

A G E N D A

WALLA WALLA COUNTY BOARD OF COMMISSIONERS

MONDAY, JANUARY 30, 2017

9:30

COUNTY COMMISSIONERS

Chairman Duncan

All matters listed within the Consent Agenda have been distributed to each County Commissioner for review and are considered routine. The Consent Agenda will be approved by one motion of the Board of County Commissioners with no separate discussion. If separate discussion is desired on a certain item, that item may be removed from the Consent Agenda at the request of a Commissioner, for action later.

- a) Roll call and establish a quorum
- b) Declarations re: conflict of interest
- c) Pledge of Allegiance
- d) Public comment period (time limitations may be imposed)

PLEASE NOTE: *If you wish to address the Commission, please raise your hand to be recognized by the Chair. When you have been recognized, please step up to the microphone and give your name and address before your comments. The Walla Walla County Commissioners are committed to maintaining a meeting atmosphere of mutual respect and speakers are encouraged to honor this principle. (An individual may request to address the board at a later time on the agenda, if time permits, by contacting the Clerk of the Board at least 24 hours prior to the meeting.) Thank you.*

- e) **Action Agenda Items:**
 - 1) Review submitted Employee Payroll Action Forms
- f) **Consent Agenda Items:**
 - 1) Resolution _____ - Minutes of County Commissioners' proceedings for January 23 and 24, 2017
 - 2) Resolution _____ - Approving out of state travel for County Commissioner James K. Johnson
 - 3) Resolution _____ - Awarding contracts for indigent legal services for 2017
 - 4) County warrants as follows: _____ through _____, totaling \$ _____ (payroll draws dated January 13, 2017); _____ through _____, totaling \$ _____ (January payroll); _____ through _____, totaling \$ _____ (benefits and deductions); and 4182953 through 4182954 totaling \$206,781.31 (ER&R)
 - 5) Payroll action and other forms requiring Board approval

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF APPROVING
OUT OF STATE TRAVEL FOR
COUNTY COMMISSIONER JAMES
K. JOHNSON



RESOLUTION NO.

WHEREAS, Walla Walla County Commissioner James K. Johnson will be traveling to Washington, DC with a contingent of local elected and appointed officials to meet with state senators and representatives regarding county and state related issues, said travel covering the period February 12 through 15, 2017; and

WHEREAS, pursuant to County policy, an Employee Travel Authorization form has been submitted; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that out of state travel for County Commissioner James K. Johnson approved as outlined above.

BE IT FURTHER RESOLVED that additional time related to said travel to or from said event, if needed, is also approved.

"Passed this 30th day of January, 2017 by Board members as follows: ___ Present or ___ Participating via other means, and by the following vote: ___ Aye ___ Nay ___ Abstained ___ Absent."

Attest:

Connie R. Vinti, Clerk of the Board

James L. Duncan, Chairman, District 3

James K. Johnson, Commissioner, District 1

Todd L. Kimball, Commissioner, District 2

*Constituting the Board of County Commissioners
of Walla Walla County, Washington*

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF
AWARDING CONTRACTS FOR
INDIGENT LEGAL SERVICES
FOR 2017



RESOLUTION NO.

WHEREAS, Walla Walla County is required to provide legal representation for indigent citizens when so determined by the Courts of Jurisdiction on all matters related to District Court criminal matters and Superior Court criminal matters, dependency hearings and mental health hearings; and

WHEREAS, it is the opinion of this Board of Walla Walla County Commissioners that said legal services can best be provided for indigent persons by entering into individual contracts with certain attorneys who will accept a percentage of the total felony appointments and per the conditions set forth in the contract; and

WHEREAS, contract period shall be for year 2017; now therefore

BE IT RESOLVED by this Board of Walla Walla County Commissioners that they do hereby approve and shall sign the contracts between Walla Walla County and the following named attorneys to provide legal services as outlined in the contracts: Rachel Cortez, Sandy Flores, John Hartzell, Bridie Monahan Hood, Jamie Lewellyn, Jerry Makus, Jesse Montagnino, Robin L. Olson, Julie Carlson Straube (formerly Brown).

"Passed this 30th day of January, 2017 by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent."

Attest:

Connie R. Vinti, Clerk of the Board

James L. Duncan, Chairman, District 3

James K. Johnson, Commissioner, District 1

Todd L. Kimball, Commissioner, District 2

*Constituting the Board of County Commissioners
of Walla Walla County, Washington*

COUNTY COMMISSIONERS (continued)

- g) Action Agenda Items:**
 - 1) Proposal 2017 01-30 Maint -
Approval of Upgrade Order
Agreement with Schindler
Elevator Corporation
- h) Miscellaneous business to come
before the Board**
- i) Review reports and correspondence;
hear committee and meeting reports**
- j) Review of constituent concerns/possible
updates re: past concerns**



MEMO

Date: January 24, 2017

Proposal ID. 2017 01-30 Maint

To: BOCC

From: Tom Byers, Facilities Maintenance Manager

Intent – Decision

Topic – Approval of Upgrade Order Agreement with Schindler Elevator Corporation to perform the State of Washington five-year full load testing for Health Department/Elections building at 310 West Poplar, Public Safety Building (housing Prosecuting Attorney's and Sheriff's offices) at 240 West Alder, and the Public Health and Legislative Building (aka Annex) at 314 West Main Street, at a cost of \$5,553.90 including tax.

Summary

The State of Washington mandated the above testing for all hydraulic elevators with overspeed valves. This test will now need to be performed every five (5) years from the original test date.

Scope of Work

Schindler Elevator Corporation will provide labor necessary to perform this required testing. Schindler Elevator Corporation noted that the testing of elevator safety devices creates the possibility of damage to the elevator equipment. Schindler staff will take reasonable precautions prior to the test to minimize this possibility, and if defects are found before the test, the technician will stop work and notify the owner of any extra cost involved to make the necessary corrections. Any damages resulting from the test, or defects noted during the test, will need corrections before a satisfactory report can be submitted to the governing authority, and if necessary Schindler will provide the owner with an estimate for any associated costs. Jesse Nolte, Prosecuting Attorney's office has reviewed this agreement and approved the content.

