Mark Storey, Bill Tensfeld, Lance Bishop, Brandy Dean, Sandy Jamison, Chris Nelson, Jana Mathias, (9:00 a.m.).

**081586 1.** The following items were discussed but no action was taken.

- Credit Card Code
- Cell Tower Leases
- Joint Port Workshop
- Hotel-Motel Tax Report
- EC 2<sup>nd</sup> 1/10 of 1% Tax
- Security Cameras/Union
- New World
- 1<sup>st</sup> Half Tax Collection
- Facilities Mgmt. Update
- Grandstands Foundation
- 2<sup>nd</sup> 2019 Election
- Vault Space Allocation
- Household Hazardous Waste
- CRAB Additional Funding
- Almota Road-Phase IV
- CIP Appointments
- Possible Levy Lid Lift

**10:00 a.m. - Recess.**

**10:15 a.m. - Flag Salute.**

Present: Karen Johnson, Nancy Cochran and Jana Mathias.

**D081586A 2. Pledge of Allegiance:**

**Amend Agenda:**

**D081586B 2A.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to remove item #7 and add item #18A, County Road Administration Board (CRAB) contract (CRAB) for Hume Road.

**10:15 a.m. - Brandy Dean**

**Consent Agenda:**

**081587 3.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to accept the consent agenda as presented.

**081588 4.** Treasurer's Wire Transfers and Check Report in the amount of **\$115,861.44** and General Claims/Veterans' Relief warrants numbered **342582-342643** for **\$167,908.18** approved.

**081589 5.** April 29, 2019 minutes approved.

**081590-081594 6.** Personnel change orders approved.

**081595 7.** The Dynamic Collectors agreement was removed from the agenda.

**081596 8.** The lease between Whitman County and Ideal Options for office space at the Pullman Public Health office was tabled to May 20<sup>th</sup>.

**081597 9.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to sign the revised Information Technology signature delegation authorization.

**081598 10.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to adopt the updated Workplace Violence Prevention Program as adopted.

RESOLUTION NO. 081598  
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 May 6, 2019.

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

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Arthur D Swannack, Chairman

\_\_\_\_\_  
Dean Kinzer, Commissioner

ATTEST:

\_\_\_\_\_  
Maribeth Becker, CMC  
Clerk of the Board

\_\_\_\_\_  
Michael Largent, Commissioner



**PREVENTING & RESPONDING TO WORKPLACE VIOLENCE**

Policy – POL-100-40-HR – Effective Date: May 6, 2019 – Res. #081598  
Cancels: Res #080182 – 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 club, 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.

**Whitman County Workplace Violence Prevention Program**

**Introduction**

Whitman County is concerned and committed to employee safety and health. The County does not tolerate violence in the workplace and will make every effort to prevent violent incidents from occurring by implementing the following Workplace Violence Prevention Program (WVPP).

Each manager, supervisor, and employee is responsible for implementing and maintaining the WVPP and is encouraged to participate in designing and implementing the program. All employees must adhere to work practices that are designed to make the workplace more secure, and must not make verbal threats or physical actions that create a security hazard for others in the workplace.

All employees will have training and instruction on general and job-specific workplace security practices. Training and instruction will be provided when the WVPP is first established and periodically thereafter. Training is provided to all new employees and to other employees for whom training has not previously been provided. Additional training and instruction will be provided to all personnel whenever the employer is made aware of new or previously unrecognized security hazards.

Every employee is required to promptly and to accurately report all violent incidents or potentially dangerous situations whether or not physical injury has occurred. If an actual threat or act has taken place, the victim must complete the Violent Act/Threat Reporting Form available from all departmental supervisors or Human Resources. Also any potentially dangerous situations must be reported immediately to a supervisor or to the HR Department for investigation and remedy.

A copy of County Policy: **POL-0100-40-HR PREVENTING & RESPONDING TO WORKPLACE VIOLENCE** is readily available to all employees through Human Resources and from each manager and supervisor. Whitman County's WVPP document is available for review in the Human Resources office.

**Workplace Violence Prevention Program Responsibility**

The WVPP Administrator is the Whitman County Human Resources Manager and he/she has the authority and responsibility for implementing the provisions of this program for Whitman County.

All managers, supervisors and employees are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the program. Supervisors and managers are responsible for ensuring that 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. 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.

