

Security Meeting Minutes
01-11-2011

The meeting was called to order at approximately 8:03 a.m.

The following members were present

Clay Myers
Alan Crankovich
William Holmes
Lisa Young
Brenda Larsen
Jennifer Mullin
Obie O'Brien
Paul Jewell
Fred Slyfield

The Agenda was approved as submitted.

Discussion on open SIRS reports –

- * There open SIRS from CDS was discussed. Alan had told Kirk Holmes to speak with Marsha regarding the comment she made about Jeff Watson. Fred will follow up by speaking with Kirk about his discussion with Marsha. He will then close the SIRS.

Administrative Matters

- * The issue of who is authorized to initiate the Emergency Notification System (ENS) was discussed. It was determined that the following positions would be able to initiate the ENS:
 1. Security
 2. Department Heads and their second in command
 3. BOCC, including Julie, Kathryn and Mandy
 4. Human Resources
 5. Control Room Operator in the jail
 6. CDS
 7. PW
 8. Upper District Court
 9. Morris Sorenson Building
 10. Sheriff's Office
 11. Fairgrounds
- * Obie stated that at CWU, anyone can report an incident, and that report goes to a select number of people authorized to then send out the ENS. Clay stated that

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he felt that as many people as possible should be able to initiate the ENS. Paul stated that if procedures for notification are created and adopted, he is fine with that. Alan stated that we should add it to our flip chart, and include it in the new employee orientation training. Training and exercises should be conducted following implementation of this system. Obie will confer and meet with Duke, Jack and Lisa to write the procedure for the new policy. The end of March is the target date for having everything completed on this issue.

- * William thought it would be a good idea if the system could contain a sub-set of the ENS specific to each department, as there are times when the ENS would only affect one department, as in the case of an unruly youth or parent, etc.
- * SIRS have been steadily decreasing overall since 2008, mostly due to the presence of Security in the Courthouse.

Miscellaneous Matters

- * No miscellaneous matters were discussed.

The next meeting will be held January 25, 2011.

Meeting was adjourned at 8:50 am.