

Title 2

ADMINISTRATION AND PERSONNEL* **

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* For provisions regarding the interlocal government agreement creating the Eastern Washington Area Agency on Aging, to which the county is a party, see Res. 31275, on file in the Whitman County auditor's office.

For provisions regarding holidays, see RCW 1.16.050.

Res. 31320, regarding the unemployment compensation agreement between Whitman County and the regional planning council, can be obtained at either the regional planning office or the county auditor's office.

** Prior history: Prior code §§ 1.28.010--1.28.020, 1.64.010--1.64.070, 3.04.010--3.04.130, 4.04.010--4.04.080 and 5.04.090 as amended by Ords. 31206, 31611, 32982, 33375, 35474, 37924, 61706, 62670, 62990, 63645, 65551 and 65985, Resos. 21621, 23336, 26028, 26744, 30476, 31225, 31244, 31705, 45185, 45713, 46752, 46790, 46837, 47442, 49748, 49749, 50816, 55784, 55845, 60362, 62355, 62670 and 62977.

Chapter 2.02

BOARD OF COMMISSIONERS

Sections:

2.02.030 Medical insurance--Increases.

2.02.040 Salary commission.

2.02.030 Medical insurance--Increases.

In addition to the salary enumerated in this chapter, the county, as with all other employees and elected officials, may pay in full the premiums for medical insurance on each county commissioner. If, during the commissioner's term in office, the insurance premiums are increased by the insurance company, the county may pay for such increases. If each commissioner desires additional coverage for his spouse or other members of his immediate family, as provided by the insurance policy, the commissioner will pay in full the additional cost for the additional coverage.

(Ord. 66916 (part), 2007).

2.02.040 Salary commission.

A. Establishment--Whitman County Citizens' Commission on Salaries for Certain County-Elected Officials. There is hereby established an advisory commission on salaries of certain county officials, hereafter "commission" to consist of ten members. The composition of the commission shall be as follows:

1. Six of the ten commission members shall be selected by lot by the county auditor from among those registered voters eligible to vote at the time persons are selected for appointment to full terms on the commission under subsection B of this section. The county auditor shall select two commission members living in each county commissioner's district. The county auditor shall establish policies and procedures for conducting the selection by lot. The policies and procedures shall include, but not be limited to, those for notifying persons selected and for providing a new selection from a county commissioner's district if a person selected from the district declines appointment to the commission or, if, following the person's appointment, the person's position on the commission becomes vacant before the end of the person's term of appointment.
2. The remaining four of the ten commission members must be residents of Whitman County and shall be appointed by a majority vote of the county legislative authority. The persons selected under this subsection shall have had experience in the field of personnel management. Of these four members, one shall be selected from each of the following four sectors in the county: business, professional personnel management, legal profession, and organized labor.
3. Members of the commission may not include any officer, official or employee of Whitman County whose salary will be studied in the commission's responsibilities set forth hereinafter, nor any "immediate family member" of such officer, official or employee. "Immediate family

member" as used in this subsection means the parents, spouse, siblings, children, or dependent relatives of the officer, official or employee, whether or not living in the household of the officer, official or employee.

4. The board of county commissioners reserves the right to disband the commission by a unanimous vote of the legislative authority.

B. Terms. Appointments to the commission shall be for terms of four years. No person may be appointed to more than two such terms. Provided, however, the clerk of the board of county commissioners shall by lot, establish the initial terms of members of the commission so that, of the members of the commission:

1. Two shall be appointed for one year;
2. Two shall be appointed for two years;
3. Three shall be appointed for three years;
4. Three shall be appointed for four-year terms; and
5. Thereafter, successors to the first members shall be appointed for four-year terms;
6. No member of the commission may be removed by the county legislative authority during his or her term of office unless for cause of incapacity, incompetence, negligence of duty or malfeasants or for a disqualifying change of residence. Removal will require a majority vote of the board of county commissioners.

C. Vacancies. Upon a vacancy in any position on the commission, a successor shall be selected to and appointed to fill the unexpired term in the same manner as the initial appointment and the appointee shall fill the unexpired term. The selection and appointment shall be concluded within sixty days of the date the position becomes vacant and shall be conducted in the same manner as for the original appointment.

D. Officers. The commission shall elect on a yearly basis a chairperson, vice-chairperson, secretary and such other officers as deemed necessary. The chairperson or his or her designee shall preside over all meetings and shall be a voting member of the commission.

E. Rules and Regulations and Assistance. The commission shall be subject to the provisions of the Open Meeting Act. It shall keep minutes of all meetings and shall further adopt rules and regulations for the transaction of business. The setting of salaries shall be by an affirmative vote of not less than six members. The staff of the board of county commissioners, including the clerk of the board, and the human resources office of the county shall assist the commission by providing information and other such assistance as the commission requests.

F. Compensation--Expenses. Members of the commission shall serve without compensation and/or per diem.

G. Powers and Duties of the Commission.

1. The commission shall set salaries of the following Whitman County elected officials:
 - a. Auditor;
 - b. Assessor;
 - c. Clerk;
 - d. Commissioners;
 - e. Coroner;
 - f. Prosecuting attorney (County Portion); The salary of the Prosecuting Attorney shall consist of the sum of the County portion and the State portion. The County portion shall be set by the Salary Commission. The State portion shall be an amount equal to one-half the salary of a Superior Court judge, as required by RCW 36.17.020(11);
 - g. Sheriff; and
 - h. Treasurer.

Any change in salary shall be filed by the commission with the county auditor and shall become effective and incorporated into the county budget without further action of the county legislative authority or salary commission. If the initial determination of salaries, after the commission is formed, results in an increase in salary to an elected official, that increase shall take effect immediately upon the commission's filing of the salary with the auditor. All subsequent increases in salary shall take effect upon January 1st of the year following the filing with the auditor.

2. The commission will determine salaries as soon as possible after the commission is formed, and then once each year during the month of July, or as soon as practical thereafter, to be included in the budget of the ensuing year.
3. Salary increases established by the commission shall be effective as to county commissioners and all other elected officials (excluding judges), regardless of their terms of office.
4. The action fixing the salary of the county commissioners and any other elected officials (excluding judges) by a commission established in conformity with the ordinance codified in this chapter shall supersede any other provision of county ordinance related to budgets or to the fixing of salaries of any elected officials (excluding judges).
5. Salary decreases established by the commission shall become effective as to incumbent county commissioners or other elected officials (excluding judges) at the commencement of their next subsequent terms of office.

H. Referendum.

1. Salary increases and decreases shall be subject to referendum petition by the people of the county in the same manner as a county ordinance upon filing of such petition with the county auditor within thirty days after filing of the salary schedule. In the event of the filing of a valid referendum petition, the salary increase or decrease shall not go into effect until approved by a vote of the people.
2. The referendum measures under this section shall be submitted to the voters of the county at the next following general or municipal election occurring thirty days or more after the petition is filed, and shall be otherwise governed by the provisions of the State Constitution and laws generally applicable to referendum measures.

(Ord. No. 68509, § 1, 8-4-2008; Ord. 66916 (part), 2007)

Chapter 2.04

JUSTICE COURTS*

Sections:

2.04.010 District designated.

2.04.020 Boundaries.

2.04.030 Election of judges--Salary and benefits.

2.04.040 Offices--Depository for records.

2.04.060 Full-time judge--Duties.

2.04.070 Effective date.

* For statutory provisions on justice courts, see RCW Ch. 3.30 et seq.

2.04.010 District designated.

Whitman County shall be composed of one justice court district to be known as the "Whitman County District Justice Court."
(Ord. 66916 (part), 2007).

2.04.020 Boundaries.

The boundaries of the Whitman County district justice court shall be the same as the current boundaries of Whitman County, Washington.
(Ord. 66916 (part), 2007).

2.04.030 Election of judges--Salary and benefits.

One full-time justice shall be elected to serve as a judge for the Whitman County district justice court. The salary and benefits of the full-time judge shall be pursuant to state statute.
(Ord. 66916 (part), 2007).

2.04.040 Offices--Depository for records.

The main office of the Whitman County district justice court and the depository for all inactive court

records shall be located in Colfax, Washington, with a satellite office of said court being located in Pullman, Washington (said office maintaining its own active case records), for the purpose of adequately serving the substantial portion of Whitman County population which resides in Pullman or the immediate surrounding area. (Ord. 66916 (part), 2007).

2.04.060 Full-time judge--Duties.

The full-time judge shall ride in circuit and shall hear cases both in Colfax and Pullman as the situation and case load dictates. (Ord. 66916 (part), 2007).

2.04.070 Effective date.

The provisions of this chapter shall become effective January 1, 1983. (Ord. 66916 (part), 2007).

Chapter 2.06

TRIAL COURT IMPROVEMENT ACCOUNT

Sections:

2.06.010 Establishment.

2.06.020 Deposits.

2.06.030 Purpose.

2.06.040 Interest.

2.06.050 Effective date.

2.06.010 Establishment.

Pursuant to Chapter 457 Washington Laws of 2005, there is hereby created in the county treasury a trial court improvement account. (Ord. 66916 (part), 2007).

2.06.020 Deposits.

The county treasurer shall make a quarterly deposit of funds to the trial court improvement account No. 143.030.000 in an amount equal to that received quarterly from the state for district court judge salaries. (Ord. 66916 (part), 2007).

2.06.030 Purpose.

The purpose of the trial court improvement account shall be to fund improvements to Superior and District court staffing, programs, facilities, or services as appropriated from time to time by the board of county commissioners. (Ord. 66916 (part), 2007).

2.06.040 Interest.

Interest earned on funds in the trial court improvement account shall accrue to the account.
(Ord. 66916 (part), 2007).

2.06.050 Effective date.

The provisions of this chapter shall become effective June 5, 2006.
(Ord. 66916 (part), 2007).

Chapter 2.08

BOARD OF HEALTH*

Sections:

2.08.010 Organization.

* For statutory provisions on county boards of health, see RCW 70.05.030.

2.08.010 Organization.

A board of health is organized such that the members of the board shall consist of the board of county commissioners. The chairman of the board of county commissioners shall be chairman of the board of health. The clerk of the board shall be clerk thereof.

(Ord. 66916 (part), 2007).

Chapter 2.12

PARK AND RECREATION*

Sections:

2.12.010 Public recreation defined.

2.12.020 Board--Creation and composition.

2.12.030 Board--Term of members.

2.12.040 Board--Removal of members.

2.12.050 Board--Powers and duties.

2.12.060 Purpose.

2.12.070 Definitions.

2.12.080 Park hours.

2.12.090 Animals in parks.

2.12.100 Disturbance by animals prohibited.

2.12.110 Horseback riding in designated areas only--Not to endanger others.

2.12.120 Motor vehicles--Parking in designated areas only.

2.12.130 Motor vehicles--Operation in designated areas only.

2.12.140 Trail use.

2.12.150 Teasing, annoying, feeding of any animal prohibited on park property.

2.12.160 Refuse restrictions.

2.12.170 Firearms and weapons permitted in designated areas only.

2.12.180 Fireworks.

2.12.190 Sales or requests for donations--Permission of director required.

2.12.200 Amplified music and public address systems.

2.12.210 Fires.

2.12.220 Camping area.

2.12.230 Violation of park rules unlawful.

2.12.240 Enforcement methods in county parks.

2.12.250 Severability.

2.12.260 Fines, sanctions and appeals.

* For statutory provisions on county park and recreation boards, see RCW 36.68.030 et seq.
For provisions regarding the park and recreation fund, see Ch. 3.04 of this code.
Prior ordinance history: Ord. 66916.

2.12.010 Public recreation defined.

"Public recreation" wherever used in this chapter means and includes, but is not necessarily limited to, all public recreational activities in or upon playground, athletic fields, camps, recreation centers, swimming pools, public buildings, parks and other suitable places, or other public lands used, owned, controlled, or operated by the county either within or without its political boundary and the activities in or upon them, and the use of the same for recreational activities to be conducted thereon.
(Ord. 67705 (part), 2008).

2.12.020 Board--Creation and composition.

A park and recreation board of the county is created, shall hereinafter be called "the board," and shall consist of seven members to serve without compensation, who shall be appointed by the board of county commissioners.
(Ord. 67705 (part), 2008).

2.12.030 Board--Term of members.

For the appointive positions on the Whitman County park and recreation board, the initial terms shall be two years for two positions, four years for two positions, and six years for the remaining three positions, plus the period in each instance to the next following June 30th. Thereafter, the term for each appointive position shall be six years and end on June 30th.
(Ord. 67705 (part), 2008).

2.12.040 Board--Removal of members.

Any appointed county park and recreation board member may be removed by a majority vote of the county commissioners either for cause or upon the joint written recommendation of five members of the county park and recreation board. Vacancies on the county park and recreation board shall be filled by appointment, made by the board of county commissioners for the unexpired portions of the terms vacated.
(Ord. 67705 (part), 2008).

2.12.050 Board--Powers and duties.

The Whitman County park and recreation board:

- A. Shall elect its officers, including a chairman, vice-chairman, secretary, and such other officers as it may determine it requires;
- B. Shall hold regular public meetings;
- C. Shall adopt rules for transaction of business and shall keep a written record of its meetings,

resolutions, transactions, findings, and determinations, which record shall be a public record;

- D. Shall initiate, direct, and administer county recreational activities, and shall select and employ a county park and recreation director, and such other properly qualified employees as it may deem desirable;
- E. Shall improve, operate, and maintain parks, playgrounds, and other recreational facilities, together with all structures and equipment useful in connection therewith, and may recommend to the board of county commissioners acquisition of real property;
- F. Shall promulgate and enforce reasonable rules and regulations deemed necessary in the operation of parks, playgrounds, and other recreational facilities, and may recommend to the board of county commissioners, adoption of any rules or regulations requiring enforcement by legal process which relate to parks, playgrounds, or other recreational facilities;
- G. Shall each year submit to the board of county commissioners for approval, a proposed budget for the following year in the manner provided by law for the preparation and submission of budgets by elective or appointive county officers;
- H. May, subject to the approval of the board of county commissioners, enter into contracts with any other municipal corporation, governmental or private agency for the conducting of park and recreational programs;
- I. Shall have any other powers and duties that may be granted to county park and recreational boards by the legislature.

(Ord. 67705 (part), 2008).

2.12.060 Purpose.

This chapter is declared to be an exercise of the police power of the county for the public peace, health, safety and welfare and its provisions are to be liberally construed. The park areas, playgrounds, activity centers and other facilities of the parks of the county are established by law for public recreation purposes. The primary purposes of such facilities and parks are for the accommodation of the public as a whole and secondary for the recreational activities of community groups or other groups consistent with the use of such facilities by the public as a whole.

(Ord. 67705 (part), 2008).