Costs

Cost to perform this required testing for the above listed units is \$5,553.90 includes Washington State Sales Tax.

Project Time Schedule

Schindler Elevator Corporation staff will schedule with the owner dates and times that this testing will be completed with the price based upon work during regular working hours of regular working days.

Funding

Facilities Maintenance repairs and maintenance budget line item 18.30.48.0000 will be used to pay for this project. This expenditure was not included in the 2017 budget as this information was not received by the owner until after the 2017 Budget was adopted in December, 2016.

Conclusion/Recommendation

Recommend that the Board of County Commissioner approve the upgrade order agreement of \$5,553.90 to Schindler Elevator Corporation.

Submitted By

Disposition

Approved

Tom Byers Facilities Manager 1-24-2017

Approved with modifications

Name Department Date

Needs follow up information

BOCC Chairman

Date

Additional Requirements to Proposal

Modification

Follow Up

9:45

WSU EXTENSION OFFICE

Debbie Williams

- a) Extension office update and miscellaneous

WSU Extension Office – Walla Walla County January 2017 Update

WSU Extension Position Updates

WSU Youth and Family Program Director, Doreen Hauser-Lindstrom will be conducting my annual review on February 15 in Spokane. WSU Extension staff, WSU and County, have been given an annual review.

Update WSU/Walla Walla County Extension

Youth

Teen Leadership: Ten Walla Walla County 4-H teens are participating in the Know Your Government Program this year in Olympia. The teens are attending training sessions on the legal process and will prepare for a mock trial. The 4-H Know Your Government Conference serves to strengthen the connection between youth and our political and social networks through education, experience, application and inspiration. 4-H Teens will also attend the 4-H Leadership Summit on March 19.

STEM (Science, Technology, Engineering, and Math) education at Blue Ridge in partnership with the 21st Century Program at WWPS. Thirteen classes were held this fall and 10 classes will be held in January through April.

4-H Top Chef has grown tremendously. 4-H members in the Foods projects can enter classes on table setting, packing a healthy lunch, and full meal preparation. Youth awarded a blue ribbon are qualified to participate in State Fair.

4-H Super Saturday will be held on March 18 at St. Patrick's Church. Local youth participate in 4-H type classes including youth from the community that don't get to participate in clubs throughout the year.

4-H Demonstrations/Public Speaking will be held in April and May.

Agriculture Programs

Paul Carter, WSU Extension Director in Columbia County helps support agriculture in our county until we can rehire a Regional Specialist. We provided Last Chance Pesticide Credits on December 6 with 68 attendees. The Cereal Grain Conference was held January 17 with many producers attending the all-day event. Cereal Grain and Legume Tours – will be scheduled for the last week of June.

Women in Agriculture will be held in the fall this year. This one-day gathering takes place simultaneously at 31 locations throughout Washington, Idaho, Oregon, Montana and Alaska including Walla Walla.

Washington Extension Agents and Specialists Association will hold a State Conference in Longbeach WA on April 10-12. In 2016 we toured the Walla Walla area including Railex, Key Technology, Perry Dozier's Farm, Broetje Orchards, and other agriculture businesses.

Master Gardeners/Master Food Preservers

Master Gardeners Trainees started training on Tuesday, January 24 and will continue every Tuesday and Thursday morning through March. Master Gardeners will start Office Clinics and Farmers Market Saturdays in April & May.

Master Food Preservers (MFP) are busy supporting our office and helping the public with Food Safety and Preservation issues. Please send anyone interested in canning to our office for a free canning gauge check.

Food \$ense – There were big changes in the State Food \$ense/SNAP ED Program last fall but our staff has been able to serve our community with nutrition and food safety education.

Meike Johnson, Food \$ense Coordinator and her staff are partnering with schools, food banks, and other entities serving low-income clientele next year (fiscal year October – September).

The Food \$ense money comes from USDA for 2016-2017 through Department of Social and Health Services and then go to Department of Health in our region (Yakima, Benton, Franklin, Walla Walla, Columbia, Garfield, Asotin, and Whitman Counties). We will be a sub-contractor and will still serve Asotin, Benton, Franklin, and Walla Walla Counties. Our Food \$ense program has been serving our community utilizing County support, Federal dollars, and in-kind match since the start up in 2004. We have reached more than 30,000 youth and their families. The WSU Food \$ense program goal is to impact family nutritional habits at home through nutrition education to kids in the classroom.

Hort Board – Apple Maggot/Brown Marmorated Stink Bug

Horticulture Pest and Disease Control Board will still focus on Apple Maggot and Brown Marmorated Stink Bug. Apple Maggot is still showing up and will continue to be a focus of the Horticulture Pest and Disease Board. The Brown Marmorated Stink Bug will also be a threat to our area in the next few years. We are hoping the weather this winter will slow it down but we know it has been wintering indoors. We will get updates from WSU and OSU if there is anything we can do to manage this pest.

Schedule:

January 29-1 – WSU Unit meetings, Seatac

February 3-11 – JCEP Conference, Orlando FL

April 10-12 – WEASA Conf., Longbeach WA

July 10-20 – Vacation/WA Little League State, Seattle

July 25 - 28 – WSU Youth & Family Unit Promotion and Tenure Meetings, Spokane

November 13-18 – WSAC/Extension Conference, Seatac

Walla Walla County Extension January 30, 2017

9:45 a.m.

Update WSU/Walla Walla County Extension

WSU Extension Annual Reviews
4-H - KYG, Super Saturday, 4-H Leadership,
Agriculture - Cereal Conference
Master Gardeners - Training
Food \$ense

Schedule

January 29-1 – WSU Unit meetings, Seatac
February 3-11 – JCEP Conference, Orlando FL
April 10-12 – WEASA Conf., Longbeach WA
July 10-20 – Vacation/WA Little League State, Seattle
July 25 - 28 – WSU Youth & Family Unit Promotion and Tenure Meetings, Spokane
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2016 Annual Report

Photo by Bryan Colombo

WSU Walla Walla County Extension

Programs & Impacts



Agriculture



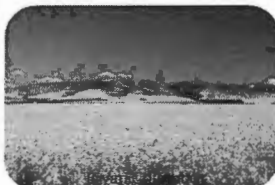
Washington State University Extension engages people, organizations and communities to advance knowledge, economic well-being and quality of life by fostering inquiry, learning, and the application of research.



