

BOCC MINUTES-07/15/13

074405 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, July 15, 2013** at **9:00 a.m.** Chairman Michael Largent, Arthur Swannack and Dean Kinzer, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: Gary Petrovich, Kelli Campbell, Sally Ousley and David Ledbetter.

074406 1. Items discussed included McCoy Elevator tax credit, Assessor's requests, AWC budget meeting, liquor taxes, Safety Committee recommendation, Red Cross Hometown Heroes, position budgeting, State audit, credit cards, election tabulators, WSAC/state budget, Health Care Reform and Teamsters quote for Prosecutor. No action taken.

9:50 a.m. - Recess.

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

Present: Chris Nelson, Kelli Campbell, David Ledbetter and Sally Ousley.

D074406A 2. Flag Salute.

D074406B 3. Motion by Commissioner Swannack to accept the consent agenda. Motion **seconded** by Commissioner Kinzer and **carried**.

074407-074408 4. General Claims/Veterans/Payroll warrants numbered **304612-304749** for **\$351,605.61** approved.

074409 5. July 1, 2013 minutes approved.

074410-074413 6. Personnel change orders approved.

D074413A 7. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and it **carried** to table the resolution pertaining to credit card points until July 29th.

074414 8. Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve general fund revenues by department.

**RESOLUTION NO. 074414
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

IN THE MATTER OF the action of the adoption for departmentalizing general fund revenues,

WHEREAS, this policy has been amended for clarification purposes and,

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- Departmentalizing General Fund Revenues.

BOCC MINUTES-07/15/13

Dated this 15th day of July, 2013.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Michael Largent, Chairman

ATTEST:

Arthur D Swannack, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Dean Kinzer, Commissioner

These funds are:

- | | |
|----------------------------------|---------------------------|
| 009: Commissioner's Department | 120: Facilities |
| 010: Commissioner's General Fund | 140: Sheriff |
| 012: Admin Services | 170: Juvenile |
| 013: Human Resources | 200: Weed |
| 020: Superior Court | 220: Coroner |
| 030: District Court | 240: County Extension |
| 040: Clerk | 260: Emergency Management |
| 050: Treasurer | 280: Health Department |
| 060: Auditor | 300: Fair |
| 080: Treasurer | 310: Parks and Rec |
| 100: Prosecutor | 320: IT |
| 105: Child Support Services | |

074415 **9.** Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and it **carried** to approve the updated Workplace Violence Prevention policy as presented.

**Resolution No. 074415
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 July 15, 2013.

Dated at Colfax, WA this 15th day of July 2013.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Michael Largent, Chairman

ATTEST:

Arthur D Swannack, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Dean Kinzer, Commissioner



PREVENTING & RESPONDING TO WORKPLACE VIOLENCE

Policy: POL-100-40-HR • Effective Date: July 15, 2013 • Res. #047415
Cancels: Res. #072952 • 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.



REPORTING WORKPLACE VIOLENCE

Procedure: PRO-100-40-1-HR • Effective Date: July 15, 2013 • Res. # 074415
Cancels: 072952 • Reference: Workplace Violence Prevention Program

Action By

Action

Employee

1. If imminent danger exists, call 911, and/or press panic buttons.
2. Notify the supervisor of the incident.
3. Cooperate with law enforcement and/or the Incident Team.
4. Complete the Whitman County Violent Act/Threat Report Form and submit it to the supervisor.

Supervisor

5. If imminent danger exists, call 911 and/or press panic buttons.
6. Submit the Whitman County Violent Act/Threat Report Form to Human Resources.
7. Notify and cooperate with law enforcement and/or the Incident Team.
8. Consult with the Incident Team for advice and assistance in developing a strategy for addressing the issue.
9. When appropriate, develop a workplace safety plan in consultation with the victim, the Employee Assistance Program, Incident Team, and other appropriate resources.
10. Investigate the incident or request assistance from Human Resources for investigation. (Human Resources will contact the supervisor about an investigation after reviewing the Violent Act/Threat Report Form)
11. Take steps to protect the victim. This may include, but is not limited to:
 - 11.1 Temporarily adjusting or changing work schedules;
 - 11.2 Temporarily changing work stations;
 - 11.3 Grant accrued or unpaid leave within the provisions of county policy, and collective bargaining agreements, to allow employees who are victims of domestic violence to obtain medical treatment, counseling, legal assistance, temporarily to leave the area, or to make other interim arrangements to create a safer situation for themselves;
 - 11.4 Placing the accused on paid administrative leave until an investigation is complete;
 - 11.5 Other assistance as may be deemed reasonable and appropriate

by management.