In addition, the Whitman County Incident Team will assess the vulnerability to workplace violence and reach agreement on preventative actions to be taken. This group will be responsible for reviewing employee training programs in violence prevention and plans for responding to acts of violence. They will also audit the overall WVPP compliance annually and recommend changes as needed.

**Program Compliance**

Whitman County has established the following policy to ensure compliance with its rules on workplace security. County management is committed to ensuring that all safety and health policies and procedures involving workplace security are clearly communicated and understood by employees. All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment.

The County's system ensures that all employees, including supervisors and managers, comply with work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard. It includes:

- Informing employees, supervisors, and managers about our WVPP
- Evaluating the performance of all employees in complying with our workplace security measures
- Recognizing employees who perform work practices that promote security in the workplace
- Providing training and/or counseling to employees who need to improve work practices designed to ensure workplace security
- Disciplining employees for failure to comply with workplace security practices
- Reviewing the performance of departments in providing appropriate employee training on a regular basis

Whitman County recognizes that to maintain a safe, healthy and secure workplace there must be open, two-way communication between all employees, including managers and supervisors, on all workplace safety, health and security issues. A communication system designed to encourage a continuous flow of safety, health, and security information between management and our employees without fear of reprisal and in a form that is readily understandable is vital. Our communication system consists of the following items:

- New employee orientation on the County's workplace security policies, procedures and work practices
- Periodic review of our WVPP with all personnel

- Training programs designed to address specific aspects of workplace security unique to Whitman County
- Regularly scheduled safety meetings that include workplace security discussions
- A system to ensure that all employees, including managers and supervisors, understand the workplace security policies
- Posted or distributed workplace security information
- A system for employees to inform management about workplace security hazards or threats of violence
- Procedures for protecting employees that report threats from retaliation by the person making the threats

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**Hazard Assessment**

The Implementation Workplace Violence Committee completed an initial hazard assessment in May 2000. Beginning in 2001, the Whitman County Incident Team periodically performs, a workplace hazard assessment for workplace security in the form of record keeping and review, and may include a workplace survey. The assessment group will identify workplace violence and security issues and make recommendations to management and employees.

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**Record Keeping and Review**

Periodic updates and reviews of the following workplace violence reports and records will be made:

- Occupational Safety and Health Administration (OSHA) 300 logs
- Workplace violence incident reports
- Information compiled for recording assault incidents or near-assault incidents (i.e. Threat & Assault Log)
- Insurance Records
- Police Reports
- Workplace Survey
- Accident Investigations
- Training Records
- Grievances
- Inspection Information
- Other relevant records or information

The WC Incident Team will complete the report and record review by the end of July each year.

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**Workplace Security Inspections**

Periodic inspections to identify and evaluate workplace security hazards and threats of workplace violence will be coordinated by the WC Incident Team and Safety Committee. Periodic inspections are performed according to the following schedule:

- When we initially established our Workplace Violence Prevention Program
- When new, previously unidentified security hazards are recognized
- When occupational injuries or threats of injury occur
- Whenever workplace security conditions warrant an inspection

Workplace hazards are best identified by the department working in each location. For this reason each department submits an annual hazard survey to the Incident Team. The concerns and ideas are then reviewed by the Team for possible action. Periodic inspections for security hazards consist of identification and evaluation of workplace security hazards and changes in employee work practices, and may require assessing for more than one type of workplace violence. The County performs inspections for each type of workplace violence by using the methods specified below to identify and evaluate workplace security hazards.

**Inspections for workplace security hazards from violence by strangers (Type 1) include assessing:**

- The exterior and interior of the workplace for its attractiveness to robbers
- The need for security surveillance measures, such as mirrors or cameras
- Position of signs notifying the public that limited cash is kept on the premises
- Procedures for employee response during a robbery or other criminal act
- Procedures for reporting suspicious persons or activities
- Posting of emergency telephone numbers for law enforcement, fire and medical services where employees have access to a telephone with an outside line
- Limiting the amount of cash on hand
- Staffing levels during evening hours of operation and at other high risk times
- The use of work practices such as "buddy" systems, as appropriate, for identified risks (e.g., walking employees to their cars or mass transit stops at the end of the work day)
- Adequacy of lighting and security for designated parking lots or areas
- Electronic firewalls, anti-virus software, anti-spam software, etc.