With a location in Walla Walla County since 1913, WSU Extension is the front door to the University. Extension builds the capacity of individuals, organizations, businesses and communities, empowering them to find solutions for local issues and to improve their quality of life. Extension collaborates with communities to create a culture of life-long learning. WSU is recognized for its accessible, learner-centered, relevant, high-quality, unbiased educational programs.

We leverage every dollar we receive from Walla Walla County with federal, state, grant, and private funding to maximize our reach and effectiveness. In fact, for every \$1 invested by Walla Walla County, WSU Extension provides more than \$2.25 in state and federal resources. Faculty and staff in the county raised an additional \$68,505 in grant funding in 2015. Therefore, every dollar that Walla Walla County spends in support of WSU Walla Walla County Extension generates \$2.55—a 255 percent annual return on investment. In addition, WSU provides support and expertise to Walla Walla County with researchers and specialists ready to assist in the areas of agriculture, families, food safety, emergency management, to safeguard our community's economic wellbeing and the health of our community members.

Dry Land Cropping Systems WSU Walla Walla County Extension supports dryland cropping systems in our county including wheat and legumes. The annual Cereal Seminar provides updated information to local growers. Annual variety trials provide information to local growers on varieties, diseases, and pests from research trials held in local fields. Specialists provide education and information on innovative crop production methods, soil management, pest identification and control, and new seed varieties to local farmers through field tours, workshops, seminars, and pesticide courses. Specialists are available to troubleshoot production and pest problems that threaten our economy.



Pesticide License Testing and Recertification Credits WSU Walla Walla County Extension provides local WSDA testing for Private Applicators Licenses and study materials for growers and homeowners. Last Chance Pesticide recertification credits are provided for community members to maintain their pesticide licenses.

Forage Crops, Pasture, and Livestock Management WSU Walla Walla County Extension provides research-based information to large and small scale farmers to improve their economic situations while they create quality products in an environmentally friendly manor.

Forage crops, pasture, and grazing management support can help farmers make decisions. Our area provides challenges with water issues with drought conditions (<31" precipitation) being "normal" for most of our county. These challenges include limited irrigation during the growing season, water rights, livestock consuming drought stressed forages, and crop diversity options. Extension provides support to landowners raising beef, swine, lamb, goats, chickens and horses.



4-H Youth & Development

90+ Club Leaders

69 Activity Leaders

21,519 hours contributed



Many youth comment that 4-H has

given them the strength:

...to go out of their comfort zone,

...to be a selfless leader,

...to be more open, and

...to express their ideas.

"The most important thing I have gained from participating in 4-H is learning how to present myself and speak in front of a group."

—4-H member

Women in Agriculture Program WSU Walla Walla County Extension provides annual Women in Agriculture programming through webinar technology and live training. Annual multi state conferences offer speakers, practical advice, collaborative discussion, and networking opportunities. Subjects include financial management, marketing, record keeping, goal setting, and risk management. Local attendees network with more than 650 women simultaneously across 4 states.

Traditional Club 4-H The Walla Walla County 4-H program includes more than 400 youth participating in over 2,800 projects in 40 clubs. More than 150 volunteers serve as positive adult role models to youth and give more than 8,000 hours annually. The traditional club program focuses on building life skills through responsibility, leadership, community service and mentoring. Youth involved in the 4-H program are twice as likely to plan to attend college. They are also four times more likely to give back to their communities thereby building a life pattern of civic engagement according to Tuft University research.



Special Interest 4-H (SPIN 4-H) 4-H serves over 150 youth in its special interest programs in addition to traditional 4-H clubs. 4-H special interest programs offer youth in Walla Walla County the opportunity to participate in the 4-H program without committing to the demands of the traditional club program. These programs also allow 4-H members to experience programs outside their traditional club offerings. Walla Walla

County 4-H offers programs like Challenger Horse Camp that teaches 4-H members about community service and empathy for others as they assist youth with disabilities experience horseback riding. What's Cooking and Beginning & Advanced Quilt Camps encourage youth to explore areas of interest while teaching basic living skills. Photography, watercolor, and STEM camps are programs for youth to explore self-interests while developing marketable skills.



Afterschool Program Walla Walla County 4-H program partnered with the Walla Walla School District's 21st Century program for the last two years focusing on science, technology, engineering, and math (STEM) programming in afterschool programming. Youth in the US continue to be under-educated in STEM curriculum in comparison to their global peers. The partnerships between 4-H and the 21st Century program at Blue Ridge Elementary School reached more than 50 youth and provided hands-on education in the STEM areas.

Teen Leadership Walla Walla county 4-H program empowers youth to become true leaders. True leadership is not only about leading but encouraging others. 4-H teaches youth to be confident, endure challenges, work as a team, and communicate with others. All youth involved in the Walla Walla County 4-H program are encouraged by 4-H volunteers to become leaders.



The 4-H Teen Leadership Program engages members



Health & Wellness



Partnerships with:

- Local Schools
- BMAC Food Bank
- Whitman Court
- Garden Court
- Valle Lindo Homes
- Children's Home Society

to interact with youth outside their 4-H projects and school districts. These members experience a higher sense of 4-H belonging, independence, generosity, and mastery. They learn how to encourage younger members in their club environments, learn program planning, organization and problem solving. Teen Leadership allows youth to become more comfortable attending regional and state events such as Teen Rally; Know your Government, Teen Summit, and Teen Conference.