12. If provided with a current court order prohibiting contact between the involved parties, take business-practical and reasonable measures to facilitate compliance with the order within the workplace.
13. To the extent possible, treat information about the victim, including the victim's whereabouts, as confidential. Where necessary, apply restrictions to internal telephones, electronics, standard information dissemination protocols, departmental and county publications, to the extent allowed by law and consistent with business needs.
14. Take reasonable and practical steps to provide for the safety of other people present in the workplace.
15. Once an investigation is complete, determine if corrective action or discipline is appropriate.
16. Consult the Whitman County Workplace Violence Prevention policy and Program.

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

Hazard Assessment

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

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.

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
- Yearly, by the end of July each year
- 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

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

Workplace Hazard Control and Prevention

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:

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

Workplace Practices:

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

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

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
- 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

BOCC MINUTES-07/15/13

- 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 May 2012

Appendix A

Training

- De-Escalation Techniques
- Workplace Violence Prevention Update and annual review
- Handling Difficult Customers
- Earthquake Drill
- Hazardous Devices
- Safety Committee
- Incident Team
- Dialing 911 on County Phones
- Field Safety (home visits, etc.)
- Self Defense
- How to handle an armed client
- Cash Handling
- Emergency Management Binders

Lighting

Prosecutor	Work areas, escape routes, hallways	1st floor e-lights replaced 3-01-2013
Sheriff	Work areas, escape routes, hallways, bathrooms	lights replaced 3-1-13
Auditor	Work areas and hallways	in progress
Courthouse	Bathrooms and entrances/exits	no -e lights 3-01-13
Elections Building	Entrances and exits	lights adequate 3-01-13
Courthouse	Pathways to the parking lots	1st floor e-lights replaced 3-01-2013

Surveillance

Public Service Bldg.	Cameras	no
Courthouse	Metal Detectors	no
Prosecutor	Cameras	no
Probation	Mirrors for front door	window put in Micki door 3-1-13
Public Service Building	Camera in hallway of building	no
District Court	Camera at front counter, Probation and courtroom	no
BOCC/Admin/HR	Intercom to suite door	no
Public Service Building	Cameras in parking lot	no

BOCC MINUTES-07/15/13

	Public Works	Camera in reception area	
	PW Landfill	Cameras	
	Pullman Health Department	Cameras at office and building doors	
	BOCC/Admin/HR	Mirror at HR Director door	camera 3-1-13
	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?
Barriers			
	Prosecutor	Tinted windows to offices	
	BOCC/Admin/HR	Counter at front of department	
	Prosecutor	Bolt reception desk to the floor	
	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	
	DC (Probation?)	Glass service window in door	done 3-1-13
	Auditor	Glass service windows	
	Colfax Health Department	Better secured front windows	
	Public Works	Locked door between reception and offices	
Escape Routes			
	Clerk	Extra door in back of office	
	Probation	Change door to swing in to the hallway	
	Juvenile	An escape door	
	Public Works	Escape door for recycling	
	Probation	Escape door	
	Cooperative Ext.	Add an escape door	
	Prosecutor	Escape door next to attorney offices	
	Prosecutor	Escape route into somewhere other than the hallway	
	Auditor	Escape route into somewhere other than the hallway	
	District Court	Escape route into somewhere other than the hallway	
	Pullman Health Department	Remove items in the escape route	
	Courthouse and Public Service Building	Improve traction on escape route stairs	
	Assessor	Escape route can be slick; provide carpet	
	Prosecutor, Public Works, Auditor, BOCC, Admin/HR	Escape windows	
	Pullman Health Department; Assessor	Escape windows	
	Courthouse courtyard	Remove landscaping providing hiding places for assailants	
Tools			
	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	

BOCC MINUTES-07/15/13

	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	
District Court	Specific panic buttons for DC were never installed	
Vault	Phones are installed but do not work	It can run ethernet then person can take their own phone

Signage

Courthouse	Larger signs banning weapons
Prosecutor	"We prosecute robbers" sign
Pullman Health Department	"No drugs, limited cash"
Colfax Health Department	Larger and brighter signs
Public Works	"Limited cash" near front counter
BOCC/Admin/HR	"No cash on premise" outside suite
Auditor	"Limited cash on hand" at the cash drawers