**Inspections for workplace security hazards from violence by customers or clients (Type 2) include assessing:**

- Access to, and freedom of movement within, the workplace
- Adequacy of workplace security systems, such as door locks, security windows, physical barriers and restraint systems
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment
- Employee's skill in safely handling threatening or hostile service recipients
- Effectiveness of systems and procedures to warn others of a security danger or to summon assistance, e.g. alarms or panic buttons
- The use of work practices such as "buddy" systems, as appropriate, for identified risks (e.g., walking employees to their cars or mass transit stops at the end of the work day)
- Adequacy of lighting and security for designated parking lots or areas
- The availability of employee escape routes

- Electronic firewalls, anti-virus software, anti-spam software, etc.

**Inspections for workplace security hazards from violence by co-workers (Type 3) include assessing:**

- How well the anti-violence policy has been communicated to employees, supervisors and managers
- How well management and employees communicate with each other
- How well employees, supervisors and managers know the warning signs of potential workplace violence
- Access to, and freedom of movement within, the workplace by non-employees, specifically recently discharged employees
- Frequency and severity of employee-reported threats of physical or verbal abuse by managers, supervisors or other employees
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace
- Employee disciplinary and discharge procedures
- Electronic firewalls, anti-virus software, anti-spam software, etc.

**Inspections for workplace security hazards from violence by personal relations (Type 4) include assessing:**

- Access to, and freedom of movement within, the workplace by non-employees, specifically personal relations with whom one of our employee's is having a dispute
- Frequency and severity of employee-reported threats of physical or verbal abuse which may lead to violent acts by a personal relation
- Adequacy of workplace security systems, such as door locks, security windows, and physical barriers
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs
- The use of work practices such as "buddy" systems, as appropriate, for identified risks (e.g., walking employees to their cars or mass transit stops at the end of the work day)
- Adequacy of lighting and security for designated parking lots or areas
- Warning or police involvement to remove personal relations of employees from the work site and effectiveness of restraining orders
- Electronic firewalls, anti-virus software, anti-spam software, etc.

**Workplace Survey**

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The Whitman County Incident Team may periodically distribute a survey among employees to identify security issues

**Workplace Hazard Control and Prevention**

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In order to reduce the risk of workplace violence and based on the record/report review and workplace security inspections, the Incident Team performs the following measures:

**Engineering Controls and Building or Work Area Design**

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A list of possible safety projects and tasks is annually compiled and updated. Please see appendix A.

**Workplace Practices**

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Training/instruction of staff, reporting procedures for possible/actual violent acts or threats, County POL-0100-40-HR, enforcement policy, and monitoring, maintenance, and improvement of the County's WVPP.

**Workplace Hazard Control and Prevention - Adoption**

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The Board of County Commissioners reviewed and adopted each of the above policies and procedures developed and recommended by the Implementation Workplace Violence Prevention Group as of July 1, 2000.

**Training and Instruction**

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The County has established the following policy on training all employees with respect to workplace violence and security. All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace security practices. Initial training and instruction will be provided after the WVPP is first established and periodically thereafter. Training shall be provided to all new employees and to other employees for whom training has not previously been provided. It shall also be provided to all employees, supervisors, and managers given new job assignments for which specific workplace security training for the job assignment has not previously been provided. Additional training and instruction will be provided to all personnel whenever the employer is made aware of new or previously unrecognized security hazards.

General workplace violence and security training and instruction includes, but is not limited to, the following:

- Explanation of the WVPP including measures for reporting any violent acts or threats of violence
- Recognition of workplace security hazards including the risk factors associated with the four types of violence
- Measures to prevent workplace violence, including procedures for reporting workplace security hazards or threats to managers and supervisors
- Ways to defuse hostile or threatening situations
- Measures to summon others for assistance
- Employee routes of escape
- Notification of law enforcement authorities when a criminal act may have occurred
- Emergency medical care provided in the event of any violent act upon an employee
- Post-event trauma counseling for those employees desiring such assistance
- The availability of an employee assistance program(s) to access pre and/or post incident services

In addition, the County provides specific instructions to all employees regarding workplace security hazards unique to their job assignment, to the extent that such information was not already covered in other training. We have chosen the following items for training and instruction for managers, supervisors and employees:

- Crime awareness
- Location and operation of alarm systems, panic buttons and other protective devices.
- Communication procedures
- Proper work practices for specific workplace activities, occupations or assignments, such as law enforcement, health care, public transportation, etc.
- Self-protection
- Dealing with angry, hostile or threatening individuals