2.12.070 Definitions.

The terms herein used unless clearly contrary to or inconsistent with the context in which used, shall be construed as follows:

"Motor vehicle" means any self-propelled device capable of being moved upon a road and in, upon or by which any persons or property may be transported or drawn, and shall include, but not be limited to, automobiles, trucks, motorcycles, ATVs, motor scooters, jeeps, or similar type of four-wheel-drive vehicles and snowmobiles, whether or not they can be legally operated upon the public highways.

"Park" means and includes all county parks, park drives, parkways, park museums, bathing beaches and play and recreational grounds owned and controlled by Whitman County.

"Park board" means the Whitman County park and recreation board as established and created by RCW 36.68.

"Person" means all natural persons, firms, partnerships, corporations, clubs and all associations or combination of persons whenever acting for themselves or by an agent, servant, or employee.

"Trail" means any path or track designed for use of pedestrians, bicycles, in-line skates, or equestrians, and which is not of sufficient width, nor graded or paved with concrete, asphalt, gravel, or similar substance, so as to permit its use by standard passenger automobiles, or other right-of-way specifically designated and posted for nonvehicular use.

(Ord. 67705 (part), 2008).

2.12.080 Park hours.

It is unlawful for any person to be in a public park when it is closed, other than park personnel and those overnight camping in approved campground areas. A park is considered closed to public use other than regular posted hours of operation as determined by the park's director. Park hours of operation shall be posted on the property. Parks may be closed due to emergencies or to protect the park and park visitors as determined by park's director and posted on site.

(Ord. 67705 (part), 2008).

2.12.090 Animals in parks.

Dogs or other household pets may be exercised in county parks provided they are on a leash or carried by the person owning or having custody of the animal. It is unlawful to allow or permit any domesticated animal to run at large in any county park except in designated areas or as may be permitted for special occasions by the park's director. The person owning or having custody shall be responsible for any mess created or caused by their animal.

(Ord. 67705 (part), 2008).

2.12.100 Disturbance by animals prohibited.

No person shall allow his dog or other pet or domestic animal to bite or in any way molest or annoy other park visitors. No person shall permit his dog or other pet or domestic animal to bark continuously or otherwise disturb the peace and tranquility of the park.

(Ord. 67705 (part), 2008).

2.12.110 Horseback riding in designated areas only--Not to endanger others.

A. No horses shall be permitted in any county park except where designated and posted to specifically permit such activity.

B. In such areas as may be designated and posted for horseback riding, no person shall ride any horse or other animal in such a manner that might endanger life or limb of any person or animal and no person shall allow such horse or other animal to stand in such area or any other area of the park unattended or insecurely tied.
(Ord. 67705 (part), 2008).

2.12.120 Motor vehicles--Parking in designated areas only.

No operator of any automobile, trailer, camper, boat trailer, or other vehicle, shall park such vehicle in any county park area, except where the operator is using the area for a designated recreational purpose and the vehicle is parked in a designated parking area. No person shall park, leave standing, or abandon a vehicle in any county park area after closing time, except when camping in a designated area. Any vehicle found parked in violation of this section may be towed away at the owner's or operator's expense. Whitman County assumes no responsibility for the care and protection of any vehicle or its contents at any time the vehicle is on Whitman County property.
(Ord. 67705 (part), 2008).

2.12.130 Motor vehicles--Operation in designated areas only.

Except for emergency and service vehicles no person shall operate any motor vehicle on a trail in any county park area unless such trail has been specifically designated and posted for such use. Subject to the provisions of this section, no person shall operate a motor vehicle within the boundaries of a county park area except on roads, streets, highways, parking lots, or parking areas; provided, that traveling upon such roads, streets, highways, parking lots, or parking areas has not been prohibited by proper posting and provided that the park's director, or his designee, may give written authorization for the operation of a motor vehicle at any place within a county park when such vehicle is operated in furtherance of county business.
(Ord. 67705 (part), 2008).

2.12.140 Trail use.

Unless otherwise posted, it is unlawful to use bicycles or other similar wheeled vehicles on unpaved trails and posted paved trails, with the exception of wheelchairs and strollers. Further, it is unlawful for any person to travel on a trail at a speed greater than is reasonable and prudent under the existing conditions and having regard to actual and potential hazards. In every event, speed shall be so controlled as may be necessary to avoid colliding with others who are complying with the law and using reasonable care. Travel at speeds in excess of fifteen miles per hour on a walking, bicycling, hiking, and in-line skating trail, unless otherwise posted, shall constitute in evidence a prima facie presumption that the person violated this section. Travel at speeds fifteen miles per hour or less shall not relieve the rider from maintaining control of themselves and their equipment, and from the duty to ride with due regard for the safety of all persons.
(Ord. 67705 (part), 2008).

2.12.150 Teasing, annoying, feeding of any animal prohibited on park property.

It shall be unlawful for any person in any park, in any manner to tease, annoy, disturb, molest, injure, kill, throw stones or projectiles of any kind at, or to strike with any stick or weapon, any animal, bird, fowl, or fish. It shall be unlawful for any person in any park to feed any wild animal, bird, fowl or fish except as may be

authorized by the park's director.
(Ord. 67705 (part), 2008).

2.12.160 Refuse restrictions.

It is unlawful to deposit any refuse, not generated in parks, in designated receptacles.
(Ord. 67705 (part), 2008).

2.12.170 Firearms and weapons permitted in designated areas only.

No person, other than law enforcement officers acting in their official capacity, shall carry any firearm, nor shall any person discharge across, in, or into any park area, a firearm, bow and arrow, air or gas weapon, or any device capable of injuring or killing any person or animal, or damaging or destroying any public or private property, except in such area and under such circumstance as the park's director may designate.
(Ord. 67705 (part), 2008).

2.12.180 Fireworks.

It is unlawful to shoot, fire or explode any fireworks, firecrackers, torpedo or explosive of any kind in any park unless a written permit has been obtained from the park's director.
(Ord. 67705 (part), 2008).

2.12.190 Sales or requests for donations--Permission of director required.

It is unlawful to sell refreshments or merchandise or request donations in any park without the written consent of, or a concession contract with the park's director or his designee.
(Ord. 67705 (part), 2008).

2.12.200 Amplified music and public address systems.

It is unlawful to operate a powered public address system or amplified music speaker system or other means of amplifying sound at any park areas without a written permit from the park's director.
(Ord. 67705 (part), 2008).

2.12.210 Fires.

It is unlawful to build any fire, except in devices designed to contain such fires. Fires are allowed only in designated areas using approved devices provided therefore. Fires must be attended until "burned out." No fire will be allowed during posted "No Fire Season" as determined by park's director.
(Ord. 67705 (part), 2008).

2.12.220 Camping area.

It is unlawful for any person to camp in any park except at places set aside for such purposes and so posted, except as may be permitted for special occasions by the park's director.
(Ord. 67705 (part), 2008).

2.12.230 Violation of park rules unlawful.

It is unlawful to violate or fail to comply with any park rule or regulation duly adopted by the Whitman County park and recreation board and codified by the board of county commissioners.
(Ord. 67705 (part), 2008).

2.12.240 Enforcement methods in county parks.

- A. Violation of the park rules may be a civil infraction.
- B. Enforcement of these provisions shall be consistent with applicable law, including RCW 36.68.080.
 - 1. Infraction Penalty. The parks and recreation fine shall be set as listed in IRLJ 6.2 subsection (b) unless otherwise specified. Repeat violations of any code shall double the fines.
 - 2. Loss of Park Privileges. In addition to any prescribed penalty, any person failing to comply with any provision of this chapter shall be subject to the loss of park or recreation facility use privileges and ejection from the county park, associated marine park area or recreation programs. The length of time of ejection shall be determined by the director at his/her discretion.
- C. The provisions of this section may be enforced by any sworn member of the Whitman County sheriff's department, departments with mutual aid agreements with the Whitman County sheriff's department, any park ranger/operations coordinator of the Whitman County parks and recreation department, and any other person designated by the director of the Whitman County parks and recreation department.
(Ord. 67705 (part), 2008).

2.12.250 Severability.

The section, subsection, clause, phrase, or work in the ordinance codified in this chapter or in the supporting policy and purpose or any provision adopted by reference therein are severable and, if any is held to be invalid or unconstitutional by a court of competent jurisdiction, the remaining ordinance, policy and purpose, or any provision adopted by reference therein shall not be affected thereby.
(Ord. 67705 (part), 2008).

2.12.260 Fines, sanctions and appeals.

- A. Violations, Fines and Sanctions.
 - 1. Violations and Fines. Violations will be processed by the Whitman County district court office. Fines must be paid at Whitman County district court or other authorized locations. Schedules for violations, fines, and sanctions are posted in the Whitman County parks and recreation department and on the Whitman County parks and recreation website and at the district court office.

B. Appeals Procedure.

1. Appeal to District Court. A person may appeal to district court. The application for appeal to district court shall be in writing and must be filed with district court within ten calendar days after citation is issued.

(Ord. 67705 (part), 2008).

Chapter 2.16

PLANNING COMMISSION

Sections:

2.16.010 Planning commission created--Membership and terms of office.

2.16.020 Powers and duties.

2.16.030 Secretary.

2.16.040 Quorum.

2.16.050 Recommendations and reports.

2.16.060 Submission of plats or subdivisions.

2.16.010 Planning commission created--Membership and terms of office.

A. There is created a county planning commission for Whitman County. The commission shall consist of nine members and a designee of the public works department and the prosecuting attorney's office who shall be ex officio, non-voting members of the commission. The nine members of the commission shall be appointed by the chairman of the board of county commissioners with the approval of a majority of the board of county commissioners; provided, that each member of the board shall submit to the chairman a list of nominees residing in his commissioner district, and the chairman shall make his appointments from such lists so that each commissioner's district will be represented by three members on the commission. All appointments shall be in conformance with the provisions of RCW Chapter 36.70, which was formerly adopted in place of the provisions of RCW Chapter 35.63 by the Whitman County board of commissioners by Resolution No. 20214 on June 13, 1960.

B. The term of office of the nine members appointed by the chairman shall be four years; except that of the first nine appointments, the term of two shall end on the second day of January, 1979, the term of two shall end on the second day of January, 1980, the term of two shall end on the fifth day of January, 1981, and the term of three shall end on the fourth day of January, 1982. Thereafter, all four-year terms will end on December 31st.

(Ord. 66916 (part), 2007).

2.16.020 Powers and duties.

The county planning commission shall have all the powers and perform each and all of the duties specified by the current provisions of RCW 36.70, together with any other duties or authority which may hereafter be conferred upon them by the laws of the state. Performance of such duties, and the exercise of such authority, is subject to each and all the limitations expressed in such legislative enactment or enactments.

(Ord. 66916 (part), 2007).

2.16.030 Secretary.

The commission may designate one of its members to act as secretary without salary, or if requested by the commission, the chairman of the board shall designate a member of the paid staff of the county to serve as such secretary.

(Ord. 66916 (part), 2007).

2.16.040 Quorum.

A majority of the members of the commission shall constitute a quorum for the transaction of business. Any action taken by a majority of those present at any regular or special meeting of the commission shall be deemed and taken as the action of the commission.

(Ord. 66916 (part), 2007).

2.16.050 Recommendations and reports.

The board of county commissioners may refer to the commission for its recommendation and report any ordinance, resolution or other proposal relating to any of the matters and subjects referred to in RCW Chapter 36.70, and the commission shall promptly report to the board thereon, making such recommendations and giving such counsel as it may deem proper in the premises.

(Ord. 66916 (part), 2007).

2.16.060 Submission of plats or subdivisions.

All plats, replats, or plans for subdivisions of land or additions thereto within the county and outside of incorporated cities and towns offered to the board for approval or proposals for the establishment of county highways and roads shall first be submitted to the commission for its recommendation and report, which report shall be made to the board within thirty days after submission, or at such earlier date as the board shall direct.

(Ord. 66916 (part), 2007).

Chapter 2.24

EMERGENCY MANAGEMENT*

Sections:

2.24.010 Purpose.

2.24.020 Definitions.

2.24.030 Director of emergency management powers and duties.

2.24.040 Emergency management organization.

2.24.050 Management priorities.

2.24.060 Punishment of violations.

2.24.070 Validity of ordinance and parts.

2.24.080 Repeal section.

* For statutory provisions on emergency management, see RCW Ch. 38.52.

Editor's Note: Annex "A" to the comprehensive emergency management plan (CEMP) basic plan Whitman County emergency operations center procedures set out at the end of this chapter as Appendix A is adopted by Ordinance No. 63192 on December 14, 2004.

2.24.010 Purpose.

The declared purposes of this chapter are to provide, pursuant to RCW 38.52, a comprehensive emergency management plan including mock or practice drills for the protection of persons and property within this county in the event of a natural or manmade disaster and to prepare for the coordination of emergency services and the performance of disaster functions of this county with all other public agencies and affected private persons for the protection of people, property and the environment through an increasing readiness level to mitigate, prepare for, respond to and recover from natural or manmade disasters. The comprehensive emergency plan is the guide for actions before, during, and after a disaster. The plan defines who does what, when, where, and how in order to mitigate, prepare for, respond to and recover from the effects of natural and manmade disasters.
(Ord. 66916 (part), 2007).

2.24.020 Definitions.

As used in this chapter:

"Comprehensive emergency management plan (CEMP)" coordinated to comply with RCW 38.52. It is a plan or blueprint that states the who, what, when, where and how response to a disaster or emergency will be managed.

"Disaster" means an event, beyond an emergency, that causes or threatens to cause significant human, property, or economic loss and demands a crisis response exceeding the scope of local resources.

"Disaster declaration process" means the formal process initiated by local authorities in times of disaster if assistance is beyond their capability. The governor requests a presidential declaration in the event of a major disaster.

"Emergency" means an event demanding immediate action to protect life, prevent injury, preserve public health or essential services, or to protect property or the environment and with the scope and ability of local resources to control (e.g., routine police, fire, and medical emergencies).

"Emergency services" as used in this chapter, means the preparation for and the carrying out of all emergency functions and to aid victims suffering from damage resulting from natural or manmade disasters and to provide support for search and rescue operations for persons and property in distress. These functions include, without limitation, firefighting services, law enforcement, medical and health services, rescue, engineering, communications, radio-logical, chemical and other special weapons defense, evacuation, emergency welfare services, emergency transportation, temporary restoration of public utility services and other functions, together with all other activities necessary or incidental to the preparation and for carrying out of the foregoing functions.

"Injury" means a physical harm or damage to a person or property. As used in this chapter, the term "injury" means and includes accidental injury and/or occupational disease arising out of emergency services.
(Ord. 66916 (part), 2007).