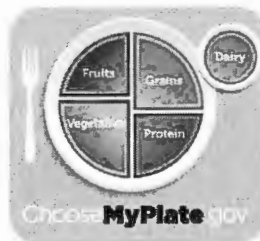
Food \$ense/SNAP-ED This year the Walla Walla County Food \$ense program served more than 1,600 youth in 5 schools where more than half of the students participate in the free and reduced lunch program. Food \$ense joined 72 classrooms, once a month, teaching nutrition topics such as food groups, making healthy nutrition choices, food safety, and reading nutrition labels. New in 2015-2016, Food \$ense provided healthy taste tests for students, with many students trying various fruits and vegetables for the first time. Teachers saw their students make healthier snack and meal choices as well as increase their fruit and vegetable consumption at school.



The Walla Walla County Food \$ense program serves other qualified low-income audiences. In 2015-2016, Food \$ense taught classes at the BMAC Food Bank, Whitman Court, and Garden Court once a month and taught clients cooking classes various ways to utilize the food they receive in their food boxes from the food bank. Food \$ense also taught an 8-week series, *Eating Smart Being Active* at Whitman Court. The classes taught ways to stretch their food dollar, eating healthy on a budget, and participants participated in physical activities.

Each summer, Food \$ense goes out to the Valle Lindo Homes to teach an 8-week series through Children's Home Society. One main concern was that children were not eating fresh fruits and vegetables and not having healthy options at home due to their parents' long working hours. In 2015-16, Food \$ense taught children how to make simple recipes and snacks and incorporated fun ways to eat fruits and vegetables. Parents received handouts and newsletters throughout the series. Food \$ense also held parent classes at Valle Lindo Homes to reinforce the healthy food options taught to the children.

The Walla Walla County Food \$ense Program also provides programming in Asotin, Benton and Franklin Counties. The Food \$ense



program served more than 1,834 students in 94 classrooms in 28 different schools. Many of the Food \$ense classes were taught in Spanish. The teachers noticed an increase in fruit and vegetable consumption as well as more students getting salad with their school lunches. Newsletters in both Spanish and English went home to parents each month.

Environmental Stewardship

- Volunteers contributed 1137 hours of time valued at \$22,172.



Funding

Return on Investment = 255%

For every \$1 spent from the Walla Walla County funds, the County Extension generates \$2.55 for the county.

Master Gardener Volunteer Program WSU Walla Walla County Master Gardeners' (MG) teach local community members to manage their gardens and landscapes in a science-based, sustainable manner. Twenty-four current volunteers address environmental and social priorities such as water conservation and water quality protection. MG's reduce the impact of invasive species and increase the public awareness of healthy living through gardening. The primary focus of the WSU MG program is to reach out to the community through office plant clinics,



workshops, and community events to promote responsible and sustainable gardening practices. Integrated Pest Management (IPM) is stressed to individuals dealing with pesticide spray issues. Our focus is to find the most environmentally friendly options first and not rely on pesticides to solve all pest issues.

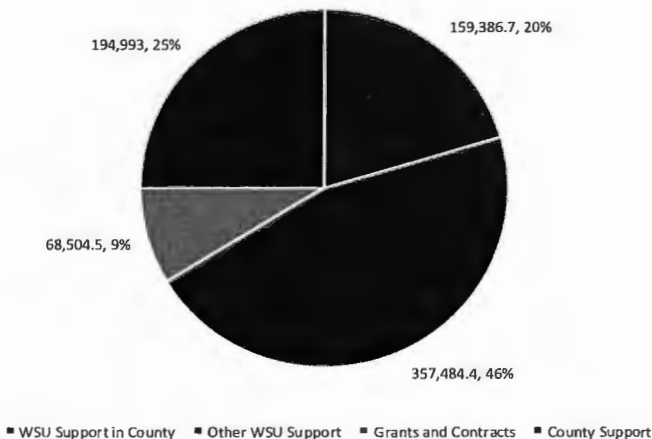
Plant Clinics Plant Clinics are open to the public where Master Gardeners answer questions regarding plant and insect identification, plant disease solutions, tree health, and general lawn and garden care. Community members can walk in, email, or call in their questions. Research based information is used to assess each question brought to the clinic. In 2016, Master Gardener volunteers assisted nearly 500 people through our plant clinic.

Farmer's Market Booth Master Gardeners interact with the community on a weekly basis at the WSU Master Gardener booth from spring through the fall. In 2016, MGs answered a broad range of gardening questions for more than 350 community members.

Outreach Master Gardeners partner with community events throughout our county. They provided two educational programs and an educational booth at the Hospice Pond & Garden tour. They also staffed a booth at the Walla Walla County Fair delivering pest management, best IPM practices, weed management, and water use practices. Master Gardeners provide education on soil preparation for home gardening to after school participants.



WSU Extension Walla Walla County Sources of Funding 2015



Thank you to all our partners and contributors....

Jan Busboom- Animal Scientist and Extension Meats Specialist

Dr. Michael R. Bush- Extension Agriculture and Natural Resources Program, Entomology, Vegetable IPM, Tree Fruit IPM

Paul Carter- Agronomy, Precision Farming, Soils & Nutrition, Remote Sensing, Soil Quality, Weeds, No-Till, Soil Acidity, Cropping Systems

Mark Heitstuman- Livestock Management, 4-H & Youth Development, Animal Sciences, Plant Science

Frank Hendrix- Animal Sciences, Irrigated Pasture, Range and Riparian Management

Ryan Higginbotham, Regional Extension Specialist - Cereal Variety Testing

Joe Jacobs- Small Business Development Center

Dr. Susan Kerr- Livestock and Dairy Regional Specialist, Animal Health, 4-H Curriculum

Development, Small Ruminants

Sarah Maki Smith- Animal Sciences Regional Specialist

Ana Maria Diaz Martinez- Extension Youth and Families Specialist

Dr. Rebecca McGee- Research geneticist (plants) specializing in Legume Research

Lizann Powers-Hammond- Regional Specialist in Nutrition, Health, Wellness, Food Safety, Food Preservation, Safe Food Handling

Steve Van Vleet- Extension Specialist in Agriculture & Natural Resources, Managed Grazing, Integrate Invasive Plant Control, Sustainable Small Grain Production

Margaret Viebrock- Extension Specialist in Food Safety, Nutrition, Farm Family Issues