**BOCC MINUTES-05/06/19**

- Using the “buddy” system or other assistance from co-employees
- Awareness of indicators that lead to violent acts by service recipients
- Employee assistance programs
- Review of anti-violence policy and procedures
- Managing with respect and consideration for employee well-being
- Pre-employment screening practices
- Role playing a violent incident

**Incident Investigation**

Procedures for investigating incidents of workplace violence – threats and physical injury – include:

- Reviewing all previous incidents
- Visiting the scene of an incident as soon as possible
- Interviewing threatened or injured employees and witnesses
- Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator
- Determining the cause of the incident
- Taking corrective action to prevent the incident from recurring
- Recording the findings and corrective actions taken

**Proposed Security Projects  
As of April 2019**

**Appendix A**

**Training**

Handling Difficult Customers  
 Hazardous Devices Safety Committee  
 Incident Team  
 Using panic buttons  
  
 Field Safety (home visits, etc.) Self Defense  
  
 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 Cameras	
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)
	Lock/secure the swinging gate in the reception area	
Public Works	Locked door with intercom system	
BOCC/Admin/HR	Locked door with key card entrance only	In progress
Prosecutor	Glass service windows	
Auditor	Better secured front windows	
Colfax Health Department	Locked door between reception and offices	
Public Works	More security for Judge	Completed
District Court	Barriers/security windows	
Juvenile Services	Better door locks	
Courthouse	Screening process for entrance	
Courthouse		

**BOCC MINUTES-05/06/19**

	Auditor	Gate @ south end of Recording	
	Auditor	Gate @ north end of Licensing	
<b>Escape Routes</b>			
	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	Remove Items in the escape route	Completed
	Pullman Health Department	Improve traction on escape route stairs	Completed
	Courthouse and Public Service Building	Escape route can be slick; provide carpet	
	Assessor		
	Prosecutor, Public Works, Auditor		Mostly completed (ground floor offices to receive window breaking tools)
	BOCC/Admin/HR, Pullman Health Department		
	Assessor	Escape windows	
		Remove landscaping providing hiding places for assailants	In progress
	Courthouse Courtyard	Escape Route needed; provide more than one way in or out	
	Emergency Management	Additional escape window; added ladders	
	Courthouse		
<b>Tools</b>			
	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	
		A conference area away from the work space	
	Public Works		
	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		
	District Court	Panic buttons may not work	
		Specific panic buttons for DC were never installed	
	Vault	Phones are installed but do not work	it can run ethernet then person can use their own phone
	Courthouse	Better key control	
<b>Signage</b>			
	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	
	District Court	"Limited cash"	
	Fair/Facilities	Limited cash	Completed
	Courthouse	Better alert system	
<b>Policy</b>			
	Courthouse	Security patrols	
		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	
		A bailiff or officer present during all court proceedings	
	Courthouse	Reserves act as security	
	Courthouse	Bailiff in all court proceedings	
	Court	Don't unlock Mill Street door until 9:00 a.m.	
	Courthouse	Emergency phone numbers beside phones, a plan in case of urgent/extreme/imminent emergency outside of following a procedure	
	Public Works	Steplist	
	Clerk's Office		

**BOCC MINUTES-05/06/19**

**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  
Phone: (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

<b>In Case of Emergency</b>	
<b>Step I:</b>	Dial 911
<b>Step II:</b>	Inform Your Supervisor
<b>Step III:</b>	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:

Lance Bishop, 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, Fair	x5605 or x5606
Brandy Dean, Facilities Management	x5391 or x5394
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**

First Choice Health 1-800-777-4114 \*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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Brett Myers, Sheriff's Office	(509) 397-5357
Ron Rockness, Sheriff's Office	(509) 397-5358



**BOCC MINUTES-05/06/19**

Gary Petrovich, Administrative Services	(509) 397-5241
Bill Tensfeld, EM, PDS, Fair	(509) 397-5605
Brandy Dean, Facilities Management	(509) 397-5391
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

**Employee Assistance Program:** First Choice Health 1-800-777-4114 \*Free and Confidential

**Whitman County – Pullman Health**

**Whitman County Public Health – Pullman Office**

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

In Case of Emergency
<p><b>Step I:</b> Dial 911  <b>Step II:</b> Inform Your Supervisor  <b>Step III:</b> Contact an Incident Team Member</p>

**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:

Lance Bishop, 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, Fair	(509) 397-5605
Brandy Dean, Facilities Management	(509) 397-5391
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

**Employee Assistance Program** First Choice Health 1-800-777-4114 \*Free and Confidential

**Whitman County Offices**  
 Commissioner's 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 Maintenance (509) 397-6263

**081599 11.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to award the 2019 Public Facilities (.09) awards as recommended by the Blue Ribbon Advisory Task Committee.