2.24.030 Director of emergency management powers and duties.

There is created the department of director of emergency management. The Whitman County board of

commissioners shall appoint a director. The director is empowered and directed to:

- A. Prepare a comprehensive emergency management plan (CEMP) for the county conforming to the state emergency management plan and program;
 - B. Control and direct the efforts of the department of emergency management for the county of Whitman, state of Washington, for the accomplishment of the purposes of this chapter;
 - C. Direct coordination and cooperation efforts among government agencies, business and industry, volunteer organizations, and the citizens of Whitman County;
 - D. Efficiently and effectively utilize government and private resources;
 - E. Coordinate with the comprehensive emergency management plans and programs of the federal government, the state of Washington, emergency management jurisdictions within Whitman County, and with surrounding jurisdictions;
 - F. Direct development and maintenance of disaster response capabilities;
 - G. Direct identification and application of hazard mitigation strategies;
 - H. Train and educate private citizens, the business community, volunteers and the government;
 - I. Encourage government, business and industry, and private citizens self-sufficiency;
 - J. Direct all responsibilities for the organization, administration, and operation of the department of emergency management;
 - K. Execute all of the special powers conferred by the ordinance codified in this chapter or by adopted resolution;
 - L. Requisition necessary personnel or material of any county department or agency.
- (Ord. 66916 (part), 2007).

2.24.040 Emergency management organization.

A. Whitman County has established one emergency management function and office. The city of Pullman has established a separate emergency management function and office. The board of county commissioners heads the department of emergency management and will cooperate with local emergency agencies and volunteers, Washington State University and the city of Pullman.

B. General Organization Responsibilities. The head of each governmental or private organization is responsible for the following:

- 1. Appointing a liaison and alternates to work with the DEM in the development and maintenance of the CEMP;

2. Make staff available at the request of DEM for appropriate training and emergency assignment;
3. Maintain a current inventory of key organization personnel, facilities and equipment resources;
4. Establishing policies and guidelines for incident command;
5. Establishing policies and procedures for the organizational chain of command and succession of authority;
6. Develop organization disaster mitigation, preparedness, response, and recovery plans.

C. Suspension of Day-to-Day Activities. Day-to-day functions that do not contribute directly to the disaster operation may be suspended for the duration of the public emergency. The efforts that would normally be required for these functions will be redirected to accomplish disaster management tasks.

(Ord. 66916 (part), 2007).

2.24.050 Management priorities.

A. Disaster Management Priorities. Will be based on the prevailing situation and on-scene circumstances. However, for planning and conceptualization purposes, the following priorities are established with the understanding that they may change during a disaster. Protect human life and public health, public property and infrastructure, provide reasonable assistance to individual requirements, county function and funding and protect the environment.

B. Finances. Expenditures necessary for the immediate survival of persons endangered by an emergency, or that may be incurred as a result of a disaster, may exceed the legal limitation of the budget. The board of county commissioners consistent with RCW (emergency expenditures) may pass a resolution authorizing such expenditures outside normal bidding laws or budgets/department limitations.

(Ord. 66916 (part), 2007).

2.24.060 Punishment of violations.

It is a misdemeanor, punishable by a fine of, not to exceed two hundred fifty dollars, or by imprisonment, not to exceed ninety days, or both, for any person during a disaster to:

- A. Willfully obstruct, hinder or delay any member of the emergency management organization in the enforcement of any lawful rule or regulation issued pursuant to this chapter, or in the performance of any duty imposed upon him or her by virtue of this chapter;
- B. Willfully do any act forbidden by any lawful rules or regulations issued pursuant to this chapter, if such act is of such a nature as to give, or be likely to give assistance to the enemy, or to imperil the lives or property of inhabitants of this county, or to prevent, hinder or delay the defense or protection thereof; and
- C. Knowingly wear, carry or display, without authority, any means of identification specified by the

department of emergency management of the state.
(Ord. 66916 (part), 2007).

2.24.070 Validity of ordinance and parts.

Should any section, paragraph, sentence, portion of a sentence, or word of the ordinance codified in this chapter be declared for any reason to be invalid, such declaration of invalidity shall not affect the validity of the remaining portion or portions of the ordinance codified in this chapter as a whole nor any part thereof other than the part so declared to be invalid.
(Ord. 66916 (part), 2007).

2.24.080 Repeal section.

All sections and provisions of Whitman County Ordinance No. 31208 adopted December 13, 1977, Ordinance No. 19057 adopted December 30, 1957, and Ordinance No. 18398 adopted June 11, 1956, are hereby repealed by the adoption of the ordinance codified in this chapter.
(Ord. 66916 (part), 2007).

APPENDIX A

ANNEX A TO THE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP) BASIC PLAN WHITMAN COUNTY EMERGENCY OPERATIONS CENTER PROCEDURES.

A. WHITMAN COUNTY EMERGENCY OPERATIONS CENTER

A.1 Purpose

Provide a single focal point for CENTRALIZED:

Management of Information

Decision Making

Situation Assessment

Resource Support

Resource Allocation

A.2 Function

During a disaster or major emergency, in order to:

Communicate and coordinate between departments, agencies and all levels of government.

Efficiently manage the total community response and recovery effort.

Provide the single access point to request and receive assistance from the state and federal government.

B. EOC LOCATION

B.1 Primary

The Emergency Operations Center (EOC) is located at 2325 NE Hopkins Ct., Pullman. The facility is the Whitcom training room. The facility is currently equipped with diesel generator back-up power. Future expansion includes: maps, computers, status boards, public safety and amateur radio frequencies, Computer Aided Dispatch terminal, and other equipment and supplies as needed to manage emergency operations.

B.2 Alternate

The EOC may be relocated to another location if the primary EOC is not functioning. The alternate EOC location is in the basement of the Sheriff's Office.

C. EOC Activation

The EOC can be activated by contacting the Whitman County Emergency Management Director at 397-6280, Whitcom at 332-2521 or after hours through the Whitcom Dispatch Center. The following persons can request EOC activation:

County Commissioner

City Mayor

City Manager or County Administrator

Fire or Law Enforcement Incident Commander

County or City Engineering Services Director or

Public Works Director

Whitman County Health Department Director

Director or Deputy Director of Emergency Management

Director of WHITCOM

NOTE: The Director or Deputy Director of Whitman County Emergency Management may open and begin staffing the EOC prior to a formal request to activate.

C.1 WHEN TO ACTIVATE

When to activate the EOC is a decision that must be based on each individual incident or situation. The following information is provided to serve as a guide on when activation of the EOC would be valuable.

C.1.1 Phase One Emergency--No Activation Required Incidents occur without warning and are able to be handled by one agency or with the assistance of mutual aid agencies. The coordination necessary to control the event can be effectively accomplished at the scene. Many incidents terminate at this point and no further coordination is required.

C.1.2 Phase Two Emergency--Activation Advised

Incident escalates or is about to escalate to the point, either due to the number of agencies involved, personnel and resources required, where the coordination of the incident is not efficiently accomplished at the scene or at another location.

Any of the persons authorized to activate the EOC determines that coordination of the response/recover would be enhanced by multi-agency coordination in the EOC.

When the levels of requests for varied resources from within Whitman County are received from Washington State Emergency Management to respond outside of the County, and the coordination of those requests are better facilitated at one central point.

C.1.3 Phase Three Emergency--Disaster Occurs--Activation Essential Incidents which are of such magnitude that coordination of the incident(s) at the scene or at another location is not possible, i.e. HAZMAT incident requiring evacuation and sheltering, major fire, commercial passenger aircraft accident, rail, or other mass casualty incident, etc.

When a major incident is occurring in the unincorporated area of the county and is simultaneously occurring in one or more incorporated cities.

When the resources of the County or any incorporated city necessary to respond to or recover from a disaster or other emergency are overwhelmed or are expected to be overwhelmed.

When a Local Emergency has been declared by any authorized official of any jurisdiction within Whitman County.

C.2 DEACTIVATION

The decision to deactivate the EOC is made by the Director or Deputy Director of Whitman County Department of Emergency Management, after an assessment of the current and long-range situation and in consultation with the primary agencies and jurisdictions involved in the incident.

D. ORGANIZATION

1. The EOC organization follows the concepts of the Incident Command System (ICS).

The ICS provides a management structure and system for conducting EOC operations for emergencies as well as major disasters. ICS's organizational structure develops in a modular fashion, based on the type and size of the incident. The EOC staff builds from the top down, with responsibility and performance placed initially with the Director, Emergency Management. As the needs exist, five separate functional areas may be established.

Under ICS, the EOC organization has the flexibility to shape itself to the emergency. The specific structure established for any given incident will be based on the needs of the incident. If a small EOC staff can manage all functional areas, no further staffing is required. As the incident escalates, additional staff and functions may have to be added. The concept of "form follows function" clearly applies in this EOC organization.

Assignments initially will be made by the Director selecting an EOC Manager, normally the Deputy Director. The EOC Manager will then request a staffing level commensurate with the incident at hand. Some functions may not be activated; some functions may be combined; or in the case of a major disaster, all functions will be activated and fully staffed.

D.1 FUNCTIONAL ORGANIZATION

1. The Chair or designee of the Board of Whitman County Commissioners provides overall direction and control for the emergency management functions in Whitman County.

The Mayor/City Manager of an incorporated city provides overall direction and control for the emergency management functions for the concerned city/town.

This function can be delegated to the Director, Whitman County Department of Emergency Management.

2. The EOC Manager provides supervision and management of the staff in the EOC and delegates tasks to appropriate sections for action.

3. The Public Information Officer (P.I.O.) responds to media inquiries, coordinates with agency P.I.O. and develops emergency public information releases.

4. The Liaison Officer serves as a point of contact for assisting or coordinating with participating agencies.

5. The Safety Officer keeps the EOC staff informed of present safety problems and

potential hazards to minimize risks.

6. The Operations Section is responsible for receiving requests for assistance from the public, other local agencies and local governments, and tasking resources to respond to the requests. Representatives from the fire service, law enforcement, public works, and other agencies as appropriate for the emergency, staff this section.

7. The Logistics Section is responsible for locating, ordering and tracking resources, EOC security and feeding of EOC personnel. The section also keeps the resource status board updated.

8. The Plans Section collects and analyzes all data regarding the incident, develops recommendations for action plans, produces situation reports, and keeps the situation status boards updated. It is responsible for knowing what has happened, what is happening, and what is going to happen. The section ensures Operations, Logistics, Finance and the EOC Manager have the most current information regarding the incident, trends, and future needs.

9. The Finance Section is responsible for keeping records of contracts, purchases, and overtime of EOC personnel. The section works closely with logistics in identifying funding for incident related logistical requests. It also works with responding agencies in documenting disaster related expenditures and costs.

E. CONCEPT OF OPERATIONS

1. The WHITMAN COUNTY Emergency Operations Center is designed to support, coordinate and respond to an emergency in the County of Whitman, and cities and towns within its jurisdiction.

2. It is expected that the City of Pullman will assign fire, law enforcement and public works representatives to the EOC in emergencies involving the City. It is also expected that Whitman County will assign law enforcement and public works representatives, to the EOC in incidents involving unincorporated areas of the County and in support of cities and towns. It is further expected that fire departments and districts other than Pullman Fire Department will assign a representative to the EOC representing all fire agencies other than Pullman.

3. The level of EOC activation and participation depends upon the situation and the need for coordination and support. Agencies, other than above, may send representatives to the EOC as they see fit, or they may be called to the EOC when the need arises.

4. Departments not having a response role should assign personnel as requested to staff EOC support functions, primarily Logistics and Plans. These employees should be selected prior to an event by their respective departments and receive training in EOC Operations provided by Emergency Management.

5. Agency representatives are assigned to the EOC Operations Sections. Their respective

agencies continue to exercise direction and control of their respective agency operations. These agency operations can be directed by the representative in the EOC or at whatever site they designate.

6. If necessary, security may be established for the EOC to ensure unauthorized persons do not interfere with EOC operations. The Logistics Section Chief may request the Sheriff's Office, or police to provide a uniformed officer for this purpose.

7. When fully activated the EOC will normally operate on two 12.5 hour shifts (A--Shift 0600--1830 and B--Shift 1800-0630). The overlap will allow for shift change briefings. The EOC Manager may alter the schedule based on circumstances.

POSITION CHECKLISTS

F.1 CHIEF EXECUTIVE

The Chair of the Board of Whitman County Commissioners provides overall direction and control for the emergency management functions in Whitman County.

The Mayor/City Manager of an incorporated city provides overall direction and control for the emergency management functions for the concerned city/town. This function can be delegated to the Director, Whitman County Department of Emergency Management.

F.1.1 COUNTY COMMISSIONER, MAYOR, CITY MANAGER, & COUNTY ADMINISTRATOR

Responsibilities include:

A. Make contact with the Director, or Deputy Director, Whitman County Department of Emergency Management or the Whitman County Emergency Management Duty Officer via Whitcom dispatch.

B. Go to the EOC as appropriate. Leave a number where you can be contacted if you do not respond to the EOC.

C. Review current situation report including damage assessment and resources status.

D. Receive briefings from Director, Emergency Management or EOC Manager on the situation and initial response activities.

E. Fully commit the resources of County/City departments if appropriate.

F. Proclaim a "State of Emergency", if the resources of the County/City have been or are about to become depleted as a result of the emergency.

G. With the assistance of the P.I.O., issue a press release regarding the situation and government's response to the emergency.

H. Be prepared to make future funding commitments when requesting outside assistance.

I. Request State or Federal Assistance through a proclamation prepared by Whitman County Emergency Management, if appropriate.

J. Continue to receive situation report updates and notify the Director, Emergency Management or EOC Manager of your location if other than the EOC.

F.1.2 DIRECTOR WHITMAN COUNTY EMERGENCY MANAGEMENT

Responsibilities include:

A. Ensure the EOC is activated and the EOC Manager has been appointed.

B. Obtain current situation and resource status from Dispatch Supervisor, Emergency Management Duty Officer, or EOC Manager.

C. Notify Chief Executive (County Commissioner/Mayor/City Manager/County Administrator) of current situation. Continue to keep Executives and Emergency Management board members updated on situation.

D. Coordinate with other agency directors and local elected officials.

E. Ensure P.I.O. is assigned to the EOC. Coordinate with the P.I.O. and Executive level on all press releases and media interviews.

F. Ensure coordination with other local emergency management agencies and State Emergency Management.

G. Advise Executive level of the need to issue an Emergency Proclamation and prepare the document.

H. Recommend what types of assistance Executive should seek from State and Federal Government and prepare the document.

I. In coordination with the EOC Manager, and departments/agencies involved in the emergency, order deactivation of the EOC.

J. Keep the EOC Manager apprised of your location and appoint an Assistant Director to act in your stead when you are not available.

F.1.3 EOC MANAGER (Deputy Director)

The EOC Manager provides supervision and management of the staff in the EOC and delegates tasks to appropriate sections for action.

Responsibilities include:

A. Report directly to the Director, Whitman County Department of Emergency Management.

B. Ensure necessary agency representatives (Operations Section) have been notified and are responding to the EOC.

Whitman County Public Works

Whitman County Sheriff's Office

A representative of Whitman

County Fire Agencies

Pullman Engineering and

Planning Services

Pullman Fire Department

Pullman Police Department

Other agencies and jurisdictions as indicated by the incident.