Policy

Remove items easily available to the public that they could request or do not need access to	
Make WVPP material available in all locations	
Courthouse	Security patrols
Courthouse/ Public Service Building	Limit visibility of valuable items
Courtrooms	A bailiff or officer present during all court proceedings
Courthouse	Reserves act as security
All Departments	Update to Emergency management binders
Courts	Bailiff in all court proceedings

Whitman County – Colfax

Appendix B

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

Fair/Facilities
 E. 111 Upton Street
 Colfax, WA 99111

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
Tim Myers, Parks/Developmental Services	x5411 or x5410
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
Bob Reynolds, Fair/Facilities Management	x5391 or x5394
Gary Petrovich, Administrative Services	x5241 or x5240
BOCC	x5246 or x5240

After Hours Parking Lot Escort x5355

If you would like 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

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
 Tim Myers, Parks/Developmental Services (509) 397-6238
 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
 Bob Reynolds, Fair/Facilities Management (509) 397-5391
 Gary Petrovich, Administrative Services (509) 397-5241
 BOCC (509) 397-5246

Local Resources – Non-Emergency

City	City Hall	Police	Fire/Ambulance
Colfax	(509) 397-3861	(509) 397-4616	(509) 397-3416
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: Magellan Health Services 1-800-523-5668*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	
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
 Tim Myers, Parks/Developmental Services (509) 397-6238
 Troy Henderson, Public Health (509) 397-5377
 Mark Storey, Public Works (509) 397-5204

BOCC MINUTES-07/15/13

Brett Myers, Sheriff's Office	(509) 397-5357
Ron Rockness, Sheriff's Office	(509) 397-5358
Bob Reynolds, Fair/Facilities Management	(509) 397-5391
Gary Petrovich, Administrative Services	(509) 397-5241
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

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

Whitman County Offices

Commissioner's Office	(509) 397-5246
Information Technology	(509) 397-5195
Human Resources	(509) 397-5242
Parks/Developmental Svcs.	(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

Appendix C

**WHITMAN COUNTY PUBLIC HEALTH
WORKPLACE VIOLENCE PLAN**

The following guidelines will assist management to minimize the potential of workplace violence and threats:

- Conduct pre-employment screenings on all new employees.
- Provide training on what to do in the event of violent confrontation, how to avoid being a victim and to know how and where to report violent acts or threats.
- Provide a means to alert others to a dangerous situation.
- Establish ground rules of acceptable behavior.
- Limit former employees from unlimited access to the workplace.

During normal duty hours access to the clinic and office area will be restricted

Whenever an employee enters the building during non-business hours, they will lock the door behind them preventing any unauthorized entry.

Each public health professional must evaluate the potential danger of each client and discuss any concerns with their supervisor.

Under no circumstances should a public health professional provide services in a client's home if they are concerned with their personal safety. A buddy system with another professional may be used, or the client may be required to come to the office or clinic.

The following guidelines should be used when a public health professional determines a client to be dangerous:

- The circumstances are discussed with their immediate supervisor
- The justification is discussed with the management team.

- The determination, with justification, is documented and maintained in the Clients record.

Each staff departing the buildings during normal business hours will write on the board their planned destination and estimated time return.

If it is believed that the return of a staff is overdue, the following steps should be taken:

- Immediately contact the staff's immediate supervisor.
- Telephone if possible the last known visit.
- Telephone the staff's home or cellular phone if possible.
- Notify the local law enforcement for a welfare check.

Protective Orders

All staff who apply for or obtain a protective or restrain order which list Whitman County Public Health locations as being protected areas, must provide to their supervisor a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining which is granted, and a copy of any protective or restraining order which is made permanent. Whitman County Public Health understands the sensitivity of the information requested and has developed confidentially procedures, which recognize and respect the privacy of the reporting staff.

When a potential violent situation occurs, staff members will:

- Have all clients moved from the area by means of the back door.
- Notify all staff of the location and incident
- When needed, a plan of action will be defined, with the staff member assuming a leadership role.
- The staff member assuming leadership will:
 - a. Have a staff member contact the local law enforcement.
 - b. Assure that physical intervention of staff members will not be attempted.
 - c. Determine an available, secure area.
 - d. Ensure that the clinic or office environment is free of all potentially harmful objects.
 - e. Debrief the incident with all staff.
 - f. Review the incident with assigned staff and assess any preventive measures.
 - g. Document the incident on required County Forms and in the Clients records.