Dr. Tim Waters- Extension Specialist in Commercial Vegetables, Pest Management, Alternative Cropping Systems, Potato & Vegetable Production



328 W. Poplar St.

Walla Walla, WA 99362

(509)524-2685

10:00

PROSECUTING ATTORNEY

Jim Nagle/Jesse Nolte

- a) Miscellaneous business for the Board
- b) Possible executive session re:
litigation or pending or potential
litigation (pursuant to RCW 42.30.110(i))

10:15

PUBLIC WORKS DEPARTMENT

Randy Glaeser

- a) Department update and miscellaneous

Walla Walla County Public Works
PO Box 813
Walla Walla, WA 99362



To: Board of County Commissioners

From: Randy Glaeser, Public Works Director

Date: 26 January 2017

Re: Director's Report for the Week of 23 January 2017

Board Action: 30 January 2017
Update Only

ENGINEERING:

- Mill Creek FH: Attempting to complete negotiations with property owners.
- Second Avenue(Burbank): Scheduled small works project for Port rail road crossing. Completing specs for road.

MAINTENANCE:

- Crews addressed snow & ice issues across the County.
- Conducted monthly crew meetings.

ADMINISTRATION:

- a) Department update and miscellaneous
- b) **Active Agenda Items:**
 - 1) Possible discussion/decision re: any pending claims against the County
- c) **Action Agenda Items:**
 - 1) Proposal 2017 01-30 TSD
Approval of temporary position
- Public Records Clerk for the
Technology Services Department
- d) Possible executive session re: personnel (pursuant to RCW 42.30.110(g)), collective bargaining negotiations (pursuant to RCW 42.30.140(4)(b)), and/or litigation or pending or potential litigation (pursuant to RCW 42.30.110(i))



MEMO

Date: January 30, 2017

Proposal ID. 2017 01-30 TSD

To: BOCC

From: Kevin Gutierrez

Intent – Decision

Topic – Temporary Position – Public Records Clerk – OA I

Summary

Over the last year, the Public Records Act (PRA) requests have been coming in steadily but have become more complex with pending lawsuits and some stemming from planning issues.

We have been hovering at 18-23 outstanding PRA requests for quite some time. We are faced with requests for records by attorneys being used as discovery to help in their litigation. As we are experiencing now, some of those litigations are complex and aimed at Walla Walla County.

In 2015 we received 57 PRA requests utilizing 70% of an FTE. Early in 2016 I predicted we could see as many as 200 requests for the year. We hit 197 with a 90% FTE plus about 25% of my time. Currently we have 18 open. Some requests are dated as far back as March and April of 2016.

The temporary position being requested would be used to do some preliminary review of documents/email, correspondence and tracking to help us get caught up; as follows: 520 hours maximum @ \$15.32 hr. including benefits, at a cost of just under \$8,000.00

Though we are sure we would use the help for the first month to train and catch up as much as possible, the use of the position after that will be as needed with no set schedule. The job can be terminated at any time we feel there is no longer a need for temporary help. By default, the position must be terminated before the beginning of the 6th month.

Proposed job description is attached.

Cost

Total planned cost is \$8000 (520 hours maximum)

Funding

With the purchase of the OnBase server we have more capacity to virtualize more servers of the age of some of our servers and continually moving them to virtual servers so I will be able to drop maintenance on those servers and should be able to absorb the cost in this year's budget by these anticipated off setting savings.

Alternatives Considered

N/A

Acquisition Method

Search for suitable employee

Security

Standard county security

Access

As granted by elected officials and department heads

Benefits

Helps us get caught up.

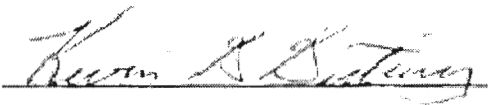
*****Authority to Execute Related Agreements Sought**

No.

Conclusion/Recommendation

Recommend approval so that we can start getting caught up.

Submitted By



Kevin Gutierrez Technology Services 1/30/17

Disposition

- Approved
- Approved with modifications
- Needs follow up information
- Denied

*****Authority to Execute Related Agreements**

- Approved
- Denied

BOCC Chairman

Date

Additional Requirements to Proposal

- Modification
- Follow Up

**WALLA WALLA COUNTY
POSITION DESCRIPTION FORM**

TITLE: Temporary Public Records Clerk

DEPARTMENT: Technology Services

REPORTS TO: Public Records Officer

PAY RANGE: 18 Temporary Full Time Position, 45 to 90 days

JOB SUMMARY: This is a full time temporary position. Works closely with and takes general direction from the Public Records Officer whose task is to locate and respond to requests for records. This position reads and processes electronic record for responsiveness to public records requests. This position is highly confidential.

ESSENTIAL FUNCTIONS:

- Reviews electronic records (including audio and video) for first pass scrutiny for responsive records and sort meeting established standards.
- Respond to requester with a five (5) day letter.
- Document/ log the processes.

EXAMPLE OF DUTIES:

- Compose third party letters.
- Email or mail approved records as directed.
- Review (read, listen, observe) large amounts of records.

EQUIPMENT TO BE USED: Desktop computer and various office equipment.

WORKING ENVIRONMENT/ PHYSICAL ABILITIES: Work is performed in an office setting with extended periods of sitting at a computer.

KNOWLEDGE AND ABILITIES:

- Ability to proficiently use a desktop computer.
- Working knowledge of Adobe Pro, Microsoft Word, Excel and Outlook.
- Ability to read and comprehend all types of documents.
- Attention to detail is extremely important.
- Ability to write letters and document procedures used regarding public records requests.
- Ability to follow instructions as they pertain to responding to requests.
- Confidentiality is extremely important. Will be required to sign a confidentiality agreement as any information viewed or heard in this position must remain confidential.

EDUCATION AND EXPERIENCE: High school diploma or equivalent required. Prior experience in a local government environment is preferred. Prior experience handling public records is desired.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.