**081600 12.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to proclaim May 5-11, 2019 as Municipal Clerks Week.

**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS  
 IN THE MATTER OF CELEBRATING MAY 5-11, 2019 AS THE  
 50<sup>TH</sup> ANNIVERSARY OF MUNICIPAL CLERKS WEEK  
 PROCLAMATION**

**WHEREAS**, the Office of the Municipal Clerk is a time-honored and vital part of local government existing throughout the world; and,

**WHEREAS**, the Office of the Municipal Clerk is the oldest among public servants; and,

**WHEREAS**, the Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels; and,

**WHEREAS**, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and,

**WHEREAS**, the Municipal Clerk serves as the information center on functions of local government and community; and,

**WHEREAS**, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops, and annual meetings of their state, provincial, county and international professional organizations; and,

**WHEREAS**, it is most appropriate we recognize the accomplishments of the Office of the Municipal Clerk.

**NOW, THEREFORE, BE IT HEREBY PROCLAIED** that the Board of Whitman County Commissioners hereby recognizes the week of:

**MAY 5-11, 2019 AS MUNICIPAL CLERKS WEEK**

**BE IT FURTHER PROCLAIMED** that we extend our appreciation to the Municipal Clerks in Whitman County for the vital services they perform and the exemplary dedication to the communities they represent.

**DATED this 6<sup>th</sup> day of May, 2019.**

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Arthur D Swannack, Chairman

\_\_\_\_\_  
Dean Kinzer, Commissioner

\_\_\_\_\_  
Michael Largent, Commissioner

ATTEST:

\_\_\_\_\_  
Maribeth Becker, CMC  
Clerk of the Board

**081601 13.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to approve the 2019-20 legal printing agreement.

**CORRESPONDENCE:**

**D081601A 14.** The following correspondence was received:

**081602 14A.** Comments from Benno Mohr were received regarding the Marijuana Moratorium.

**081603 14B.** A letter of support for Gary Hunt was signed by the Board.

**081604 15.** Commissioners' pending list reviewed.

**081605 16.** At 10:30 a.m. the RFP's for an All Hazard Mitigation Consultant were opened as follows:

Present: Robin Cocking, Bill Tensfeld, Karen Johnson and Jana Mathias.

**CONSULTANTS**

**AMOUNT**

Northwest Management, Inc., Moscow, ID	\$45,700
Bridgeview Consulting, Tacoma, WA	\$48,750
Two Rivers Emergency Management, San Antonio, TX	\$24,550 + \$1,750/each on-site visit

Staff will review the RFP's and the commissioners will make an award May 20, 2019.

**D081605A 16A.** Commissioner Swannack inquired about the status of the Coroner's office clean-up due to sewage backup. Ms. Dean said the cleanup is on-going; the contractor has been busy. All invoices associated with this project will be submitted to the Administrative Services Director for payments until the deductible has been met.

**10:50 - Recess.**

**11:00 a.m. - Public Works.**

Present: Mark Storey, Brandon Kruger, Dean Cornelison, Brandy Dean and Karen Johnson.

**Amend Agenda:**

**081605B 16B. Motion** by Commissioner Largent **seconded** by Commissioner Kinzer and **carried** to include item #18B-Pullman Airport Road reconstruction project and item #18C-Johnson Road/Becker Road/Johnson Cut-Off Road to the agenda.

**081606 16B.** The following Public Works related issues approved/updated:

**ACTION ITEMS:**

**081607 17.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to approve the Resolution ending the State of Emergency for both Unincorporated and incorporated areas of Whitman County that lie both to east of SR23, and to the east of SR195 in proximity to area streams and rivers as presented.