All staff will be knowledgeable about the Warning Signs of Potentially Violent Individuals and Personal Conduct to Minimize Violence. See attachments.

Staff will follow all Policies and Procedures otherwise adopted by the Board of Whitman County Commissioners.

074416 10. Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve the updated Evacuating County Buildings policy as presented.

**RESOLUTION NO. 074416
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 amended for clarification purposes and,

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 15th day of July 2013 and effective as of July 15, 2013.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Michael Largent, Chairman

Arthur D Swannack, Commissioner

Dean Kinzer, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board



EVACUATING COUNTY BUILDINGS

Policy: POL-2000-HR • Effective Date: July 15, 2013 • Res. # 074416
Cancels: Res #073313 • Reference: None

This policy applies to all County employees.

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.

Visitors – Any individual who is not an employee of Whitman County.

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

Evacuation of Whitman County facilities/buildings should occur in a safe and orderly manner. All personnel must evacuate the building as quickly as possible, except “Key Personnel”. If safe, “Key Personnel” should remain in the office to complete vital functions and then exit immediately.

Use the most direct and safest 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 on hands and knees. If closed doors block the exit route, feel each one with the palm of the 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. “Buddies” keep track of each other during the evacuation and report to the supervisor/manager if a “buddy” is missing at the assembly area.

3. Employees May Use Fire Extinguishers.

All employees should note locations of the various fire extinguishers throughout County buildings. If employees need to use a fire extinguisher, they should also attempt to do the following:

- Instruct someone to dial 911. Activate the building’s fire alarm
- Do NOT use an extinguisher if the fire cannot be observed. Smoke contains many toxic gases. Far more fatalities are caused by smoke inhalation and suffocation than by burns.
- If the fire is larger than a wastebasket, do NOT try to put it out. Remember, employees are not trained fire fighters. Exit the building immediately.
- Use only one extinguisher and then exit the building.

4. Assembly Shall Take Place at the First Baptist Church on Mill Street.

All employees on the Colfax campus are to evacuate to the First Baptist Church building, unless otherwise directed by law enforcement or the Incident Team. The Baptist Church is located at 200 N. Mill 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. Employees are Responsible for the Safe Evacuation of Visitors.

Employees are responsible for assisting visitors out of the building during an evacuation. Escort them to the nearest exit in accordance with this policy. If a visitor is unable to evacuate the building, instruct them to wait at a windowed room while the employee contacts an emergency responder for rescue. If possible, place a sign in the window to alert rescuers to the visitor’s location.

7. Use of the Elevators During Evacuation is Prohibited.

8. An Accounting of Employees and Visitors Shall be Taken at the Baptist Church.

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

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

9. Returning to County Buildings Without Proper Authorization is Prohibited.

Employees are prohibited from returning to county buildings until allowed to do so by their supervisor/manager or upon instruction by first responders or law enforcement personnel.

10. The Whitman County Incident Team Shall Meet After Evacuation has Occurred.

Once evacuation has occurred, the Whitman County Incident Team shall meet at the Baptist Church building for discussion and consultation with law enforcement.



EVACUATING COUNTY BUILDINGS

Procedure: PRO-2000-1-HR • Effective Date: July 15, 2013 • Res. # 074416
Cancels: Res # 073313 • Reference: None

This procedure applies to all Whitman County employees located on the Whitman County Colfax campus.

Action Taken By:

Action:

Employee

1. Pulls the nearest fire alarm box if fire or smoke is observed.
2. Phones 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 and it is safe to do so, remains in the office to perform assigned vital functions.
5. Walks to the First Baptist Church on Mill Street.
6. Notifies his/her supervisor of his/her presence and of anyone requiring rescue.

Supervisor

7. Notifies fire fighter/law enforcement personnel of anyone needing rescue.

Fire Fighter/Law Enforcement

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.

Supervisor

11. Notifies employees it is safe to return to the building and/or fire fighter/law enforcement instructions.

Employee

12. Returns to the building and/or follows the instructions they have been given.



EMPLOYEE EVACUATION GUIDELINES

Task: TSK-2000-1-HR • Effective Date: July 15, 2013 • Res. # 074416
Cancels: Res # 073313 • Reference: None

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

1. Locate their evacuation buddies.
2. Move toward the nearest safe exit.
3. Feel any closed doors along the evacuation route with the palm of their hands before opening them.
 - 3a. 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 safest 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 the employee notifies emergency responders for rescue.
5. Walk to the First Baptist Church.
6. Notify their supervisor of their presence and if someone requires rescue.
7. Remain at the Baptist Church building until their supervisor, an emergency responder 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.