10:45

COUNTY COMMISSIONERS

- a) Update from Emergency Medical Services Director Heather Lee
- b) Update from County Coroner Richard Greenwood
- c) Miscellaneous or unfinished business to come before the Board

12:00

RECESS

1:30

COUNTY COMMISSIONERS

- a) Miscellaneous or unfinished business to come before the Board

- A D J O U R N -

Walla Walla County is ADA compliant. Please contact TTY: (800) 833-6384 or 7-1-1 or the Commissioners' Office at 509/524-2505 three (3) days in advance if you need any language, hearing, or physical accommodation.

Please note that the agenda is tentative only. The Board may add, delete, or postpone items and may take action on an item not on the agenda.



WALLA WALLA COUNTY EMERGENCY MEDICAL SERVICES



EMS Talking Points – January 30, 2017

- 4th Quarter 2016 Emergency Medical Technician (EMT) Class
- 1st Quarter 2017 Emergency Medical Responder (EMR) Class
- National Registry Pass Rates for Walla Walla Community College and Walla Walla County EMS
- Proposal to the Washington State Department of Health to Increase the Maximum Number of Verified ALS Ambulance Services in Walla Walla County
- Walla Walla County Ongoing Training Education Program (OTEP)
- Walla Walla County Fire District #4 Transport Update
- Status of 2017 EMS Levy Distribution Contracts

Pass/Fail Report

Report Date: 1/26/2017 7:02:09 PM
Report Type: Program Report (WA-3601)
Registration Level: EMT
Course Completion Date: 4th Quarter 2016
Training Program: Walla Walla Community College (WA-3601)

Attempted The Exam	First Attempt Pass	Cumulative Pass Within 3 Attempts	Cumulative Pass Within 6 Attempts	Failed All 6 Attempts	Eligible For Retest	Did Not Complete Within 2 Years
9	89% (8)	89% (8)	89% (8)	0% (0)	11% (1)	0% (0)

Attempted the exam: Number of graduates that make at least one attempt at the exam.

First attempt pass: Number and percent of those who attempt the exam that pass on the first attempt.

Cumulative pass within 3 attempts: Number and percent of those who attempt the exam who pass on the first, second, or third attempt.

Cumulative pass within 6 attempts: Number and percent of those who attempt the exam who pass on the first, second, third, fourth, fifth, or sixth attempt.

Failed all 6 attempts: Number and percent of those who fail the exam six times.

Eligible for retest: Number and percent of those who failed their last attempt, but remain eligible for retest (less than six attempts, less than two years from course completion.)

Did not complete within 2 years: Number and percent of those who fail their last attempt and are no longer eligible for retest (more than two years from course completion.)

Pass/Fail Report

Report Date: 1/27/2017 11:51:28 AM
Report Type: Program Report (WA-3601)
Registration Level: EMT
Course Completion Date: 1st Quarter 2016 to 4th Quarter 2016
Training Program: Walla Walla Community College (WA-3601)

Attempted The Exam	First Attempt Pass	Cumulative Pass Within 3 Attempts	Cumulative Pass Within 6 Attempts	Failed All 6 Attempts	Eligible For Retest	Did Not Complete Within 2 Years
26	73% (19)	81% (21)	81% (21)	0% (0)	19% (5)	0% (0)

Attempted the exam: Number of graduates that make at least one attempt at the exam.

First attempt pass: Number and percent of those who attempt the exam that pass on the first attempt.

Cumulative pass within 3 attempts: Number and percent of those who attempt the exam who pass on the first, second, or third attempt.

Cumulative pass within 6 attempts: Number and percent of those who attempt the exam who pass on the first, second, third, fourth, fifth, or sixth attempt.

Failed all 6 attempts: Number and percent of those who fail the exam six times.

Eligible for retest: Number and percent of those who failed their last attempt, but remain eligible for retest (less than six attempts, less than two years from course completion.)

Did not complete within 2 years: Number and percent of those who fail their last attempt and are no longer eligible for retest (more than two years from course completion.)

Pass/Fail Report

Report Date: 1/27/2017 11:52:35 AM
Report Type: Program Report (WA-3603)
Registration Level: EMT
Course Completion Date: 1st Quarter 2016 to 4th Quarter 2016
Training Program: Walla Walla County EMS (WA-3603)

Attempted The Exam	First Attempt Pass	Cumulative Pass Within 3 Attempts	Cumulative Pass Within 6 Attempts	Failed All 6 Attempts	Eligible For Retest	Did Not Complete Within 2 Years
12	75% (9)	83% (10)	83% (10)	0% (0)	17% (2)	0% (0)

Attempted the exam: Number of graduates that make at least one attempt at the exam.

First attempt pass: Number and percent of those who attempt the exam that pass on the first attempt.

Cumulative pass within 3 attempts: Number and percent of those who attempt the exam who pass on the first, second, or third attempt.

Cumulative pass within 6 attempts: Number and percent of those who attempt the exam who pass on the first, second, third, fourth, fifth, or sixth attempt.

Failed all 6 attempts: Number and percent of those who fail the exam six times.

Eligible for retest: Number and percent of those who failed their last attempt, but remain eligible for retest (less than six attempts, less than two years from course completion.)

Did not complete within 2 years: Number and percent of those who fail their last attempt and are no longer eligible for retest (more than two years from course completion.)

**Proposal to the Washington State Department of Health
to Increase the Maximum Number of Verified
ALS Ambulances Services in Walla Walla County**

**South Central Region EMS and Trauma Care Council
and the Walla Walla EMS Council**

June 2016

Washington State Department of Health Trauma Verification Worksheet

Min/Max Numbers for Trauma Verified Prehospital Services

**South Central Region – Walla Walla County - July 2015 - June 2017
Regional Plan**

Walla Walla County	Verified Service Type	State Approved - <i>Minimum number</i>	State Approved - <i>Maximum number</i>	Current Status (# Verified for each Service Type)	Region Purposed <i>Minimum number</i>	Region Purposed <i>Maximum number</i>
	Aid – BLS	8	8	6		
	Aid – ILS	0	0	0		
	Aid – ALS	0	0	0		
	Amb – BLS	1	3	3		
	Amb – ILS	0	1	0		
	Amb - ALS	1	1	1		2

Background

The Walla Walla County EMS Council (Local Council) is recommending to the South Central Region EMS and Trauma Care Council (Regional Council) that the Regional Plan be changed to reflect;

- Increase of the Amb – ALS maximum from one (1) to two (2).