**RESOLUTION NO. 081607**  
**OF**  
**THE BOARD OF COUNTY COMMISSIONERS**  
**FOR WHITMAN COUNTY, STATE OF WASHINGTON**

**WHEREAS,** the Board of County Commissioners for Whitman County, State of Washington, met in regular session on Monday, April 29, 2019; and,

**WHEREAS,** on April 9, 2019, Public Works staff took quick action to protect the public by closing the Kitzmiller, Whelan, Viola, Mader, Albion-Parvin, Estes, Seabury, Fanning, Fairbanks, Orville Boyd, and Banner Roads, among others, to "through" traffic, once they became aware of the significant damage to, local flooding around, and the potential for failure of the road embankments adjacent to waterways around the County; and,

**WHEREAS,** incorporated Towns and Cities around Whitman County were also experiencing similar flooding and damage to infrastructure; and,

**WHEREAS,** the Board agreed that a state of emergency existed with respect to significant erosion, slope wasting, and damage to area transportation infrastructure in areas of the County that lie both to the east of SR23 and to the east of SR195, in proximity to area streams and rivers; and,

**WHEREAS,** immediate action was needed to further protect the safety of the public and the integrity of the public road system; and,

**WHEREAS,** Public Works personnel acted in the best interest of the Board of County Commissioners and the county residents; and,

**WHEREAS,** the Board of County Commissioners declared a state of emergency to exist in unincorporated and incorporated areas of Whitman County that lie both between Highway 23 and Highway 195, and to the east of Highway 195; and,

WHEREAS, Whitman County Public Works has performed repair work to County infrastructure damaged during the flooding, to the satisfaction of the County Engineer, and that the County Engineer no longer believes that a state of emergency is needed for repair efforts,

BE IT RESOLVED, that the state of emergency is terminated, and that normal operations shall resume with respect to infrastructure maintenance and preservation activities.

PASSED, APPROVED AND ADOPTED this 6<sup>th</sup> day of May 2019.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Arthur D Swannack, Chairman

ATTEST:

\_\_\_\_\_  
Dean Kinzer, Commissioner

\_\_\_\_\_  
Maribeth Becker, CMC  
Clerk of the Board

\_\_\_\_\_  
Michael Largent, Commissioner

081608 18. Commissioner Largent moved Commissioner Kinzer seconded the motion and it carried to approve the Resolution establishing the Moderate Risk Waste (MRW) facility upgrades as presented.

**RESOLUTION NO. 081608  
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

In the matter of initiating a county solid waste capital improvement project designated as the Moderate Risk Waste Facility Project.

IT IS HEREBY RESOLVED that the Solid Waste - Moderate Risk Waste Building Project include the following:

This project provides for the remodel and upgrade of the Moderate Risk Waste Building (also known as the Household Hazardous Waste Facility) at the Solid Waste Facility, including utility connections and associated site improvements.

This project is hereby declared to be a public necessity and the County Engineer is hereby ordered and authorized to report and proceed thereon.

IT IS FURTHER RESOLVED that an appropriation from the official adopted solid waste fund budget and based on the following estimate is hereby made in the amounts and for the purposes shown:

PURPOSE	AMOUNT OF APPROPRIATION
Engineering (PE & CE)	\$150,000.00
Contracts	\$700,000.00
TOTAL	\$850,000.00

IT IS FURTHER RESOLVED that the construction is to be accomplished by contract in accordance with established county policies and procedures.

ESTIMATED date of commencing work: May 1, 2019  
ESTIMATED date of completing work: December 31, 2022

ADOPTED this 6<sup>th</sup> day of May, 2019.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Arthur D Swannack, Chairman

ATTEST:

\_\_\_\_\_  
Dean Kinzer, Commissioner

\_\_\_\_\_  
Maribeth Becker, CMC  
Clerk of the Board

\_\_\_\_\_  
Michael Largent, Commissioner

**081609 18A. Motion** by Commissioner Largent **seconded** by Commissioner Kinzer and **carried** to approve the County Road Administration Board (CRAB) contract for Hume Road.

**081610 18B. Motion** by Commissioner Largent **seconded** by Commissioner Kinzer and **carried** to approve the County Road Administration Board (CRAB) contract for Pullman Airport Road.

**081611 18C. Motion** by Commissioner Largent **seconded** by Commissioner Kinzer and **carried** to approve the County Road Administration Board (CRAB) contract for Johnson Road/Becker Road/Johnson Cut-Off Road.

**DIVISION UPDATES:**

**D081611A 19.** The following division updates provided by Public Works staff.

**Solid Waste Division:**

**D081611B 19A.** The new effluent tanks at the Transfer Station performed flawlessly this past winter.

**Engineering Division:**

**D081611C 19B.** Staff continues to work on the right-of-way acquisition for the Almota Road-Phase IV project. Without the signed right-of-way packages the county cannot proceed as planned and could be in danger of losing \$2.5 million in state funding and may have to revise the project. If the county is unable to expend the state funds, they will have to act on the \$2.7 million in federal funds.