SUPERVISOR EVACUATION GUIDELINES

Task: TSK-2000-2-HR • Effective Date: July 15, 2013 • Res. #
Cancels: Res # 073313 • Reference: None

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, exit the building and report to the First Baptist Church.
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 visitors are present, **direct** and/or **assist** them to the nearest safe exit in accordance with policy POL-2000-HR and task TSK-2000-1-HR.
 - 2b. If visitors are found who cannot reach the exits, escort them to a safe, windowed room, and close all doors to the area. Notify law enforcement/emergency responders that people need rescuing.

BOCC MINUTES-07/15/13

3. **Evacuate** the building.
4. **Walk** to the Baptist Church.
5. **Take** a roll call of department staff and visitors.
6. **Report** any missing people or those who need rescuing to an emergency responder or law enforcement personnel.
7. **Keep** employees at the Baptist Church until instructed to return to the building by the Incident Commander or his/her designee.

074417 11. Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve the Juvenile Services County Program consolidated contact for FY 2014-15.

074418 12. Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve the purchase of equipment and services from CompuNet as projected and contained in the summary and attached quotes (Fairgrounds).

074419 13. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and it **carried** to approve the notice of advertising for vendors and contractors.

074420 14. A letter was received from Empire Disposal informing the commissioners that they have filed for a rate increase for garbage and recycling with the Washington Utilities and Transportation Commission.

074421 14A. An executed copy of the Himark Transport, Inc. agreement received.

074422 14B. An executed copy of the DDD County Program agreement #1363-78202.

074423 14C. Teamsters Welfare Trust subscription agreement (CCSS) (12/31/13).

074423A 14D. Teamsters Welfare Trust subscription agreement (Road) (12/31/13).

074424 15. Commissioners' pending list reviewed.

10:30 a.m. - Recess.

11:00 a.m. - Mark Storey, Public Works Director.

ACTION ITEMS

074425 16. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and it **carried** that the Rural Arterial Program project agreement amendment No. 1 for Thorn Creek Road be signed as presented.

DIVISION UPDATES

Maintenance Division:

D074425A 17. Chip sealing continues.

Engineering Division:

D074425B 17A. Colfax Airport Road: subgrade work completed, contractor is now hauling rock in preparation for paving the end of July/beginning of August.
Lancaster Road: overlay completed. Hume Road: paving resumed today.

BOCC MINUTES-07/15/13

Solid Waste Division:

D074425C 17B. Since no Public Works Trust Funds were approved in the state budget, the Director is looking for other sources of funding for the Landfill project.

Administrative Division:

D074425D 17C. The Director is in the process of reviewing the most recent draft of the Pullman Tax Sharing agreement before forwarding it to the Board and Prosecutor.

074426 17D. As previously approved the notice of call for bids for tree removal was submitted.

074427 17E. As previously approved, the notice of call for bids for guardrail was submitted.

11:20 a.m. - Recess.

1:00 p.m. - Reconvene/Board Business Continued/BOCC Workshop.

Present: Eunice Coker, David Ledbetter, Gary Petrovich and Sally Ousley (1:00 p.m.), Tim Myers (1:30 p.m.) and Janet Schmidt (2:15 p.m.).

074428-074430 18-20. Items discussed included election tabulators, veterans' relief, Parks budget status, Sunshine Trail area improvement project, campfire programs, scenic byways, PMAG suggestions and strategic planning. No action taken.

2:45 p.m. - Recess.

3:00 p.m. - Reconvene/Board Business Continued.

D074430A 21. Executive session cancelled.

D074430B 22. Approved documents signed.

D074430C 23. No need for workshop on July 16th.

3:30 p.m. - Recess.

BOCC MINUTES-07/15/13

D074430D THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Tuesday, July 16, 2013 at 9:00 a.m.** Art Swannack and Dean Kinzer, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended. Chairman Michael Largent was unavailable.

9:00 a.m. - Meeting Reconvened/Board of Health.

Present: Troy Henderson, Dr. Brad Bowman, Michael Baker, Phil Hagihara, Cinnamon Brown and Mathew Chertudi.

074431 24. Health Officer Updates:

Dr. Bowman touched on H1N1, H3N2 noting more precautions will be taken at the county fair, one case of Brucellosis and one case of Tularemia have been treated in Whitman County.

