

COMMISSIONERS' MINUTES  
KITITAS COUNTY, WASHINGTON  
COMMISSIONERS AUDITORIUM

WEDNESDAY

11:00 A.M.

SEPTEMBER 30, 2009

Board members present: Chairman Alan Crankovich; Vice-Chairman Paul Jewell; Commissioner Mark McClain.

Others: Julie Kjorsvik, Clerk of the Board; William Holmes, Probation Services Director; Michael Carpenter, Maintenance Director; Jack McDonald, Security Officer and William DeHaven, Security Officer.

**SPECIAL MEETING**

**FOLLOW UP TO 9/25/09 INCIDENT**

**SECURITY**

At approximately 11:00 a.m. Chairman Crankovich opened a special meeting to discuss any follow up action from the September 25, 2009, incident where there had been a suspicious package received in the Juvenile Department. The Courthouse Security Team felt it was beneficial to capture the moment and review the event, before too much time goes by and things can be forgotten.

William DeHaven, Security Officer, reviewed the incident and explained how their department had been preparing to have a practice run of a similar instance in the near future, but ended up having an actual occurrence. He said most of the evacuation went well including everyone exiting the building in an orderly fashion. Jack McDonald, Security Officer, described the situation and the events following. He said they had been called by the Juvenile Department, stating someone had opened an envelope and there was powder discovered, so he immediately went up to evaluate the situation. He said the Postmasters recommendation was to leave the letter in place and isolate the situation. Once the Ellensburg Police Department had been called, they took control of the situation since it was their jurisdiction, which then was followed by the Washington State Patrol who sent a team in to determine if the matter was of possible hazardous materials. Commissioner McClain said he did not have a problem with the evacuation and it was better to be safe than sorry. He did feel that better notification and communication to the Board of County Commissioners of the situation may be helpful in the future.

According to the Postmaster, they have resources available to be in place and they can test types of materials such as a white powder substance found in envelopes within 1 hour and 10 minutes. It was noted that no one in the County was aware of the resources the Postmaster had

available and wondered if the other agencies were also unaware of the resources.

The Courthouse Security Team felt that a debriefing session with outside agencies on the subsequent issues should be held in the near future to review the responses. Discussions took place on there being no current evacuation notification process in place, just short of pulling a fire alarm, and if there were to be a lock down, that would not work. Several options were reviewed and discussed including instant messaging and email notifications. It was noted there needed to be better communication to other County facilities because other employees did not know the Courthouse or Morris Sorensen building had been evacuated. There was notification posted on CAMAS to try and keep employees updated. Jack McDonald said they had never been advised who the incident commander was and that person needs to be highly visible to everyone.

There were several suggestions offered on ways to improve the process including having a floor plan available for each County facility located outside of the building. Making sure a line of succession has been determined and publicized to all employees, if the Board of County Commissioners are not available. Another idea was to establish a phone line where employees can call in, and receive a voice message with the current status of news. There were concerns expressed of employees parking in the stalls located outside of the Courthouse and how they should be parking in the employee parking lots. The Board expressed a desire to possibly draft a policy in the future to tow employee's vehicles if they are parked out in front or the side of the Courthouse.

At the conclusion of the meeting, the Courthouse Security Team was tasked with creating a checklist similar to what William Holmes has for his department; create training for every department on evacuating procedures and how they should be prepared for both the office and personally (ensuring all items are taken with them including medicines, cell phones, etc.) in case they are not allowed back into the building for awhile. Everyone felt the County has a tremendous amount of qualified people to put together a great security plan and a checklist with protocols. William DeHaven felt once the County has their plan in place, they can go and meet with the other outside authorities to discuss subsequent planning and even include the Post Master for certain scenarios.

The meeting was adjourned at 12:10 p.m.

CLERK OF THE BOARD

  
Julie Kjorsvik

KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON

  
Alan Crankovich, Chairman