**Maintenance Division:**

**D081611D 19C.** Mr. Storey said the department is considering absorbing the one motor pool vehicle into the fleet unless otherwise directed by the Board due to the additional requirements imposed by the State Auditor's Office. No decision was made by the Board at this time.

**D081611E 19D.** Crews are grading, performing chip seal season preparation work, crack sealing, planking bridge decks and spraying weeds.

**D081611F 19E.** Mr. Storey said the Trestle Creek Bridge continues to get evaluated and takes less and less weight. He will do more research to determine if this bridge is something the Board may want consider vacating.

**D081611F 20.** Approved documents signed.

**11:30 a.m. - Recess.**

**2:00 p.m. - WA Department of Fish & Wildlife.**

Present: Steve Pozzanghera, Region I Director, Brandy Dean and Jana Mathias.

Mr. Pozzanghera reported on the following areas including location, population and breeding statistics.

- 081612 21.** 2019 Wolf Periodic Status review,
- 081613 22.** Wolf SEPA for Wolf Translocation and,
- 081614 23.** Wolf Post-Delisting Management Plan.

**BOCC MINUTES-05/06/19**

In addition, the Board was asked a number of questions regarding how WDFW should proceed with the Periodic Status Review (PRS) prior to public scoping. Mr. Pozzanghera took notes and will provide them to the Commissioners for review and approval.

**3:00 p.m. - Reconvene/Board Business Continued/BOCC Workshop (Port of Whitman).**

Present: John Love, Kristine Meyer, Tom Kammerzell, Joe Poire, Gary Petrovich, Mark Storey, Jana Mathias and one other reporter.

**081615-081616 24.** The following items were discussed but no action was taken.

- Boyer Park Speed Signs
- Fiber to Home
- Wilma Drive/Port Site
- Pullman-Moscow Reg. Airport
- Snake River Family Festival
- Marijuana Zoning

**4:00 p.m. - Recess.**

**D081616A THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, May 13, 2019 at 9:50 a.m.** Chairman Dean Kinzer, Arthur D Swannack and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

**9:50 a.m. - Reconvene/Board Business Continued.**

**D081616B 25.** Approved consent agenda items signed.

**081617 26.** Treasurers Wire Transfers and Check Report in the amount of **\$470,238.34** and General/Veterans' Relief/Payroll warrants numbered **342658-342820** for **\$233,869.61** approved.

**081618-081619 27.** Personnel change orders.

**081620 28.** Lynn Kimball, Executive Director of Aging & Long Term Care of Eastern WA joined the commissioners.

**D081620A 29.** Commissioner Swannack presented Ms. Kimball with a proclamation signed by the Board on April 1<sup>st</sup> proclaiming May 2019 as "Older American Month".

**10:30 a.m. - BOCC Workshop.**

Present: Lance Bishop, Sandy Jamison, Chris Nelson, Gary Petrovich, Jana Mathias, Gazette Intern, Paul Kimmell (9:50), Becky Byrne, Beth Wardell, Kelli Campbell, Corey Eisley, Bailey Wiedmer, Evon Jones, Sharron Cunningham, Mark Storey, Jessica Jensema, Brandy Dean, Jim Hawkes, Cynthia Hayward and Taj Wilkerson (11:00 a.m.).

**081621-081622 29-30.** The following items were discussed but no action was taken.

- CAC Advisory Board Aptm.
- Deputy Clerk of the Board
- WSAC Update
- Back-up Internet Provider
- Website/GIS
- Garfield Seniors' Luncheon
- Strategic Planning
- 2020 Medical Ins. Comparison

**12:10 p.m. - Adjournment.**

**D081622A** Commissioner Largent **moved** to adjourn the **May 6 and 13, 2019** meeting. Motion **seconded** by Commissioner Kinzer and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **May 20, 2019**. The foregoing action made this **13th** day of **May 2019**.

ss/ DEAN KINZER, COMMISSIONER  
ss/ MICHAEL LARGENT, COMMISSIONER

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MARIBETH BECKER, CMC  
Clerk of the Board

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ARTHUR D SWANNACK, CHAIRMAN  
Board of County Commissioners