Review and Recommendation Process

The Chairperson of the Local Council created an ad hoc committee to review the county proposal and develop a recommendation to the Regional Council. The following justification from the Local Council was considered in developing recommendations to the Regional Council.

- The Local Council's ad hoc committee reviewed and discussed information provided by Walla Walla Fire Protection District #5 (District 5). The justification utilizes a series of the following questions and answers to make the case for an increase in the maximum number of verified ALS ambulance services in Walla Walla County from one (1) to two (2) to allow District 5 to upgrade to an ALS transport agency.

1) Has the EMS system experienced an upward trend in total EMS calls over a predetermined length of time?

District 5 has seen a steady upward trend in total EMS calls and transports over the past five years. In 2010 they responded to 255 EMS calls and transported 118 patients and in 2015 they responded to 277 EMS calls and transported 166 patients. Of those transported in 2015 approximately 45% were considered ALS calls.

Although it may appear as a relatively small margin of change, considering the size of District 5 in comparison to their baseline number of transports being in the hundreds, an overall increase of approximately 50 calls is fairly significant for the District.

2) Has there been or are there extended response times for EMS response to trauma calls.

The Fire Districts goal is to have an EMS unit on-scene within 9:00 minutes, 90% of the time within the Fire Districts response area. In 2015, the Fire District was able to meet those goals 100% of the time.

District 5 is also being asked to provide mutual aid to several surrounding BLS and ALS agencies. In Walla Walla County we request their response to Walla Walla Fire District #3 and Walla Walla Fire District #6 as they are approximately 10-15 minutes closer than Walla Walla Fire Department (currently the only verified ALS transport

agency within Walla Walla County. District 5 is also being asked to respond to Franklin County Fire District #3 to provide ALS mutual aid, to the City of Pasco to provide ALS mutual aid or staff Pasco Fire Department stations, and they've also been requested to rendezvous with Connell ambulance to provide ALS care.

We anticipate that the District 5 medic unit will continue to be added to the regional response plan and requested for mutual aid assignments, as agencies become more familiar with the Districts abilities and resources.

3) What is the population growth trend in the community?

While the residential population within District 5 boundaries remains relatively stable, four (4) of the largest employers in Walla Walla County are within the response area for the District. Tyson Foods has a total of 1750 employees; Packaging Corporation of America (Formally Boise Paper) employee 629 people; Broetje Orchards employs 2,798 people; Columbia School District employees 141 people. The projected industry growth of the Fire District is to grow 2% a year for the next five years.

The Port of Walla Walla has started construction on the Burbank Industrial Park development. This plan will provide water and sewer capabilities for light industrial and commercial land parcels throughout a 200 acre site. The commercial and light industrial parcels are currently being offered for sale and have generated interest. Convenience stores, service stations, transport terminals, banks, corporate fast food restaurants, and a grocery store being considered. The Port anticipates that a few of their commercial parcels will begin construction by the spring and summer of 2016.

Industrial land uses in Fire District 5 is concentrated on the Port of Walla Walla property on the Snake River, the area west of Maple Street, and large acreage lands north of Highway 12 and east of Dodd road. Currently this property is used for bulk material distribution operations that use existing rail and barge facilities.

The Port of Walla Walla has brought in new businesses to the District, Rail-Ex (Produce Exporter), is currently expanding by adding another 500,000 square foot wine storage building to accommodate their large wine distribution plant in the Dodd Road Industrial area. Future plans will total 1.7 million square feet of wine cool storage facilities in the area.

4) Impact to the public's health by increasing the number of verified services.

Adding another ALS trauma agency will provide a greater level of service to the citizens within the east end of Walla Walla County, as well as, assisting to keep Walla Walla Fire Department closer to their primary response area by having District 5 assist with the ALS calls on the opposite end of the county.

District 5 will provide the highest level of pre-hospital basic and advanced life support with total regard for the best possible customer service. The fundamental and unique mission of District 5 Emergency Medical Services is to develop and continually improve our medical care system, while assuring high quality patient care and appropriate response in emergency situations.

5) Inefficient duplication of service.

The authorization of another trauma verified service would ensure that there are adequate resources within the county to provide the best possible patient care to the citizens without duplicating service.

6) Additional information that we feel is pertinent to the issue.

District 5 has been capable of providing ALS care and transport for several years. They've steadily increased their paramedic staffing availability by hiring part-time paramedics to work various shifts in order to provide ALS services. As they've been capable of providing this level of service there will be no time delay for District 5 to purchase or stock an ambulance with ALS equipment; once their level of service has been upgraded they'll be immediately ready to function as a trauma verified ALS transport agency.

Walla Walla County is approximately 1300 square miles and is serviced by one (1) trauma verified ALS service; an additional ALS trauma verified service will assist in keeping the current service in their primary response area, as well as increase the availability of mutual aid resources.

Recommendation

After a thoughtful evaluation the Walla Walla EMS & Trauma Care Council committee recommends the following:

- Increasing the Amb – ALS maximum from one (1) to two (2)

2016-2017 OTEP Schedule

WWCC - 1st Monday / District #5 - 1st Tuesday / College Place - 2nd Monday / Prescott/Touchet - 3rd Thursday