For Example:

Public Utilities

County Health

Department

Solid Waste

Department of

Transportation

Whitman County

Coroner

American Red Cross

School Districts

Whitman County EMS

C. Ensure adequate EOC staff is responding to the EOC (Logistics, Plans, Finance). Staffing level is based on size of the incident.

D. Appoint Section Chiefs and delegate tasks appropriate to their section.

Note: Based on the size of the emergency and number of personnel available, one person could be assigned more than one task, i.e. Plans and Logistics could be staffed by one individual.

E. Appoint Assistant EOC Manager, if necessary.

F. Keep Director and EOC Section heads apprised of your location at all times and appoints an alternate when you leave the building.

G. Ensure situation reports are provided on a regular basis to the Director, local jurisdictions and agencies, and State Emergency Management.

H. Ensure P.I.O. has current situation information and that all media queries are forwarded to the P.I.O.

I. Advise the director of the need to issue an Emergency Proclamation.

J. Participate in regular briefings with Section Chiefs, the Director and Executives.

K. Keep EOC staff updated on the situation verbally or in writing at least every four hours or as needed.

L. Ensure EOC staff is communicating with fellow staff, situation and resource status boards are current, required reports are completed in a timely manner and message forms are being used properly.

M. Approve all Situation Reports sent to State Emergency Management and local agencies. Review Executive Situation Reports provided to the Director.

N. Develop staffing plan for long duration EOC activation to ensure relief for staff and the ability to sustain staffing levels on a 24-hour basis.

O. Ensure EOC is returned to normal configuration when deactivated.

F.1.4 PUBLIC INFORMATION OFFICER

The Public Information Officer (P.I.O.) responds to media inquiries, coordinates with agency P.I.O. and develops emergency public information releases.

Responsibilities include:

A. Prepare, obtain Director's approval of and disseminate all EOC originated emergency related public information releases.

B. Assist the Director, Emergency Management, in all media related matters and prepare Press Releases as requested.

C. Coordinate with other local agency/jurisdiction P.I.O. regarding emergency public information releases. Consider the use of joint agency public information (J.I.C.) releases to avoid duplication of information and eliminate confusing information.

D. Receive requests from media for emergency related information and coordinate requests for interviews of Executive level personnel at the EOC, the Director, and Emergency Management or EOC staff.

E. Provide an area outside of the EOC for interviews or video taping.

Note: Generally media personnel are not allowed in the EOC when activated. With approval of the EOC Manager or Director, video may be shot from the entrance to the EOC for brief periods of time.

F. Assist the EOC Manager with the preparation of Emergency Alerting System messages.

F.1.5 LIAISON OFFICER

The Liaison Officer serves as a point of contact for assisting or coordinating with participating agencies.

Responsibilities include:

A. Serve as point of contact for assisting or coordinating agencies.

B. Coordinate management of participating agencies.

C. Act as a diplomat between agencies when needed.

D. Work with private contractors to establish mission, radio communications, and supervision.

F.1.6 SAFETY OFFICER

The Safety Officer keeps the EOC staff informed of present safety problems and potential hazards to minimize risks.

Responsibilities include:

A. Monitor and assess the safety hazards and unsafe situations to develop measures for ensuring personnel safety.

B. Identify safety problems and suggest solutions to minimize risks.

C. Correct unsafe acts on own authority when necessary.

D. Keep EOC staff informed of present problems and potential hazards.

F.2 OPERATIONS SECTION

The Operations Section is responsible for receiving requests for assistance from the public, other local agencies and local governments and tasking resources to respond to the requests. Agency representatives, the fire service, law enforcement, public works, and other agencies as appropriate for the emergency, staff this section.

F.2.1 OPERATIONS SECTION CHIEF

Responsibilities include:

A. Ensure the proper agency liaisons are represented in the Operations Section. Notify the EOC Manager if additional representation is necessary.

B. Coordinate with other EOC Sections on Operations status.

C. Brief the Director and/or Executive level on significant operational issues and needs.

F.2.2 BRANCH DIRECTORS (Fire, L.E., EMS, Public Works, etc.)

Responsibilities include:

A. Implement portion of the incident action plan appropriate to the branch function.

B. Coordinate activities of units within the branch.

- C. Evaluate objectives and request additional resources if needed.
- D. Keep section chiefs informed of resource status within the branch.
- E. Assign specific tasks to divisions or groups within the branch.
- F. Resolve logistical problems associated with units within the branch.

F.3 LOGISTICS SECTION

The Logistics Section is responsible for locating, ordering and tracking resources, EOC security and feeding of EOC personnel. The Section also keeps the resource status board updated.

F.3.1 LOGISTICS SECTION CHIEF

Responsibilities include:

- A. Obtaining a briefing from the EOC Manager.
- B. Planning and coordinating the activities of the Logistics Section and supervising assigned personnel.
- C. Ensuring there are enough staff to carry out section responsibilities.
- D. Determining the extent of current and anticipated operations and planning the necessary logistical support.
- E. Coordinating and processing requests for additional resources.
- F. Tracking of resources as to location, assignment, and number.
- G. Providing advice on the current service, support and personnel capabilities.
- H. Identify and locate resources which may be needed.
- I. Coordinate with Plans to keep current resource availability status list current.
- J. Coordinating with the State Emergency Operations Center Logistics Section and other potential resource agencies, if applicable.
- K. Identify personnel for staffing current and additional shifts.
- L. Ensuring the EOC communications requirements are met.
- M. Ensuring EOC staffs have necessary support and meals.

N. Providing for EOC security if required.

O. Recommending the release of resources in coordination with the Operations Section during demobilization.

F.3.2 SUPPORT BRANCH

Responsibilities include:

A. Obtaining a briefing from the Logistics Chief.

B. Locating and ordering equipment and supplies as requested by the Operations Section or EOC Manager.

C. Arranging for delivery of ordered supplies and equipment.

D. Tracking acquisition and assignment of supplies and equipment obtained from other agencies, groups, or individuals.

E. Coordinating with Operations Section on potential short and long term logistics needs.

F. Maintaining lists of donated equipment and supplies as provided by the Plans Section.

G. Receiving and processing requests for volunteer resources, assigning volunteers as requested.

H. Coordinating the return of equipment and supplies when borrowed from other agencies when in demobilization.

I. Maintaining a file on all ordering/receiving documents.

J. Maintaining a unit log.

K. Establishing a check-in/check-out function at the EOC entrance.

L. Preparing and maintaining a display of the EOC organization with the current name of the persons staffing all positions in the EOC.

M. In conjunction with the EOC Manager, ensuring sufficient staffing for the Plans and Logistics Section.

N. Requesting personnel as needed from the EOC authorization list.

- O. Requesting Operations staff from specific agencies as required.
- P. Maintaining lists of volunteers provided by the Plans Section.
- Q. Receiving and processing requests for volunteer resources, assigning volunteers as requested.
- R. Maintaining liaison with established volunteer groups regarding the availability of volunteers.
- S. Maintaining assignment records of all EOC personnel and volunteers assigned through the EOC.
- T. Providing for breaks and meal periods for EOC staff and continued staffing of the EOC.
- U. Maintaining a log of unit activities.

F.3.3 SECURITY UNIT

Responsibilities include:

- A. Obtaining a briefing from the Logistics Chief.
- B. Providing necessary security for the EOC.
- C. Providing security to visiting dignitaries as required.
- D. Issuing passes to authorized personnel as needed.
- E. Restricting EOC access to unauthorized persons.
- F. Notifying the Logistics Chief of City/County Officials and dignitaries requesting access to the EOC.

F.3.4 SERVICE BRANCH

Responsibilities include:

- A. Obtaining a briefing from the Logistics Chief.
- B. Coordinating requests for Amateur Radio (RACES) resources through the EOC RACES Unit.
- C. Coordinating requests for Critical Incident Stress Management Team (CISM) resources through Combined Communication Center (Fire).

D. Coordinating requests for EOC computer support with the EOC, through Information Systems (IS) or Management Information Services (MIS).

E. Determining feeding requirements for EOC and Dispatch staff.

F. Ordering meals for EOC and Dispatch staff in a timely manner.

G. Maintaining a log of unity activities.

F.4 FINANCE SECTION

The Finance Section is responsible for keeping records of contracts, purchases, and overtime of EOC personnel. The section works closely with Logistics in identifying funding for incident related logistical requests. It also works with responding agencies in documenting disaster related expenditures and costs.

F.4.1 FINANCE SECTION CHIEF

Responsibilities include:

A. Obtaining a briefing from the EOC Manager.

B. Track all incident costs.

C. Evaluate financial/administrative considerations of the incident.

D. Oversee budgeting and future payments.

E. Assign responsibilities as needed.

F.4.2 TIME UNIT

Responsibilities include:

A. Obtain briefings from the Finance Section Chief.

B. Tracking and recording personnel time records.

F.4.3 PROCUREMENT UNIT

Responsibilities include:

A. Obtain briefings from the Finance Section Chief.

B. Tracking and recording all procurements.

F.4.4 COMPENSATION/CLAIMS UNIT

Responsibilities include:

- A. Obtain briefings from the Finance Section Chief.
- B. Track and record all compensation/claims.

F.4.5 COST UNIT

Responsibilities include:

- A. Obtain briefings from the Finance Section Chief.
- B. Track and record all costs.

F.4.6 COST RECOVERY UNIT

Responsibilities include:

- A. Obtain briefings from the Finance Section Chief.
- B. Collect and maintain all costs for incident.
- C. Prepare documentation for reimbursement.

F.5 PLANS SECTION

The Plans Section collects and analyzes all data regarding the incident, develops recommendations for action plans, produces situation reports, and keeps the situation status boards updated. It is responsible for knowing what has happened, what is happening, and what is going to happen. The section ensures Operations, Logistics, Finance and the EOC Manager have the most current information regarding the incident, trends, and future needs.

F.5.1 PLANS SECTION CHIEF

Responsibilities include:

- A. Obtaining briefing from the EOC Manager.
- B. Developing strategic action plans when required in conjunction with the operations Section Chief and EOC Manager.
- C. Staffing the Planning Section Branches and Units as appropriate.

D. Directing the smooth and effective communication of information within the EOC.

E. Directing the Situation/Resource Status Branch Leader to initiate collection, reporting, and display of significant disaster events.

F. Directing the Situation/Resource Status Branch leader to initiate coordination with the Logistics Section. Report and display the status of significant disaster related resources.

G. Directing the Message Center Branch Leader to process, distribute, and facilitate internal EOC communications and the receipt and process all incoming telephone, amateur radio and written communication.

H. Prioritizing incidents, requests, and needs as gathered from all sections.

I. Obtaining periodic updates on section activities.

J. Providing special written status reports and/or briefings as requested by the Director, Emergency Management or EOC Manager.

K. Advising the EOC Manager of any significant changes in incident status.

L. Providing the P.I.O. with frequent situation updates.

M. Maintaining a Master Event Log.

F.5.2 SITUATION STATUS BRANCH LEADER

Responsibilities include:

A. Obtaining briefing from the Planning Section Chief.

B. Directing the Display Processor, Situation Report, Situation Status and EOC Log functions.

C. Defining items to be tracked on maps, boards, situation reports and logs.

D. Coordinating with Message Center Branch Leader and Message Controller regarding information flow problems.

E. Providing for an authentication process in case of conflicting status reports on events. Investigate all disaster related rumors and work with Plans Section Chief, EOC Manager and P.I.O. to dispel false information.

F. Preparing and presenting an overview and evaluation of the disaster situation

and predictions on the course of the disaster events at periodic intervals, or upon request of the Planning Section Chief.

G. Preparing Situation Reports and forwarding them to specified agencies every four hours unless directed otherwise by the Plans Section Chief.

H. Tracking all requests for assistance and maintaining original of mess forms in chronological order (see F.5.11).

I. Providing special written status reports and/or briefings as requested by the Planning Section Chief.

J. Providing duplication and facsimile processing for EOC staff when requested.

K. Maintaining the incident log and EOC message forms for after incident use.

L. Collecting other section/unit logs after the incident for the purpose of establishing a post-event report.

F.5.3 DISPLAY PROCESSOR

Responsibilities include:

A. Obtaining briefing from Situation/Resource Status Branch Leader.

B. Making determination of:

1. Numbers, types and locations of displays required.

2. Priorities (major incident locations, critical services, sites, roads, barriers, etc.)

3. Map requirements for incidents(s)--coverage area, color/number coding, map legends, etc.

C. Obtaining necessary equipment and supplies.

D. Obtaining a copy of the latest situation report.

E. Determining from Situation/Resource Branch Leader what type of information is significant for visual posting (map/situation board).

F. Creating the necessary information display categories on the Situation/Resource status boards in the EOC.

G. Ensuring the proper maps are displayed and incident locations and other

requested information is located on the map(s).

H. Coordinating the narrative transmittal of information on posted event/situations to the Situation Report/EOC log Units.

I. Ensuring conflicting information is brought to the attention of the Situation/Resource Branch Leader and Situation Status/Report Units.

J. Assisting the Situation/Resource Branch Leader in analyzing and evaluating events/situations.

K. Developing displays in accordance with established time lines for briefings.

L. Assisting other Situation/Resource Branch staff as necessary.

F.5.4 SITUATION REPORT UNIT

Responsibilities include:

A. Obtaining briefings from Situation/Resource Status Branch Leader.

B. Preparing Situation Reports based on information received from the Situation Status Unit and Logistics Section and forwarding them to specified agencies every four hours unless directed otherwise by the Plans Section Chief.

C. Preparing other incident related reports as requested.

D. Duplicating and distributing EOC related reports as directed.

E. Maintaining copies of all incident related weather teletypes, State Emergency Management Situation Reports and EOC Situation Reports and briefing reports.

F. Assisting other Situation/Resource Branch staff as necessary.

F.5.5 SITUATION STATUS UNIT

Responsibilities include:

A. Obtaining briefing from Situation/Resource Status Branch Leader.

B. The continuing review of EOC Message Forms, weather reports, news reports, other information related documentation and direct contact with the Operations, Logistics and Finance Section Chiefs to determining the status of the incident.

C. Providing Situation/Resource Branch Leader and Situation Report Unit with the current status of the situation and resources.

D. Assisting other Situation/Resource Branch staff as necessary.

F.5.6 EOC LOG UNIT

Responsibilities include:

A. Obtaining briefings from Situation/Resource Status Branch Leader.

B. Maintaining current incident Log from information provided from EOC message forms marked "LOG". Maintaining log in chronological order.

C. Include additional information in log as requested by the Situation/Resource Status Branch Leader.

D. Assisting other Situation/Re-source Branch staff as necessary.

F.5.7 MESSAGE CENTER BRANCH LEADER

Responsibilities include:

A. Obtaining briefing from Plans Section Chief.

B. Managing incoming and internal information flow.

C. Ensuring adequate staffing and continued staffing of the Message Center Branch.

D. Ensuring adequate telephone instruments are available throughout the EOC.

E. Determining level of Message Form use and distribution.

F. Coordinate with RACES volunteers on messages sent and received via amateur radio.

G. Ensure a Message Controller is assigned who has the training and knowledge of EOC organization and operations.

H. Coordinate with the Plans Section Chief, EOC Manager, and other Section Chiefs to ensure proper flow of information throughout the EOC.

I. Randomly reviewing Message Forms to ensure they are completed properly.

J. Ensuring there is a Message Controller on the floor at all times.

F.5.8 MESSAGE CONTROLLER

Responsibilities include:

- A. Obtaining briefings from Plans Section Chief.
- B. Preparing and distributing a current EOC Internal Telephone Directory to EOC staff.
- C. Preparing and distributing a current EOC External Agency Telephone Directory to EOC Staff.
- D. Coordinating the activities of the telephone operators, RACES operators, and message Distribution staff.
- E. Reviewing each Message Form after it has been completed and marks what action is to be taken on the message (situation report, map, board, and log) and forwarding them to the Plans Section for processing in a timely manner.
- F. Ensure Message Distributors are forwarding messages to the proper Sections/Units.
- G. Providing advice on message flow to Message Distributors.

F.5.9 TELEPHONE OPERATORS

Responsibilities include:

- A. Obtaining briefing from the Message Controller.
- B. Answering incoming EOC telephone lines and taking one of the following actions:
 - 1. Completing an EOC Message Form.
 - 2. Completing a Telephone Message.
 - 3. Transferring the call to the proper individual/EOC position.
 - 4. Making outgoing calls as instructed by the Message Controller.
 - 5. Completing a record of Information Form when no specific action is necessary.

F.5.12 RACES OPERATORS

Responsibilities include:

- A. Obtaining briefing from the Message Controller.
- B. Transmitting and receiving messages via amateur radio frequencies.
- C. Following accepted RACES emergency service policies and procedures.
- D. Maintaining a log of RACES messages.

F.5.13 MESSAGE DISTRIBUTION

Responsibilities include:

- A. Obtaining briefings from the Message Controller.
- B. Delivering and picking up messages and other forms of written communication from the various sections and units of the EOC.
- C. Ensuring Messages are picked up and deliver in a timely manner.
- D. Seeking the advice of the Message Controller when the Section/Unit receiving the message is unclear.
- E. Assisting with other duties in the Plans Section as requested.

Chapter 2.32

COUNTY OFFICE BUSINESS HOURS*

Sections:

2.32.010 Designated.

* For statutory provisions on holidays, see RCW 1.16.050.

2.32.010 Designated.

Except on such days that are designated by state law as legal holidays, beginning May 1, 2004, all courthouse county offices shall be open to the public to transact business during the hours of nine o'clock a.m. to five o'clock p.m., Monday through Friday with the exception of Administrative Services, Commissioners, Human Resources and the juvenile departments. Provided, the county commissioners, from time to time, may designate certain days as additional holidays and/or may temporarily modify the hours for any purpose that is deemed to benefit the public health, welfare, and moral; and provided further, that each elected official and department head shall have the discretion to schedule his or her department or agency as he or she deems necessary to meet the needs of the community and of such department or agency. (Ord. 66916 (part), 2007).

Chapter 2.36

OFFICIAL BONDS

Sections:

2.36.010 Amounts designated.

* For statutory provisions on the bonds of county officers, see RCW 36.16.050.

2.36.010 Amounts designated.

The official bonds for the different county officials shall be set as determined by the board of county commissioners by county resolution, and shall not be less than required by R.C.W. 36.16.050. (Ord. 66916 (part), 2007).

Chapter 2.39

TRAVEL/ADVANCE TRAVEL

Sections:

2.39.010 General travel.

2.39.020 Claims for reimbursement of travel.

2.39.030 Policy regarding travel and advanced travel.

2.39.040 Audit of travel and advanced travel.

2.39.050 Advance travel policy.

2.39.010 General travel.

A. Definitions. All words shall have their ordinary and usual meaning except those defined in this section which shall have the meaning set forth below:

1. "County" means any office or department of Whitman County.
2. "Travel" shall consist of lodging, subsistence, transportation, seminar/meeting attendance and related activities in the conduct of official county business.
3. "Official county business" means, but shall not be limited to, conducting legitimate county business such as fulfilling normal job functions, negotiating agreements, inspecting or purchasing equipment, coordinating with other governmental agencies, serving on interview or judging panels, and providing consultation; or obtaining information or training directly related to a person's official function; or serving as an official representative of Whitman County.
4. Certified Travel Voucher Form. For the purposes of this policy, a certified travel voucher form is certified by the employee's signature and the following language: "I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof," on a form approved by the board of county commissioners detailing travel expenses.
5. "Valid Business Receipt." For the purposes of this policy, a valid business receipt shall be defined as a receipt, provided by the vendor, showing the vendor's name, date of the purchase and amount of the purchase. This receipt can be in the form of a cash register tape, a ticket stub,

an itemized credit card charge receipt, an invoice, a statement, or in a form generally recognized by the public to be a receipt.

6. "Quasi-employees" are defined as noncompensated volunteers, advisory committee members, board and commission members and others who are participating in county business but are not on the county's payroll.

B. Objective. The travel policy for Whitman County is intended to provide a concise statement of practices and procedures to insure consistency for employee travel and insure the efficient use of county travel funds and equipment. The policy also allows for procedures that are designed for ease of audit. Any other travel policy inconsistent with the provisions of this policy are superseded and void.

C. General Policy. It is the policy of Whitman County to reimburse elected and appointed officials, employees, and members of boards and commissions for their reasonable expense actually incurred in the conduct of their business for Whitman County. Reimbursement for such necessary and reasonable expenses will be made subject to the rules herein by application and upon compliance with this policy.

D. Motor Pool.

1. The county has created a motor pool within the public works department for the use and convenience of employees. Use of the motor pool should be encouraged. The Whitman County Motor Pool Information Manual concerning procedures shall be followed.
2. Only personnel on official county business are authorized to check out and use motor pool vehicles. Nonemployees may assist in driving motor pool vehicles if:
 - a. In possession of a valid driver's license;
 - b. Prior written approval is given by the employee's department head or elected official; and
 - c. The department of public works is provided a copy of the above approval and, if not otherwise provided in the above approval, a written notification of the nonemployee's name, address, telephone number, driver's license number, with state of issuance if other than Washington State, and the nonemployee's automobile insurance company's name, address and insurance policy number.

E. Mileage Reimbursement.

1. Any employee of Whitman County utilizing his/her personal automobile for official county business shall be reimbursed at a specified rate per mile. The starting and ending locations of official travel is the official work place or the residence, depending on the work schedule at that point in time.
2. The rate of reimbursement per mile shall be the rate as determined annually by the board of county commissioners.

3. Reimbursement for mileage for travel by county officials or employees between their usual place of residence and their usual place of work shall be prohibited.
 4. Parking expenses may be claimed under the category of incidentals and shall include official county automobiles.
 5. Employees traveling by common carrier shall be reimbursed for actual expenses incurred; provided, the reimbursement rate of airline travel shall not exceed the coach class rate.
 6. Personal Expenses. When an employee of Whitman County is traveling on official county business, it will be the policy of the board of county commissioners that any personal expenses of the employee will be paid directly to the vendor by the employee, except in emergencies. In the case of an emergency, where it becomes necessary for the employee to reimburse Whitman County upon their return, such reimbursement to the county will include an explanation for the reimbursement, signature of the employee and signature of the elected official or department head or their authorized designee.
- F. Meals.
1. Individuals on travel status shall be reimbursed for meal expense while on travel status at the per diem rate as established by the board of county commissioners annually. Per diem rates include the costs of tax and gratuity. No receipts are required for meals not exceeding per diem rates.
 2. Reimbursements shall be made for expenses incurred for meals as follows: meals in connection with authorized attendance at meetings, conventions, or conferences; meals when official business prevents an employee from returning to his or her home by six p.m. except for employees whose normal duty hours extend beyond six p.m.; meals for employees engaged in authorized emergency repair or operations substantially beyond their normal duty hours.
 3. The amounts allowed for meal reimbursement shall be as follows:
 - a. For a full day, which for purposes of this section means a travel period beginning before eight a.m. and ending after five p.m., the daily per diem amount;
 - b. The amount of per diem authorized that is determined on a per meal basis depends on the departure time from Whitman County and the arrival time on return to Whitman County. Departure prior to six a.m. qualifies an employee for breakfast, prior to twelve p.m. qualifies an employee for lunch, and returns after six p.m. qualifies for dinner per diem;
 - c. If on approved county business for the full day, but one or more meals are included in the registration fee, the amount authorized for the included meal will be subtracted from the total authorized per diem allowance to establish the maximum amount available for the remainder of the day.
 4. Per Diem Exception. If a compelling business related circumstance exists, meals purchased while on travel status may be reimbursed at actual costs, under the following conditions:

- a. It shall be at the discretion of the board of county commissioners to determine if this exception applies in a particular situation.
 - i. If the exception is found to not apply, the applicable per diem rate may be reimbursed.
 - ii. If the exception is found to apply, the board may grant reimbursement either at actual costs based on valid business receipts, or, if the board determines the actual costs are excessive, unreasonable, or exorbitant, the board will authorize reimbursement at an appropriate sum. For the purposes of this section, "excessive" shall include seeking reimbursement for more than three meals per day, or more meals than are allowed pursuant to subsection (F)(3)(c) herein; "unreasonable" shall include seeking reimbursement for a meal the board deems "excessive" and "exorbitant" shall include obtaining the meal from an establishment which charges excessive prices for meals when other moderately priced establishments are available.
 - iii. An employee, who anticipates that this exception may apply to a pending situation, may obtain a determination by the board prior to departure. While pre-approval is not mandatory, failing to do so could result in the employee bearing meal expenses exceeding the per diem amount. Upon issuing a pre-approval the board shall specify a maximum amount allowed for meals, which shall be binding on the employee and actual costs shall not exceed that amount.
 - b. While not exclusive, the following situations shall be recognized as being within this exception:
 - i. An employee participating in required scheduled training outside of Whitman County, which by necessity occurs between the hours of six p.m. and six a.m., during which the employee is required to purchase a meal(s), upon submitting a valid business receipt(s) such employee shall be reimbursed for the reasonable meal expense(s) at a per meal sum not to exceed the per diem amount authorized for dinner under subsection (F)(3)(b) herein.
 - ii. An employee participating in required scheduled training within Whitman County, which by necessity occurs between the hours of six p.m. and six a.m., during which the employee is required to purchase a meal(s), upon submitting a valid business receipt(s) such employee shall be reimbursed for the reasonable meal expense(s) at a per meal sum not to exceed the per diem amount authorized for lunch under subsection (F)(3)(b) herein.
5. Reimbursement shall be made for reasonable expenses for meals, coffee and light refreshment served to elected and appointed officials, quasi-employees, volunteer board/committee members and county employees regardless of travel status at a meeting where:

- a. The purpose of the meeting is to conduct official county business or to provide formal training to county employees or county officials.
- b. The meals, coffee, or light refreshments are an integral part of the meeting or training session.
- c. The elected official, the board of county commissioners, or the department head or designee approves payments in advance for the meals, coffee, or light refreshments.

(Ord. 66916 (part), 2007).

2.39.020 Claims for reimbursement of travel.

A. Claims for reimbursement of travel shall include a valid business receipt for all meals not qualifying for per diem, lodging and travel related expenses requested on the appropriate, certified travel voucher form.

B. The claim for reimbursement of travel shall be properly certified by the employee and submitted to his/her elected official or department head (or their authorized designee), who will be responsible for checking and verifying the accuracy of the claim. After signing the employee's claim for reimbursement of travel, the claim will be delivered to the county auditor's office.

(Ord. 66916 (part), 2007).

2.39.030 Policy regarding travel and advanced travel.

A. Reimbursement typically will be only for the expenses of the employee. If a nonemployee accompanies the employee and such nonemployee is not traveling on county business, the employee will be reimbursed the cost of lodging equal to the single occupancy room rate. (Also, see subsection E of this section, expenditures for nonemployees.)

B. Tipping Policy. Officials and employees of Whitman County who are traveling on official county business are authorized to add a tip to a meal expense in an amount not to exceed fifteen percent of the meal expense.

C. Personal Expenses Prohibited. Officials and employees of Whitman County are prohibited from spending travel funds for personal expenses and entertainment.

D. Exceptional Circumstances. In exceptional circumstances and prior to the travel, where pre-identified conflicts with the provisions of this policy exist, the chairperson of the board of county commissioners may grant written approval to accept a certified statement for specific and specified expenses. These exceptional circumstances include those travel and training expenses incurred by an employee in which no valid business receipt will be able to be obtained by the employee.

E. Expenditures for Nonemployees. If an elected official, department head, or employee is filing a claim for reimbursement on behalf of nonemployees, he/she must prepare a detailed account that includes:

1. Names of the others who traveled, partook of meals, or otherwise incurred expenses;

2. Whether they were county employees, and if not, who they were and what connection they had with county business. This shall not be construed to permit promotional hosting;
3. Who provided the lodging, meals or other services in question, dates and times;
4. A detailed breakdown of amounts;
5. Some statement sufficiently explicit to show that county business was being carried out when the expenses were incurred;
6. Quasi-employees do not qualify for per diem rates. Actual expenses with valid business receipts must be submitted for reimbursement.

(Ord. 66916 (part), 2007).

2.39.040 Audit of travel and advanced travel.

A. The county auditor shall examine all claims to verify their payment does not violate state law, county ordinance or resolution.

B. The county auditor shall also examine all claims for completeness, proper BARS coding and accurate documentation attached to support the claim. Accurate documentation is defined as valid business receipts, if necessary, for all meals, lodging and travel-related expenses requested and the completed certified travel voucher form.

C. If a receipt has been irretrievably lost, the procedure detailed in Section 3.14.070, Lost credit card charge receipts, will be followed.

D. If complete, the claim will be presented to the board of county commissioners for consideration.

E. If not complete, the county auditor will follow the provisions of Section 3.12.060, Obligation to pay, previously stated in the Whitman County purchasing policy.

F. The board of county commissioners may approve/reject all or any part of the claim.

G. If the claim is approved, the county auditor will write a warrant payable to the employee, or in the case of advance travel, a warrant payable to the advanced travel revolving fund. The county auditor will debit the affected department's travel budget for the amount of the warrant.

H. When a claim or any part of a claim is rejected by the board of county commissioners, the clerk of the board will notify the employee and elected official or department head in writing, explaining the reason(s) for the rejection. The employee may make one additional accounting of the funds sought to be reimbursed and resubmit the claim. The decision of the board of county commissioners on the resubmitted claim shall be final.

(Ord. 66916 (part), 2007).

2.39.050 Advance travel policy.

A. General Policy.

1. **Policy Statement.** The board of county commissioners feels it is in the best interest of the county and the county employees to provide an advance travel revolving fund. This fund is for the benefit of those county employees required to travel for the county in pursuit of necessary education and representation of the county's interest in activities. These funds shall be used solely for travel-related expenses and shall not be used for direct payments to vendors. These funds also shall not be used for personal loans, payment of airline tickets, pre-registration fees, or reimbursement to employees or officers for travel already incurred.
2. **Objectives.** The objective of this policy is to insure the efficient use and replacement of county advance travel funds in a correct and timely manner.

B. Qualifications for Use. Only Whitman County employees may receive advance travel funds. Members of voluntary boards do not qualify.

C. Restrictions. No more than one advance should be taken at any one time by an employee. Therefore, if the employee has not returned an advance he/she will not be entitled to a second one.

D. Employees Terminating Employment. If an employee terminates his/her employment with the county and he/she has not returned an advance travel request, along with the certified travel voucher form with accompanying valid business receipts for an outstanding travel advance, the board of county commissioners will immediately be notified by the terminating employee's elected official or department head. If necessary, the board of county commissioners will refer the matter to the Whitman County prosecuting attorney for possible legal action. The elected official or department head shall have the responsibility to check with the county treasurer before submitting the final payroll prelist to the auditor's office for the employee upon his/her termination to insure that there are no outstanding travel advances.

E. Noncompliance.

1. Unspent advance travel, with attached certified travel voucher form and valid business receipts will be returned to the county treasurer within five working days of the employee's return date. On a case-by-case basis, the county treasurer is authorized to extend the return time period up to fifteen days for those employees who request, in writing, a time extension. This will allow the county treasurer to let the county auditor know what amount to reimburse the advance travel fund, thus keeping adequate funds available for those needing to travel. The dollar amount of the fund is established by resolution adopted by the board of county commissioners.
2. Should an employee fail to file his/her return within the required five-day period (or length of extension previously authorized by the county treasurer), his/her elected official or department head will be notified. The elected official or department head will have two working days from the time the problem is brought to his/her attention to require a proper return is completed. If this is not done there will be a ten percent penalty attached to the amount that was advanced. This penalty amount will be payable by the employee. This return must include unexpended funds,

certified travel voucher form, and authorized expense receipts. Any outstanding advance travel will be brought to the attention of the board of county commissioners by the county treasurer if not resolved by the elected official or department head in two days. The board of county commissioners may suspend or prevent the employee from the use of advance travel funds. In the event that an employee has to be contacted for being delinquent on two consecutive advances, that employee's elected official or department head and the employee will be notified in writing by the board of county commissioners that the employee will no longer be eligible for advance travel funds.

F. Procedures for Obtaining Advance Travel.

1. A purchase order shall be filled out with the date of request, the name of the employee, anticipated departure and return dates, destination, purpose of travel, correct BARS coding, and amount requested.
2. The purchase order shall be signed and dated on the bottom right corner under "Authorized Signatures" by the elected official or department head (or authorized designee) and by the employee requesting the travel advance.
3. The two parts and one photocopy of the properly completed and signed purchase order form shall be presented at the county treasurer's office for review and issuance of a check in the amount requested.
4. The photocopy will be left at the county treasurer's office. The original will immediately be taken to the auditor's office. The elected official or department head responsible for the claim keeps the remaining copy until the employee returns.

G. Procedures to Account for Advance Travel Upon Return.

1. No later than five working days (or length of extension previously authorized by the county treasurer) after the employee returns, he/she must present the remaining copy of the purchase order form in its completed form, certified travel voucher form and all valid business receipts for authorized expenses and all unexpended funds to the county treasurer.
2. If the employee spent more than the advance, the county treasurer's office should be notified immediately upon the employee's return. A general claim for expenses should be presented to the county auditor for the additional amount spent over and above what was advanced. Receipts for the expenses and the completed certified travel voucher form shall be attached to the general claim with references made to the original purchase order number and presented to the county auditor.
3. If the employee spent less than the amount advanced, the employee shall return to the county treasurer the difference between what was advanced and what was spent, along with receipts and completed certified travel voucher form attached to the purchase order, to document the expenses.

4. If an employee receives advance travel and fails to make the trip, the funds must be returned in full to the county treasurer immediately upon the decision not to travel.
5. The copy of the purchase order shall be signed under "Payment Certification" by the traveling employee upon return and by the elected official or department head (or authorized designee) responsible for completing the claims process.
6. When the unexpended funds are returned, the county treasurer's office will write a receipt to verify the amount returned. The copy of the receipt will be provided to the department for inclusion in their department's records. The copy of the purchase order will remain in the county treasurer's office along with all receipts and completed certified travel voucher form, which will then be submitted to the county auditor's office for reimbursement of the advanced travel fund.
7. Receipts for any expense must accompany the returned purchase order and completed certified travel voucher form. When such receipts are not provided, the employee must make reimbursement to the county for those expenditures. If a receipt has been irretrievably lost, the procedure detailed in Section 3.14.070, Lost credit card charge receipts, will be followed.

(Ord. 66916 (part), 2007).

Chapter 2.44

EMPLOYEES' LIFE AND HEALTH INSURANCE*

Sections:

2.44.010 Insurance plan provided.

2.44.020 Responsibility of board.

* For statutory provisions on group insurance for county employees, see RCW 36.32.400 and 41.04.180.

2.44.010 Insurance plan provided.

Whitman County will provide life and health insurance plans for the eligible employees of the county. Copies of the full contracts of coverages are on file with Whitman County Human Resources, Colfax, Washington and the Washington State Insurance Commissioner, Olympia, Washington.

(Ord. 66916 (part), 2007).

2.44.020 Responsibility of board.

In providing these group insurance plans, the board agrees:

- A. To pay all or a part of the total premium for each covered employee for group life and health insurance;
- B. To make the necessary payroll deduction to cover any portion of the premium not paid by the political subdivision and to maintain membership rolls and related records as may be required by the plan;
- C. To transmit the total premium payment required under the contracts in accordance with the

number of employees and dependents covered each month to the trustees or to the designated agent or agency;

- D. To make the necessary budgetary provisions for the employee's contribution to the premium and to defray the necessary costs of administration within the political subdivision;
- E. To participate in the plans on a year-to-year basis, said years to run from January 1st to December 31st; and that in the event the political subdivision wishes to withdraw from a plan, to give notice to the contractor in accordance with the provisions of the contract;
- F. The board shall direct the county auditor to make payroll deductions for these plans.

(Ord. 66916 (part), 2007).

Chapter 2.48

EMPLOYEES' RETIREMENT SYSTEM

Sections:

2.48.010 Membership.

* For statutory provisions on public employee's retirement, see RCW Ch. 41.40.

2.48.010 Membership.

The board of county commissioners hereby petitions the State Employees' Retirement Board for membership in the system and agrees to make all employer's contributions required under the act, to pay a proportionate part of the cost of administering the system, and to make the employee deductions required. (Ord. 66916 (part), 2007).

Chapter 2.50

EMPLOYEE LIABILITY AND DEFENSE

Sections:

2.50.010 Legal defense services.

2.50.020 Criteria for authorizing defense services.

2.50.030 Indemnification of employees.

2.50.040 Grounds for denial of legal defense.

2.50.050 Limitations of applicability.

2.50.060 Role of county in action.

2.50.010 Legal defense services.

A. The county may provide legal services for the defense of any of its officers, officials, agents, or employees when a suit against them arises out of an official act if the requirements of this section are met. Whether a defense will be provided by the county will be determined by the county commissioners pursuant to a determination of merit in each case on a case-by-case basis. Such a defense will not necessarily be for the benefit of the officer or employee but merely in support of his or her actions on behalf of the county. An attorney may be hired especially for the purpose of any such defense at county expense, or these services may

be provided by the office of the prosecuting attorney, or county officers, officials, agents, or employees may be reimbursed for the costs of legal services they have incurred, provided such costs are reasonable and necessary costs of the defense. The county commissioners shall be the sole judges of what are reasonable and necessary costs and may grant prior approval for all costs which they deem to be necessary; provided, however, the county shall only be responsible for those costs for which the commissioners have granted approval for prior to the same being incurred.

B. Such services or reimbursements may be provided to both past and present officers, officials, agents, or employees as long as the cause of action arose as a result of acts or omissions occurring during their tenure of office or employment. Such defense or reimbursement may be provided although it may turn out that the officer or employee exceeded his legal rights and authorities. Such defense may be also provided even though the result at a trial at law clearly shows that the acts were illegal, provided such acts were done by the officers or employees within the scope of employment; in a matter which the county has an interest; in the discharge of a duty imposed by law and in the good faith discharge of their duties. On the other hand, legal services will not be provided to officers, officials, agents, or employees of the county to defend a charge of official misconduct or to defend the right to hold office.

C. Before a defense may be provided for an officer or employee, the decision of the board of county commissioners must be supported by findings, in the record, qualifying the action as in conformity with the standard established by this chapter.
(Ord. 66916 (part), 2007).

2.50.020 Criteria for authorizing defense services.

Before authorizing the defense by the county of one of its officers, officials, agents, or employees, the board of commissioners must affirmatively find the following:

- A. The officer, official, agent, or employee must have been acting in a matter in which the county had an interest;
- B. The officer, official, agent, or employee must have been acting in the discharge of a duty imposed or authorized by law and within the scope of employment;
- C. The officer, official, agent, or employee must have acted in good faith;
- D. The applicable officer, official, agent, or employee is not protected by any liability insurance covering the act, error, or omission alleged; and
- E. The particular action is not:
 - 1. An action to remove the officer, official, agent, or employee from office for any reason, to include but not limited to misconduct,
 - 2. A prosecution for a crime or an action for official misconduct.

(Ord. 66916 (part), 2007).

2.50.030 Indemnification of employees.

Any officer, official, agent, or employee of the county may be indemnified for all costs and judgments which he or she is actually obligated or called upon to pay if the act or omission resulting in judgment is one for which the individual would be eligible for legal services or reimbursement for legal services under this chapter; provided, the board of county commissioners makes an affirmative finding that such is appropriate and such finding to indemnify is based on the same approval process and criteria used in this chapter for determining whether the county shall provide legal services for the defense of an action; provided, indemnification may be provided for amounts in excess of insurance coverage.

(Ord. 66916 (part), 2007).

2.50.040 Grounds for denial of legal defense.

The board of county commissioners shall not authorize the defense of one of its officers, officials, agents, or employees or authorize the indemnification thereof of such officer, official, agent, or employee where it is determined by the county commissioners that the particular officer, official, agent, or employee maliciously, wantonly, or intentionally did any act, or refrained from doing any act, or was otherwise involved in an act, omission to act, occurrence or transaction, with the purpose of injuring a person or property, or with a deliberate purpose or intent to violate any person's civil rights.

(Ord. 66916 (part), 2007).

2.50.050 Limitations of applicability.

Nothing in this chapter nor any action taken by the board of county commissioners pursuant to this chapter shall be construed as or result in the county assuming to defend or indemnify any person, business, association, or legal entity other than an official, officer, agent, or employee of the county, nor shall it be construed or applied so as to vest any right of an indemnification or representation in any person, business, association, or legal entity other than an actual officer, official, agent, or employee of the county. An officers, official agent, or employee of the county shall not mean any heir, descendant, legal representative, successor in interest, subrogee or assign of any officer, official, agent, or employee of the county; nor shall any portion of this chapter be construed to afford protection to or make any person, business, association, or legal entity a third party beneficiary.

(Ord. 66916 (part), 2007).

2.50.060 Role of county in action.

Legal services and indemnification may be provided by the county under this chapter irrespective of whether or not the county is either a party to the cause of itself subject to liability.

(Ord. 66916 (part), 2007).

Chapter 2.52

CEMETERY DISTRICTS*

Sections:

2.52.010 Oakesdale Cemetery District No. 1.

2.52.020 Garfield Cemetery District No. 2.

2.52.030 St. John Cemetery District No. 3.

2.52.040 Endicott Cemetery District No. 4.

2.52.050 Thornton Cemetery District No. 5.

2.52.060 Colfax Cemetery District No. 6.

2.52.070 Winona Cemetery District No. 7.

2.52.080 Farmington Cemetery District No. 8.

* For statutory provisions on cemetery districts, see RCW Ch. 68.16.

2.52.010 Oakesdale Cemetery District No. 1.

Cemetery District No. 1 shall be all that portion of Whitman County lying within the following boundary lines:

In Township 20 North, Range 44 E.W.M. Section 12, except west half of southwest quarter, Section 13, Section 14, south half of Section 15, southeast quarter of 21, 23, 24, 25, 26 and 27; east half of 28, 32, 33, 34, 35 and Section 36, Section 1 south of Spokane County Line, and Section 22.

All of Township 19 North, Range 44 E.W.M.

In Township 19 North, Range 43 E.W.M. Section 13, 14, 23, 24, 25, east half of Section 26, all of Section 35 except northwest quarter and north half of southwest quarter and west 829 feet of south half of southwest quarter and Section 36.

In Township 18 North, Range 43 E.W.M. Section 1, all of Section 2 except west 829 feet of northwest quarter, Section 12, east half of Section 3.

In Township 18 North, Range 44 E.W.M. Sections 1 to 12 inclusive, west half of Section 14, 15, 16, 17, 18, 20, 21, all of Section 22 except northeast quarter, west half of Section 27.
(Ord. 66916 (part), 2007).

2.52.020 Garfield Cemetery District No. 2.

Cemetery District No. 2 shall be all that portion of Whitman County lying within the following boundary lines:

Commencing at the northeast corner of Lot 1 of Section 20, Township 18 North, Range 46 E.; thence westerly along the section line to the center of Section 24, Township 18 North, Range 45 E.; thence northerly to the center of Section 13, Township 18 North, Range 46 E.; thence westerly to the center of Section 15, Township 18 North, Range 45 E.; thence northerly to the center of Section 3, Township 18 North, Range 45 E.; thence westerly to the west boundary line of Section 3, Township 18 North, Range 45 N.; thence northerly to the northeast corner of Section 4, Township 18 North, Range 45 E.; thence westerly along said section line to the center of Section 4, Township 18 North, Range 45 E.; thence southerly to the center of Section 9, Township 18 North, Range 45 E.; thence westerly to the center of Section 7, Township 18 North, Range 45 E.; thence southerly to the south section line of Section 7, Township 18 North, Range 45 E.; thence westerly along said section line to the center of Section 14, Township 18 North, Range 44 E.; thence southerly to the south boundary line of Section 14, Township 18 North, Range 44 E.; thence westerly along said section line to the center of Section 22, Township 18 North, Range 44 E.; thence southerly to the center of Section 22, Township 18 North,

Range 44 E.; thence easterly to the section line of Section 22, Township 18 North, Range 44 E.; thence southerly along said section line to the southeast corner of Section 22, Township 18 North, Range 44 E.; thence westerly along said section line to the center of Section 27, Township 18 North, Range 44 E.; thence southerly to the south boundary section line of Section 27, Township 18 North, Range 44 E.; thence westerly to the northwest corner of Section 34, Township 18 North, Range 44 E.; thence northerly to the northeast corner of Section 28, Township 18 North, Range 44 E.; thence westerly to the northwest corner of Section 28, Township 18 North, Range 44 E.; thence southerly to the southwest corner of Section 4, Township 17 North, Range 44 E.; thence easterly to the southeast corner of Section 1, Township 17 North, Range 44 E.; thence southerly to the southwest corner of Section 18, Township 17 North, Range 45 E.; thence easterly to the center of the Palouse River; thence following the Palouse River to the east boundary line of Section 27, Township 17 North, Range 45 E.; thence northerly along said section line to the center of Section 22, Township 17 North, Range 45 E.; thence easterly to the center of Section 23, Township 17 North, Range 45 E.; thence northerly to the south section line of Section 14, Township 17 North, Range 45 E.; thence easterly along said section line to the center of Section 13, Township 17 North, Range 45 E.; thence southerly to the center of Section 24, Township 17 North, Range 45 E.; thence easterly to the east boundary of Section 24, Township 17 North, Range 45 E.; thence northerly to the southwest corner of Section 18, Township 17 North, Range 46 E.; thence easterly along said section line to the center of Section 18, Township 17 North, Range 46 E.; thence southerly one-quarter section; thence easterly to the east boundary of Section 20, Township 17 North, Range 46 E.; thence northerly along the state line to the point of beginning; and encompassing the following described real property:

In Township 18 North, Range 46 E. Lots 1, 2, 3 and 4 in Section 20; Lots 1, 2, 3 and 4 in Section 29; and Lots 1, 2, 3 and 4 in Section 32.

In Township 18 North, Range 45 E. The Southwest quarter of Section 3; the east half of Section 4; the southwest quarter of Section 7; the south half of Section 8; the south half and the northeast quarter of Section 9; the west half of Section 10; the southwest quarter of Section 13; the south half of Section 14; the south half and the northwest quarter of Section 15; and all of Section 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35 and 36.

In Township 18 North, Range 44 E. All of Section 13; the east half of Section 14; the northeast quarter of Section 22; all of Section 23, 24, 25 and 26; the east half of Section 27; and all of Sections 28, 33, 34, 35 and 36.

In Township 17 North, Range 44 E. All of Sections 1, 2, 3 and 4.

In Township 17 North, Range 45 E. All of Sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18 and all that lying and being north of the Palouse River in Sections 20, 21, 22 and 27; the northwest quarter of Section 23; and the northeast quarter of Section 24.

In Township 17 North, Range 46 E. Lots 1, 2, 3 and 4 in Section 5; Lots 1, 2, 3 and 4 in Section 8; Lots 1, 2, 3 and 4 in Section 17; and Lot 1 in Section 20.

The name of said cemetery district shall be "Garfield Cemetery District No. 2."
(Ord. 66916 (part), 2007).

2.52.030 St. John Cemetery District No. 3.

Cemetery District No. 3 shall be all that portion of Whitman County lying within the following boundary lines:

Beginning at the northeast corner of Section 30, Township 19 North, Range 43 E.W.M., and running thence southerly along the east line of Sections 30 and 31, Township 19 North, Range 43 E.W.M., and the east line of Sections 6 to 31 inclusive of Township 18 North, Range 43 E.W.M., to the southeast corner of said Section 31; thence westerly along the south line of Section 31, Township 18 North, Range 43 E.W.M., to the southwest corner of said Section 31; thence southerly along the range line to the southeast corner of Section 12, Township 17 North, Range 42 E.W.M.; thence westerly along the south line of Sections 12 to 8 inclusive of Township 17 North, Range 42 E.W.M., to the intersection of said line with the Palouse River; thence following the course of the Palouse River in a northerly and westerly direction until said river intersects the west line of Section 4, Township 17 North, Range 40 E.W.M.; thence westerly along the south line of the northeast quarter of the northeast quarter of Section 5, Township 17 North, Range 40 E.W.M., to the southwest corner of the northeast quarter of the northeast quarter of said Section 5; thence northerly along the west line of the northeast quarter of the northeast quarter of said Section 5; thence northerly along the west line of the northeast quarter of the northeast quarter of said Section 5, to the south line of Section 32, Township 18 North, Range 40 E.W.M.; thence westerly along the south line of Section 32 to the southwest corner of said Section 32; thence northerly along the west line of Sections 32 to 5 inclusive of Township 18 North, Range 40 E.W.M., to the northwest corner of said Section 5; thence westerly along the Township line to the southwest corner of Section 36, Township 19 North, Range 39 E.W.M.; thence northerly along the west line of Sections 36 to 13 inclusive of Township 19 North, Range 39 E.W.M. to the northwest corner of said Section 13; thence easterly along the north line of Section 13, to the northeast corner of said Section 13; thence northerly along the range line to the northwest corner of Section 7, Township 19 North, Range 40 E.W.M.; thence easterly along the north line of Sections 7 and 8, Township 19 North, Range 40 E.W.M., to the northeast corner of said Section 8; thence northerly along the west line of Section 4, Township 19 North, Range 40 E.W.M. and Section 33, Township 20 North, Range 40 E.W.M., to the northwest corner of said Section 33; thence easterly along the north line of Section 33 northerly along the west line of Section 27, easterly along the north line of Section 27, northerly along the west line of Section 23, all in Township 20 North, Range 40 E.W.M., to the northwest corner of said Section 23; thence easterly along the north line of Sections 23 and 24, Township 20 North, Range 40 E.W.M. and Sections 19 to 21 inclusive of Township 20 North, Range 41 E.W.M., to the northeast corner of said Section 21; thence southerly along the east line of Section 21, and the east line of Sections 28 and 33, Township 20 North, Range 41 E.W.M., and Sections 4 to 16 inclusive in Township 19 North, Range 41 E.W.M. to the southeast corner of said Section 16; thence easterly along the north line of Sections 22, 23 and 24, Township 19 North, Range 41 E.W.M., and continuing easterly along the north line of Sections 19 to 23 inclusive in Township 19 North, Range 42 E.W.M. to the northeast corner of said Section 23; to the southeast corner of Section 23, thence easterly along the north line of Section 25, Township 19 North, Range 42 E.W.M. and Section 30, Township 19 North, Range 43 E.W.M. to the point of beginning.

The name of said cemetery district shall be "St. John Cemetery District No. 3."
(Ord. 66916 (part), 2007).

2.52.040 Endicott Cemetery District No. 4.

Cemetery District No. 4 shall be all that portion of Whitman County lying within the following boundary lines:

Beginning at the section corner common to Sections 11, 12, 13 and 14, in Township 16 North, Range 40 E.W.M., run thence west along the north line of Section 14 to the northwest corner of said Section 14; thence south along the west lines of Sections 14, 23 and 26 in Township 16 North, Range 40 E.W.M., to the southwest corner of said Section 26; thence east along the south line of Section 26 to the southeast corner thereof; thence south along the west line of Section 36, Township 16 North, Range 40 E.W.M., to the southwest corner of said Section 36; thence east along the south line of Section 36 and along the south lines of Sections 31 and 32 in Township 16 North, Range 41 E.W.M., to the southeast corner of said Section 32; thence north along the east line of Section 32 to the northeast corner thereof; thence east along the south lines of Sections 28 and 27 in Township 16 North, Range 41 E.W.M., to the southeast corner of said Section 27; thence south along the west line of Section 35, Township 16 North, Range 41 E.W.M., to the southwest corner of said Section 35; thence east along the south line of Section 35 to the southeast corner thereof; thence north along the east line of Section 35 and along the east line of Section 26, Township 16 North, Range 41 E.W.M., to the northeast corner of the southeast quarter of the northeast quarter of the southeast quarter of said Section 26; run thence in a straight line to the northeast corner of the northwest quarter of the northeast quarter of the southeast quarter of said Section 26; thence west along the north line of the southeast quarter of Section 26 to the center of said Section 26; thence south along the north and south subdivision line of Section 26 to the southeast corner of the northeast quarter of the southwest quarter of said Section 26; thence west along the south line of said northeast quarter of the southwest quarter to the southwest corner thereof; thence north along the west line of said northeast quarter of the southwest quarter to the northwest corner thereof; thence west along the north line of the southwest quarter of Section 26 to the west line of said Section 26; thence north along said west line and along the west lines of Sections 23 and 14 in Township 16 North, Range 41 E.W.M., to the northwest corner of the southwest quarter of the southwest quarter of said Section 14; thence east along the north line of the south half of the south half of Section 14 to a point which is north 89°55' west 348.1 feet from the northeast corner of the southeast quarter of the southeast quarter of said Section 14; thence north 81°05' east 224.2 feet; thence north 84°39' east to the east line of said Section 14; thence north along said east line to the intersection with the northerly line of the county road known as the L.B. Smith Road, intersecting the west line of the northeast quarter of the southeast quarter of said Section 14; thence following the northerly line of said county road in a southeasterly direction to the north and south subdivision line of Section 13, Township 16 North, Range 41 E.W.M.; thence north along said subdivision line to the north line of said Section 13; thence east along said north line to the southeast corner of Section 12, Township 16 North, Range 41 E.W.M.; thence north along the east line of Section 12 to the northeast corner thereof; thence east along the south lines of Sections 6, 5 and 4, in Township 16 North, Range 42 E.W.M., to the southeast corner of said Section 4; thence north along the east line of Section 4 to the northeast corner thereof; thence west along the south line of Section 33, Township 17 North, Range 42 E.W.M., to the south quarter of corner of said Section 33; thence north along the north and south subdivision line of Section 33 and along the north and south subdivision line of Section 28, in Township 17 North, Range 42 E.W.M., to the center of said Section 28; thence east along the east and west subdivision line of Section 28 to the east line thereof; thence north along the east line of Section 28 and along the east line of Section 21 in Township 17 North, Range 42 E.W.M., to

intersect with the south bank of the Palouse River; thence following the south bank of said river in a northwesterly direction across Sections 21, 16, 17 and 8, in Township 17 North, Range 42 E.W.M., to the north line of said Section 8; thence west along the north line of Section 8 and along the north line of Section 7 in Township 17 North, Range 42 E.W.M., to the north one-quarter corner of said Section 7; thence south along the north and south subdivision line of Section 7 to the center thereof; thence west along the east and west subdivision line of Section 7 and along the east and west subdivision line of Section 12, Township 17 North, Range 41 E.W.M., to the center of said Section 12; thence north along the west line of the northwest quarter of Section 12 to the southwest corner of the northwest quarter of the northeast quarter of said Section 12; thence east along the south line of said northwest quarter of the northeast quarter to the southeast corner of the west half of said northwest quarter of the northeast quarter; thence north along the east line of the west half of said northwest quarter of the northeast quarter to the north line of said Section 12; thence east along said north line to the northeast corner of said Section 12; thence north along the east line of Section 1 in Township 17 North, Range 41 E.W.M., to the northeast corner of said Section 1; thence west along the north line of Section 1 and along the north lines of Sections 2 and 3 in Township 17 North, Range 41 E.W.M., to the west line of said Section 3; thence south along said west line to the southwest corner thereof; thence west along the south line of Section 4, Township 17 North, Range 41 E.W.M., to the south quarter corner of Section 4; thence north along the north and south subdivision line of Section 4 to the center of said Section 4; thence west along the east and west subdivision line of Section 4 to the west line of said Section 4; thence south along said west line to the southwest corner of said Section 4; thence west along the south lines of Sections 5 and 6, Township 17 North, Range 41 E.W.M., to the southwest corner of said Section 6; thence south along the west line of Section 7, Township 17 North, Range 41 E.W.M., to the west quarter corner of said Section 7; thence west along the east and west subdivision line of Section 12, Township 17 North, Range 40 E.W.M., to the west line of said Section 12; thence south along said west line of Section 12 to the southwest corner thereof; thence west along the north line of Section 14, Township 17 North, Range 40 E.W.M., to the northwest corner of said Section 14; thence south along the west line of Section 14 to the southwest corner thereof; thence west along the north line of Section 22, Township 17 North, Range 40 E.W.M., to the northwest corner of said Section 22; thence south along the west line of Section 22 and along the west line of Section 27, Township 17 North, Range 40 E.W.M., to the southwest corner of said Section 27; thence east along the south line of Section 27 and along the south line of Section 26, Township 17 North, Range 40 E.W.M., to the southeast corner of said Section 26; thence south along the east line of Section 35, Township 17 North, Range 40 E.W.M., to the southeast corner of said Section 35; thence west along the north line of Section 1, Township 16 North, Range 40 E.W.M., to the northwest corner of said Section 1 and thence south along the west line of Section 1 and along the west line of Section 12, Township 16 North, Range 40 E.W.M., to the point of beginning at the section corner common to Sections 11, 12, 13 and 14, in Township 16 North, Range 40 E.W.M.; and all of the northeast quarter of the river in Section 12, Township 17, Range 40 E.W.M.

Excepting therefrom: all that portion thereof lying north of the Palouse River and being within the boundaries of the St. John Cemetery District.

The name of said cemetery district shall be "Endicott Cemetery District No. 4." (Ord. 66916 (part), 2007).

2.52.050 Thornton Cemetery District No. 5.

Cemetery District No. 5 shall be all that portion of Whitman County lying within the following boundary lines:

The west half of Section 26 and the west half of Section 35 and Sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 15, 16, 17, 18, 19, 20, 21, 22, 27, 28, 29, 32, 33 and 34; the northwest quarter of Section 35 and all of the southwest quarter of Section 35 except the east 1914 feet of the southwest half of Section 35, all in Township 19 North, Range 43 E.W.M.

The north half of Section 10 and the west half of the northwest quarter of Section 2 and Sections 3, 4 and 5 in Township 18 North, Range 43 E.W.M.

The name of said cemetery district shall be "Thornton Cemetery District No. 5." (Ord. 66916 (part), 2007).

2.52.060 Colfax Cemetery District No. 6.

Cemetery District No. 6 shall be all that portion of Whitman County lying within the following boundary lines:

In Township 14 North, Range 40 E.W.M., the southeast quarter of Section 10 and that portion of the northeast quarter of Section 10 located in Colfax School District #300; Sections 11, 12, 13, 14 and 15 and the northeast quarter of Section 22 and the north half of Section 23.

In Township 14 North, Range 41, E.W.M., Sections 1, 2, 3, 4, 5, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 23, 24 and 25.

In Township 14 North, Range 43, E.W.M., the west half and the northeast quarter of Section 3.

In Township 15 North, Range 41 E.W.M., Sections 1, 12 and 13 and that portion of Section 14 located in Colfax School District #300 and Sections 23, 24, 25, 26, 28 and 33, also the south half of Section 34 and Sections 35 and 36. (Excepting the following sections: Sections 1, 2, 12 and that portion of Section 14 located in Colfax School District #300, also the south half of Section 34).

In Township 15 North, Range 42 E.W.M., Sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17 and 18. (Excepting the following sections: Sections 5, 6, 7 and 8).

In Township 15 North, Range 43 E.W.M., Sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 22, 23, 24, 25, 26, 27 and 34, and the west half and the northeast quarter of Sections 35 and the north half of Section 36.

In Township 15 North, Range 44 E.W.M., the northwest quarter of Section 2, the north half of Section 3 and Sections 4, 5, 6, 7 and 8; the west half and the northeast quarter of Section 9; the west half and that portion of the east half of Section 17 located in Colfax School District #300. Sections 18, 19 and that part of Section 20 located in Colfax School District #300; and the west half of Section 30.

In Township 16 North, Range 41 E.W.M., the east half and the southwest portion of Section 13

in Colfax School District #300 and the south portion of Section 14 located in Colfax School District #300; Sections 23, 24 and 25, and all that portion of Section 26 and all of Section 36 located in Colfax School District #300. (Excepting the following: In Township 16 North, Range 41 E.W.M., the east half and the southwest portion of Section 13 in Colfax School District #300 and the south portion of Section 14 located in Colfax School District #300; Sections 23, 24 and 25, and all that part of Section 26 and all of Section 36 located in Colfax School District #300).

In Township 16 North, Range 42 E.W.M., Sections 1, 2, 3, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35 and 36.

In Township 16 North, Range 43 E.W.M., Sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35 and 36.

In Township 16 North, Range 44 E.W.M., Sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35 and 36.

In Township 16 North, Range 45 E.W.M., Section 6 and the west half of Sections 7 and 18, and that portion of Section 19 located in Colfax School District #300, and Section 30 and the north half of Section 31.

In Township 17 North, Range 42 E.W.M., portions of Sections 22, 23, 24, 26, 28 and 33, located in Colfax School District #300, and Sections 25, 27, 34, 35 and 36.

In Township 17 North, Range 43 E.W.M., Sections 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35 and 36.

In Township 17 North, Range 44 E.W.M., those portions of Sections 14 and 15 located in Colfax School District #300; Sections 16 and that portion of Section 17 located in Colfax School District #300; Sections 21, 22 and a portion of Section 23 located in Colfax School District #300, and Sections 26, 27, 28, 29, 30, 31, 32, 33, 34 and 35.

The name of said cemetery district shall be "Colfax Cemetery District No. 6."
(Ord. 66916 (part), 2007).

2.52.070 Winona Cemetery District No. 7.

Cemetery District No. 7 shall be all that portion of Whitman County lying within the following boundary lines:

All the lands in Township 18 North, Range 40 E.W.M., Sections 6, 7, 18, 19, 30 and 31 in Township 18 North, Range 40 E.W.M.; all the land in Township 17 North, Range 39 E.W.M.; that part of Section 4 lying south of the Palouse River in Township 17 North, Range 40 E.W.M.; all of Sections 5 and 6; that part of Sections 10 and 11 lying south of the Palouse River; and all of Sections 7, 8, 9, 15, 16, 17, 18, 19, 20 and 21 including the town of Winona and Sections 28, 29, 30, 31, 32, 33, 34 and 35 in Township 17 North, Range 40 E.W.M.; Sections 1 to 12 inclusive in Township 16 North, Range 39 E.W.M.; Sections 2, 3, 4, 5, 6, 7, 8, 9, 10 and 11 in Township 16 North, Range 40 E.W.M.

The name of said cemetery district shall be "Winona Cemetery District No. 7."
(Ord. 66916 (part), 2007).

2.52.080 Farmington Cemetery District No. 8.

Cemetery District No. 8 shall be all that portion of Whitman County lying within the following boundary lines:

Sections 10, 11, 12, 13, 14, 15, 22, 23, 24, 25, 26, 35 and 36; the south half and northeast quarter of Section 34; the east half of the southeast quarter of Section 27; the east half of Section 21; the east half of Section 16; the east half of Section 9, all in Township 19 North, Range 45 E.W.M.

Sections 7, 18, 30 and 31, all in Township 19 North, Range 46 E.W.M.

Sections 1, 2, 11, 12; north half and southeast quarter of Section 13; north half of Section 14; northeast quarter of Section 15; east half of Section 10; east half and northwest quarter of Section 3; all in Township 18 North, Range 45 E.W.M.

Sections 6, 7, 18; all in Township 18 North, Range 46 E.W.M.

The name of said cemetery district shall be "Farmington Cemetery District No. 8."
(Ord. 66916 (part), 2007).

Chapter 2.56

FIRE DISTRICTS*

Sections:

2.56.010 Fire District No. 1.

2.56.020 Fire District No. 2.

2.56.030 Fire District No. 3.

2.56.040 Fire District No. 4.

2.56.050 Fire District No. 5.

2.56.060 Fire District No. 6.

2.56.070 Fire District No. 7.

2.56.080 Fire District No. 8.

2.56.100 Fire District No. 10.

2.56.110 Fire District No. 11.

2.56.120 Fire District No. 12.

2.56.130 Fire District No. 13.

2.56.140 Fire District No. 14.

* For statutory provisions on fire protection districts, see RCW Title 52.

2.56.010 Fire District No. 1.

"Tekoa Fire District No. 1 of Whitman County" is established within and for the following bounded and described area:

Beginning at the northeast corner of Section 5, Township 20 North, Range 46 E.W.M., and

running thence southerly along the Washington-Idaho State line to the southeast corner of Section 17, Township 20 North, Range 46 E.W.M.; thence westerly along the south line of Sections 17 and 18, Township 19 North, Range 46 E.W.M. and the south lines of Sections 13 through 18 inclusive of Township 19 North, Range 45 E.W.M. to the southwest corner of said Section 18; thence northerly along the range line between Ranges 44 and 45 E.W.M. to the southeast corner of Section 36, Township 20 North, Range 44 E.W.M.; thence westerly along the south line of Section 36 to the southwest corner of said section; thence northerly along the west lines of Sections 36, 25 and 24, Township 20 North, Range 44 E.W.M. to the northwest corner of said Section 24; thence westerly along the south line of Section 14, northerly along the west line of Section 14, westerly along the south line of Section 10 and northerly along the west line of Sections 10 and 3, all in Township 20 North, Range 44 E.W.M. to the northwest corner of Section 3, Township 20 North, Range 44 E.W.M.; thence easterly along the 20th Township line east of the Willamette Meridian to the point of beginning.

Exception therefrom: all that portion of the town of Tekoa, Washington, lying within the corporate limits of said town.

(Ord. 66916 (part), 2007).

2.56.020 Fire District No. 2.

Fire District No. 2 is established as follows:

Beginning at the northeast corner of Section 30, Township 19 North, Range 43 E.W.M., and running thence southerly along the east line of Sections 30 and 31, Township 19 North, Range 43 E.W.M., and the east line of Sections 6 to 31 inclusive of Township 18 North, Range 43 E.W.M., to the southeast corner of said Section 31; thence westerly along the south line of Section 31, Township 18 North, Range 43 E.W.M., to the southwest corner of said Section 31; thence southerly along the range line to the southwest corner of Section 12, Township 17 North, Range 42 E.W.M.; thence westerly along the south line of Sections 12 to 8 inclusive of Township 17 North, Range 42 E.W.M., to the intersection of said line with the Palouse River; thence following the course of the Palouse River in a northerly and westerly direction until said river intersects the west line of Section 4, Township 17 North, Range 40 E.W.M.; thence westerly along the south line of the northeast quarter of the northeast quarter of Section 5, Township 17 North, Range 40 E.W.M., to the southwest corner of the northeast quarter of the northeast quarter of said Section 5; thence northerly along the west line of the northeast quarter of the northeast quarter of Section 5, to the south line of Section 32, Township 18 North, Range 40 E.W.M.; thence westerly along the south line of Section 32, to the southwest corner of said Section 32; thence northerly along the west line of Sections 32 to 5 inclusive of Township 18 North, Range 40 E.W.M., to the northwest corner of said Section 5; thence westerly along the Township line to the southwest corner of Section 36, Township 19 North, Range 39 E.W.M.; thence northerly along the west line of Sections 36 to 13 inclusive of Township 19 North, Range 39 E.W.M., to the northwest corner of said Section 13; thence easterly along the north line of Section 13 to the northeast corner of said Section 13; thence northerly along the range line to the northwest corner of Section 7, Township 19 North, Range 40 E.W.M.; thence easterly along the north line of Sections 7 and 8, Township 19 North, Range 40 E.W.M., to the northeast corner of said Section 8; thence northerly along the west line of Section 4, Township 19 North, Range 40 E.W.M., and Section 33, Township 20 North, Range 40 E.W.M., to the northwest corner of said Section 33; thence easterly along the north line of Section 33, northerly along the west line of Section 27, easterly along the north line of Section 27, northerly along the west line of Section

23, all in Township 20 North, Range 40 E.W.M., to the northwest corner of said Section 23; thence easterly along the north line of Sections 23 and 24, Township 20 North, Range 40 E.W.M., and Sections 19 to 21 inclusive of Township 20 North, Range 41 E.W.M., to the northeast corner of said Section 21; thence southerly along the east line of Section 21, to the southeast corner of said Section 21; thence easterly along the north line of Sections 27, 26 and 25, Township 20 North, Range 41 E.W.M., and along the north line of Section 30, Township 20 North, Range 42 E.W.M., to the intersection of said line with Pine Creek; thence following the course of Pine Creek and Thorn Creek to its intersection with the east line of Section 11, Township 19 North, Range 42 E.W.M.; thence southerly along the east line of Sections 11, 14 and 23, all in Township 19 North, Range 42 E.W.M., to the southeast corner of said Section 23; thence easterly along the north line of Section 25, Township 19 North, Range 42 E.W.M. and Section 30, Township 19 North, Range 43, E.W.M. to the point of beginning.

Excepting therefrom: all that portion of the town of St. John, Washington, lying within the corporate limits of said town.

(Ord. 66916 (part), 2007).

2.56.030 Fire District No. 3.

Fire District No. 3 is established as follows:

Beginning at the northeast corner of Section 19, Township 18 North, Range 46 E.W.M. and running thence southerly along the Washington-Idaho State line to the center of Section 19, Township 17 North, Range 46 E.W.M.; thence westerly through the center of Section 19, Township 17 North, Range 46 E.W.M. and through the center of Sections 24 and 23, Township 17 North, Range 45 E.W.M. to the east line of Section 22, Township 17 North, Range 45 E.W.M.; thence southerly along the east line of Section 22, Township 17 North, Range 45 E.W.M. to the southeast corner of said Section 22; thence westerly along the south line of Sections 22 and 21, Township 17 North, Range 45 E.W.M. to the southwest corner of Section 21, Township 17 North, Range 45 E.W.M.; thence northerly along the east line of Section 20, Township 17 North, Range 45 E.W.M. to the northeast corner of the southeast quarter of the southeast quarter of said Section 20; thence westerly along the north line of the southeast quarter of the southeast quarter of Section 20, Township 17 North, Range 45 E.W.M. to the northwest corner of the southeast quarter of the southeast quarter of said Section 20; thence northerly along the east line of the northwest quarter of the southeast quarter of Section 20, Township 17 North, Range 45 E.W.M. to the northeast corner of the northwest quarter of the southeast quarter of said Section 20; thence westerly along the north line of the northwest quarter of the southeast quarter of Section 20, Township 17 North, Range 45 E.W.M. to the center of said Section 20; thence northerly along the centerline of Section 20 to the quarter corner on the north line of Section 20, Township 17 North, Range 45 E.W.M.; thence easterly along the north line of Sections 20 and 19, Township 17 North, Range 45 E.W.M. and Section 24, Township 17 North, Range 44 E.W.M. to the northwest corner of Section 24, Township 17 West, Range 44 E.W.M.; thence northerly along the east line of Section 14, Township 17 North, Range 44 E.W.M. to the city limits of Elberton; thence following along the city limits of Elberton easterly, northerly, westerly, and southwesterly, to the east right-of-way of the Kerns Road; thence following the right-of-way of the Kerns Road northwesterly to the south line of Section 2, Township 17 East, Range 44 E.W.M.; thence westerly along the south line of Sections 2, 3 and 4, Township 17 North, Range 44 E.W.M. inclusive to the southwest corner of Section 4, Township 17 North, Range 44 E.W.M.; thence northerly along the west line of Section 4 to the northwest corner of Section 4, Township 17 North,

Range 44 E.W.M.; thence westerly to the southwest corner of the southeast quarter of the southeast quarter of Section 32, Township 18 North, Range 44 E.W.M.; thence northerly to the northwest corner of the southeast quarter of the southeast quarter of Section 32, Township 18 North, Range 44 E.W.M.; westerly to the east right-of-way of the G.M. Hume Road; thence northerly along said right-of-way to the centerline of Section 32, Township 18 North, Range 44 E.W.M.; thence easterly along the centerline of Sections 32 and 33, Township 18 North, Range 44 E.W.M. to the center of Section 33, Township 18 North, Range 44 E.W.M.; thence northerly and easterly following the west and north property line of Walter E. Haun, to the west line of Section 34, Township 18 North, Range 44 E.W.M.; thence westerly along the west line of Sections 34 and 27, Township 18 North, Range 44 E.W.M. to the northwest corner of Section 27, Township 18 North, Range 44 E.W.M.; thence easterly along the north line of Section 27 to the northeast corner of Section 27, Township 18 North, Range 44 E.W.M.; thence northerly along the west line of Sections 23 and 14, Township 18 North, Range 44 E.W.M. to the northwest corner of Section 14, Township 18 North, Range 44 E.W.M.; thence easterly along the north line of Sections 14 and 13, Township 18 North, Range 44 E.W.M. and Sections 18 and 17, Township 18 North, Range 45 E.W.M. to the quarter corner on the north line of Section 17, Township 18 North, Range 45 E.W.M.; thence northerly along the centerline of Section 8, Township 18 North, Range 45 E.W.M. to the center of said Section 8; thence easterly along the centerline of Section 8, Township 18 North, Range 45 E.W.M. to the west line of Section 9, Township 18 North, Range 45 E.W.M.; thence northerly, easterly, and southerly along the west, north and east property lines of Gerald Miller to the southwest corner of Section 9, Township 18 North, Range 45 E.W.M.; thence easterly along the north line of Sections 15, 14 and 13, Township 18 North, Range 45 E.W.M. to the northeast corner of Section 13, Township 18 North, Range 45 E.W.M.; thence southerly along the east line of Section 13, Township 18 North, Range 45 E.W.M. to the southeast corner of said Section 13; thence easterly along the north line of Section 19, Township 18 North, Range 46 E.W.M. to the point of beginning.

Excepting therefrom: all that portion of the city of Garfield, Washington, lying within the corporate limits of said city; Section 11, Township 17, Range 44 E.W.M.; the north half of Section 9, Township 18, Range 45 E.W.M.; and

That portion of the northwest quarter of Section 14, