

Minutes for September 8, 2008

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068596 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, September 8, 2008 at 9:00 a.m.** Chairman Michael Largent, G.R. Finch and Greg Partch, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: Kelli Campbell and Joe Smillie.

068596A 1. Items discussed included county parking lot, Historical funds, John Gardner's visit, precinct adjustments, 9-11 observance, response to Moscow, ID badges and WSAC jail health program. No action taken.

9:30 a.m. - Recess.

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

Present: Joe Smillie.

D068596B 2. Motion by Commissioner Finch to accept the consent agenda with item #1E2 being postponed. Motion **seconded** by Commissioner Partch and **carried**.

068597 3. Claims/Payroll warrants numbered **219361, 219364-219369, 219407-219497** and **219626-219706** for **\$877,422.01** approved for September 2nd and 8th.

FUND	FUND NAME	AMOUNT	AMOUNT	AMOUNT	AMOUNT
001	Current Expense	583.52	13,305.00	420,191.89	9,916.68
102	Building & Development				43.26
103	Countywide Planning				13.55
104	Developmental Services			3,000.00	62.50
110	County Roads	69.81		142.11	16,300.21
111	CETC Building				53.07
117	Boating Safety			246.91	387.02
118	Inmate Welfare	8.57		237.94	281.46
122	Sheriff's K-9 Unit	19.68		144.13	
123	Paths & Trails-123.310.000				160.00
127	Drug Enforcement-Quad City			593.07	
135	Prosecutor's Stop Grant			146.60	
138	Federal Equitable Sharing				410.00
143	Trial Court Improvement-143.030.000			543.39	

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144	Emergency Commun.-144.260.001			784.89	42.15
300	Cap. Proj. Asset Acq.-300.010.001			32.34	
310	Museum Construction			171.70	
400	Solid Waste	3,190.29		3,430.82	19,100.51
501	Equipment Rental & Revolving	148.40		127,597.12	44,024.28
513	Communications Revolving			721.21	
660	Whitcom-General-660.911.000			744.35	
660	Whitcom-Grant Funding-660.911.001			6,873.09	
690	Clearing Fund 690.005.000			167,783.48	11,475.46
690	CAC Agency Svc.-690.026.001			12,256.42	12,185.13

068597A 4. August 25, 2008 minutes approved.

068598-068606 5. Personnel board orders approved.

068607 6. Commissioner Finch **moved** Commissioner Partch **seconded** the motion and it **carried** to sign a resolution updating the policy for Evaluating County Buildings.

RESOLUTION NO. 068607

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

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

WHEREAS, this policy has been updated,

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

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

Dated this 8TH day of September 2008 and effective as of September 8, 2008.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Michael Largent, Chairman

Greg Partch, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

G.R. Finch, Commissioner

Effective Date: 9/15/08

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POLICY

Cancels: 062374

Approved by: BOCC

See Also: POL-2001-HR

Res. #068607

POL-2000-HR

EVACUATING COUNTY BUILDINGS

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.

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

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

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

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

2. Each Department Shall Develop a "Buddy System".

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

3. Employees May Use Fire Extinguishers.

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

- Instruct someone to dial 9-911. Dial the first nine to obtain an outside line and then 911 to reach emergency dispatch.
- Activate the building's fire alarm
- Do NOT try to use an extinguisher if you cannot observe the fire. Smoke contains many toxic gases. Far more fatalities are caused by smoke inhalation and suffocation than by burns.
- The fire is smaller than a wastebasket. If the fire is larger than a wastebasket, do NOT try to put it out. Remember, you are not a trained fire fighter. Get out of the building immediately.
- Use one extinguisher. After you try one fire extinguisher, if the fire is not out, EXIT the building. Buildings can be rebuilt but your injuries could be irreversible.

4. Assembly Shall Take Place at the Community Education and Training Center (CETC).

All employees on the Colfax campus are to evacuate to the CETC building. The CETC is located at 123 Main Street, Colfax, Washington 99111.

5. Educating Employees on Evacuation Procedures Shall be a Top Priority.

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

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

6. Responsibility for Visitors Falls to Each Employee.

Employees are responsible for assisting visitors out of the building during an evacuation. Escort them to the nearest exit. If

necessary, instruct them to wait at a windowed room while you contact a fire fighter for rescue.