Date	Training	Core Contact	Location	Time	Instructor	Practical Skills
3-Oct	CPR / AED / King Airway	Adult, Child, & Infant CPR	WWCC	7-10 pm	Underhill / Lee	HP-CPR / AED / King / Code / FBAO
4-Oct	Suicide Awareness for EMS	Psych. Emergencies / CISM / PTSD	District #5	6:30-9:30 pm	Thonney	Assessment / Restraints
10-Oct	Neurological Emergencies & GCS	Head Injuries / Seizures / AMS	College Place	7-10 pm	Reiswig / Guse	Assessment / GCS
20-Oct	Sick / Not Sick	Rapid Assessment	Prescott	7-10 pm	Courson	Medical & Trauma Assessment
7-Nov	Orthopedic / Sports Injuries	Sprains / Strains / Fractures	WWCC	7-10 pm	Thonney	Helmet & Equip. Removal/Splinting/Bandaging
1-Nov	Burns	1st/2nd/3rd/Rule of 9's/Shock	District #5	6:30-9:30 pm	Lessard	Assessment / Shock / Rule of 9's
14-Nov	Documentation/Medical & Legal Issues	Reports that stand up in court	College Place	7-10 pm	Lee	SOAP / History Taking / WEMSYS
17-Nov	Extrication	Kinematics of Trauma	Touchet	7-10 pm	Reiswig	BB / KED / C-Collar / Trauma Sys Activation
10-Dec	OTEP Makeup Day		WWCC	8-12 pm	Courson / Lee	
	OTEP Makeup Day		WWCC	1-5 pm	Courson / Lee	
2-Jan	Pediatric Respiratory	Upper / Lower Airway Conditions	WWCC	7-10 pm	Macdonald	Assessment / Airway Adjuncts / Oxygen Therapy
3-Jan	Infectious Disease	HIV / Aids, Childhood Disease, etc.	District #5	6:30-9:30 pm	Reiswig	PPE / BSI / Disinfecting Equipment
9-Jan	Street Medicine / Drugs	Common Street Drugs/Resp. Distress	College Place	7-10 pm	Underhill / Lee	Airway Adjuncts
19-Jan	CPR / AED / King Airway	Adult, Child, & Infant CPR	Prescott	7-10 pm	Thonney	HP-CPR / AED / King / Code
6-Feb	Documentation/Medical & Legal Issues	Reports that stand up in court	WWCC	7-10 pm	Lee	SOAP / History Taking / WEMSYS
7-Feb	Orthopedic / Sports Injuries	Sprains / Strains / Fractures	District #5	6:30-9:30 pm	Lessard	Helmet & Equip. Removal/Splinting/Bandaging
13-Feb	Extrication	Kinematics of Trauma	College Place	7-10 pm	Thonney / Guse	BB / KED / C-Collar / Trauma Sys Activation
16-Feb	Stroke	Ischemic / Hemorrhagic / TIA	Touchet	7-10 pm	Underhill / Lee	CST / Stroke Triage Destination
6-Mar	Suicide Awareness for EMS	Psych. Emergencies / CISM / PTSD	WWCC	7-10 pm	Courson	Assessment / Restraints
7-Mar	Extrication	Kinematics of Trauma	District #5	6:30-9:30 pm	Lessard	BB / KED / C-Collar / Trauma Sys Activation
13-Mar	Infectious Disease	HIV / Aids, Childhood Disease, etc.	College Place	7-10 pm	Thonney	PPE / BSI / Disinfecting Equipment
16-Mar	Neurological Emergencies & GCS	Head Injuries / Seizures / GCS	Prescott	7-10 pm	Macdonald	Assessment / GCS
3-Apr	Burns	1st/2nd/3rd/Rule of 9's/Shock	WWCC	7-10 pm	Macdonald	Assessment / Shock / Rule of 9's
4-Apr	CPR / AED / King Airway	Adult, Child, & Infant CPR	District #5	6:30-9:30 pm	Lessard	HP-CPR / AED / King / Code
10-Apr	Situational Awareness	Scene Safety	College Place	7-10 pm	Courson	
20-Apr	Documentation/Medical & Legal Issues	Reports that stand up in court	Touchet	7-10 pm	Reiswig / Lee	SOAP / History Taking / WEMSYS
1-May	Extrication	Kinematics of Trauma	WWCC	7-10 pm	Courson	BB / KED / C-Collar / Trauma Sys Activation
2-May	Documentation/Medical & Legal Issues	Reports that stand up in court	District #5	6:30-9:30 pm	Underhill / Lee	SOAP / History Taking / WEMSYS
8-May	Sick / Not Sick	Rapid Assessment	College Place	7-10 pm	Macdonald	Medical & Trauma Assessment
18-May	Street Medicine / Drugs	Common Street Drugs/Resp. Distress	Prescott	7-10 pm	Reiswig	Airway Adjuncts
5-Jun	Stroke	Ischemic / Hemorrhagic / TIA	WWCC	7-10 pm	Thonney	CST / Stroke Triage Destination
6-Jun	Pediatric Respiratory	Upper / Lower Airway Conditions	District #5	6:30-9:30 pm	Reiswig	Assessment / Airway Adjuncts / Oxygen Therapy
12-Jun	CPR / AED / King Airway	Adult, Child, & Infant CPR	College Place	7-10 pm	Macdonald / Guse	HP-CPR / AED / King / Code
15-Jun	Situational Awareness	Scene Safety	Touchet	7-10 pm	Courson	

EMS LEVY CONTRACT TRACKING INFORMATION 2017

AGENCY	VALUE	POPULATION	RUNS	DATA CONTRACT	LEVY CONTRACT	BUDGET
WWFF	\$2,337,391,519	33,340	6,345			\$1,479,860
WAITSBURG	\$64,809,822	1,230	47			\$32,683
COLLEGE PLACE	\$581,144,904	9,245	1,057	Received		\$330,228
PRESCOTT	\$14,152,428	325	52			\$12,072
FD#1	\$119,432,244	88	12	Received		\$21,544
FD#2	\$137,977,068	263	14			\$27,221
FD#3	\$186,250,358	751	36	Received		\$44,126
FD#4	\$1,165,062,287	9,267	502	Received		\$369,045
FD#5	\$634,926,277	3,862	325	Received		\$308,696
FD#6	\$268,132,190	1,340	95	Received		\$71,511
FD#7	\$75,980,763	185	22	Received		\$16,980
FD#8	\$140,308,883	593	53	Received		\$36,191
Assessed Valuation	\$5,678,615,548					
TOTALS	\$5,725,568,743	60,489	8,560	All Received		\$2,750,157