The Director clarified the Brucellosis case was a K-9 Brucellosis case and is different from cattle Brucellosis.

According to Mr. Henderson, the H3N2 flu was newly recognized by the Centers for Disease Control (CDC) in 2010. In 2011 there were 12 cases; in 2012 there were 309 cases and this year the CDC is expecting more cases than in 2012. This is a growing concern with most cases being acquired at county fairs. Mr. Henderson didn't believe Whitman County will have a case at its county fair. Public Health may have to field some media calls about the safety of attending the county fair. The Director has been in contact with the Fair Manager and will visit with the fair's contracted veterinarian and WSU veterinary school to see if there are any graduate students that might want to help monitor for H3N2 during the county fair. Public Health is addressing this issue by being proactive.

D074431A 25. Environmental Health Updates:

Mathew Chertudi, Seasonal Environmental Health Generalist said he will be helping to streamline some of the business and communications operations. Since the last Board of Health meeting, 3 new restaurants opened, one food and catering establishment (hot dog cart) opened and two restaurants re-opened. In addition, staff has been working on temporary events occurring throughout the county.

D074431B 25A. Phil Hagihara said he is working on updating the on-site sewage system evaluation form and has added a map for the benefit of the property owners and pumpers. These forms are to be completed and returned by the pumpers for new and existing systems.

D074431C 25B. Mr. Baker mentioned the failure of a large commercial on-site system. He met with the engineer and manufacturer of the pump and computer components that go with it. They agreed to make some adjustment so they are once again up and running.

074432 25C. Mr. Hagihara presented a letter from WSU regarding fraternity/sorority whole house inspections. They are increasing the passing score from 80% to 90%. Mathew Chertudi will be trained in this area as well.

BOCC MINUTES-07/15/13

D074432B 25D. At the June Planning Commission meeting a couple points were brought up that Environmental Health is now involved with and one of those deals with a recycler near Garfield.

D074432C 26. Administrative Updates:

Mr. Henderson advised the Board that the newly hired intern will be assisting with the Public Health needs assessment.

D074432D 27. Personal Health Updates:

From Mr. Henderson's vantage point, he believes Public Health is performing more services/work than they are being paid to provide Jail Health. Before the end of the contract year he will visit with the Sheriff. In addition, the federal prisoners are educating the local prisoners about drugs in a negative way.

D074432E 27A. In response to an inquiry by Commissioner Swannack, the Director said he is closely following the MERS (Middle East Respiratory Syndrome (a coronavirus) outbreak in Saudi Arabia.

D074432F 28. Next Board of Health meeting: August 19th.

D074432G 29. Board of Health adjourned.

D074432H 30. Workshop cancelled.

9:20 a.m. - Recess.

D074432I THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, July 22, 2013 at 9:00 a.m.** Chairman Michael Largent, Art Swannack and Dean Kinzer, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: Gary Petrovich, Kelli Campbell, Mark Storey and Bill McKee (9:00 a.m.).

074433 31. Items discussed included metal detectors, Assessor's staffing requests, Whitcom assessment, election tabulators, grain elevator sales tax, swine virus, WSU swine operation, Tuesday BOCC workshops in August, special meeting staff, WEBA-HRA changes, AWC City/County survey, budget amendment #2, CETC building sale, tax sharing, WSAC budget meeting and WRCIP volunteer webinar. No action taken.

D074433A 32. Approved documents signed.

074434 32A. General/Veterans/Payroll warrants numbered **304775-304880** for **\$1,477,780.06.**

D07434A 33. No need for workshop July 23rd.

BOCC MINUTES-07/15/13

10:00 a.m. - Board Business Continued/Executive Session.

Present: Denis Tracy, Gary Petrovich and Mark Storey.

074435 34. Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to go into executive session with the above individuals until 10:50 a.m. in accordance with RCW 42.30.110(1)(i) for matters related to pending litigation.

10:50 a.m. - Return to Open Session/Adjourn.

D074435A Commissioner Kinzer **moved** to adjourn the **July 15, 16 and 22, 2013** 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 **July 29, 2013**. The foregoing action made this 22nd day of **July 2013**.

ss/ ARTHUR SWANNACK, COMMISSIONER
ss/ DEAN KINZER, COMMISSIONER

MARIBETH BECKER, CMC
Clerk of the Board

MICHAEL LARGENT, CHAIRMAN
Board of County Commissioners