7. Use of the Elevators During Evacuation is Prohibited.

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

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

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

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

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

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

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

068608 **7.** Kelli Campbell explained District Court discovered a vacation accrual error for one of their employees and due to the unusual circumstances, she recommended the employee be paid 76.59 vacation accrual hours. Commissioner Partch **moved** Commissioner Finch **seconded** the motion and it **carried** to authorize the payment of annual leave due to a computer error.

8. The following grant application data forms were approved by the Board upon **motion** by Commissioner Finch **seconded** by Commissioner Partch and **carried**.

- 068609** Department of Justice, Violence Against Women grant-\$30,000
- 068610** 2008 DSHS Child Support Enforcement grant-\$112,190
- 068611** 2009 DSHS Child Support Enforcement grant-\$50,988
- 068612** 2008 DSHS Juvenile Rehabilitation grant-\$12,499
- 068613** 2007-2009 CASA grant \$50,000

10:10 a.m. - Michele Beckmann.

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068614 9. A request for a liquor license for Guardian Angel-St. Boniface School on behalf of Red Barn Farms was received from the Washington State Liquor Control Board (WSLCB). Commissioner Finch **moved** Commissioner Partch **seconded** the motion and it **carried** not to object to issuance of the license.

068615 10. Upon receipt of a letter of resignation from the Planning Commission received from Mike Koenig, Commissioner Finch **moved** to sign a letter of appreciation to Mr. Koenig. Motion **seconded** by Commissioner Finch and **carried**.

11. The following executed document received:

068616 WRIA 56 Detailed Implementation Plan,
068617 Colfax School District 2008-09 School Health Services contract,
068618 Garfield School District 2008-09 School Health Services contract,
068619 Washington State Patrol agreement #C080704FED Terrorism Prevention,
068620 WA Military Dept. contract #E08-312 (Reissue) Terrorism Prevention, and
068621 WA Military Dept. contract #E08-349 Emergency Management Performance grant.

068622 12. Commissioner Partch presented the Governor's 2008 Economic and Workforce Development award he accepted on behalf of Whitman County last week at the Governor's conference for the SR 270 Corridor Development project. Commissioner Finch said this is wonderful and we are being recognized for trying to help ourselves and hopefully this will also help our LIFT grant. Chairman Largent thanked Commissioner Partch for pursuing this award.

068623 13. In observance of the upcoming Patriot Day, Commissioner Partch read the following statement.

SEPTEMBER 11, "PATRIOT DAY"

Seven years ago today, September 11, 2001, a day we still remember so clearly, America and our way of life came under attack. Our people and our nation, so united and so resolute stood up to the horrible deed enacted on our homeland and said, "Never again."

As we remember that day, the brave people in New York, Washington, D.C. and a farm field in Pennsylvania, we remember those who answered the call of their fellow American's in need, those whose lives were taken and so many others whose loved ones are now gone.

We now observe a rekindling of patriotism and acknowledge the cost of freedom that our brave men and women around the globe continue to defend.

As another year has passed we again bow our heads in their honor and ask God's continued blessings on our land, the United States of America, of which we are so fortunate to live.

068624 14. Commissioners' pending list reviewed.

10:30 a.m. - Recess.

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

Present: Joe Smillie.

ACTION ITEMS

Solid Waste Division:

068625 1. Commissioner Partch **moved** Commissioner Finch **seconded** the motion and it **carried** to approve a resolution setting a tipping fee schedule for Spring and Fall Clean-Up be signed as presented.

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON**

In the Matter of establishing a new)	
Tipping Fee Schedule for disposal)	RESOLUTION NO. <u>068625</u>
of Solid Waste during Spring and)	
Fall Clean-Up Events at the Whitman)	ORDER ESTABLISHING FEES
County Solid Waste Facility, Carothers)	
Road, Whitman County, Washington)	

BEFORE THE BOARD OF COUNTY COMMISSIONERS of Whitman County, Washington in the matter of establishing fees for disposal of solid waste during Spring and Fall Clean-Up events, located at the Solid Waste Transfer Station on Carothers Road near Pullman;

AND, WHEREAS, the Solid Waste Facility has experienced significant increases in solid waste landfilling costs,

AND, WHEREAS, Fall Clean-Up is an event sponsored each year by the Whitman County Solid Waste Division and is typically set in September, 2008, and,

AND, WHEREAS, Spring Clean-Up is an event sponsored each year by the Whitman County Solid Waste Division and is typically set in April,

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AND, WHEREAS, the Board recognizes the necessity to operate the Solid Waste Facility in a fiscally responsible manner, to result in a balanced Solid Waste disposal budget,

THEREFORE, it is hereby resolved that the fees be increased from \$20 per ton to \$35 per ton with a minimum charge of \$15.

ADOPTED this 8th day of September 2008.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Michael Largent, Chairman

Greg Partch, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

G.R. Finch, Commissioner

Engineering Division:

068626 2. Public Works awarded the quote for guardrail at the Allert Bridge to Frank Gurney, Inc. for a total bid amount of \$11,300 without tax.

D068626A 3. According to the Director, the both the Henderson Mill and Allert Bridges should be completed by this winter.

11:20 a.m. - Recess.

1:30 p.m. - Mike Berney, Greater Columbia Behavioral Health (GCBH).

Chairman Largent was temporarily unavailable.

068627 1. Highlights from the August 7, 2008 GCBH Board meeting:

- The Board accepted the Funding Committee's recommendations regarding extending the Elmview contract (DDD) and monitoring inpatient hospital usage/expenditures for potential end of the biennium reconciliation issues.
- Voted to re-bid the Ombudsman contract.
- Selected a vendor to review and make recommendations regarding the contract with Behavioral Health-Options (BHO).
- The Chair appointed 3 new people to the Regional Advisory Board (RAB).

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- Discussed the Board quorum issue relative to the Funding Committee. Referred the issue to legal council for recommendations.

D068627A 2. Approval of 2 GCBH policies: These policies have been reviewed by the appropriate committees and are being forwarded to the Board with recommendations for approval. They are primarily housekeeping in nature and are current policies that are being renewed. Mr. Berney supported renewal of these 2 policies.

D068627B 3. Board quorum when a GCBH Committee meets: At the August Board meeting a concern was raised that there may be a quorum of the Board present when the Funding Committee meets. For this reason the August meeting of the Funding Committee was cancelled. This question is complicated by whether there is a difference between Board members and alternates and by the fact that at least one person is an alternate for more than one county. The issue was referred to legal counsel for clarification and recommendations. Legal council has prepared a draft resolution addressing this issue by limiting the number of Board members and alternates that can be on a committee at one time to 5. Mr. Berney favored the draft resolution presented by legal counsel.

D068627C 4. Renewal of the Mental Health Block Grant (MHBG) and two PATH contracts: These are all annual renewals. The MHBG was cut by a small amount as anticipated. The authorization being sought is to sign contracts between the Mental Health Division and GCBH. In addition, between GCBH and the appropriate county/provider. Mr. Berney voted in favor of the GCBH Chair signing the contracts related to the Mental Health Block Grant and the PATH contracts.

D068627D 5. Authorize a briefing paper be sent to all Board of County Commissioners within GCBH regarding the use of Eastern State Hospital (ESH) by Spokane County: Spokane RSN sent a letter to the Mental Health Division Director asking for a number of things related to their usage of Eastern State Hospital (ESH). The request most directly relevant to GCBH is that they would like 25 ESH beds added to their allocation. The timing of the letter is related to the closure of a 30 bed ESH ward by 01/01/09 and the fact they are significantly over their allocation, thus paying penalties, with the current number of available beds. Spokane's letter says they will be sending a formal letter to all of the eastern Boards of County Commissioners. GCBH also wants to work with ESH to ensure access to beds at ESH when GCBH is under its allocation but Spokane is over.

2:00 p.m. - Board Business Continued/BOCC Workshop.

Present: Kelli Campbell (2:00 p.m.).

D068627E 15. The classification system was discussed. No action taken.

3:00 p.m. - Board Business Continued/Executive Session.

Present: Kelli Campbell and Sharron Cunningham.

D068627F 16. Commissioner Partch **moved** Commissioner Finch **seconded** the motion and it **carried** to go into executive session with the above individual(s) until 4:00 p.m. for a personnel matter.

4:00 p.m. - Return to Open Session/Adjourn.

D068627G Commissioner Finch **moved** to adjourn the **September 8, 2008** meeting. Motion **seconded** by Commissioner Partch and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **September 15, 2008**. The foregoing action made this **8th** day of **September 2008**.

ss/ GREG PARTCH, COMMISSIONER
ss/ G.R. FINCH, COMMISSIONER

MARIBETH BECKER, CMC
Clerk of the Board

MICHAEL LARGENT, CHAIRMAN
Board of County Commissioners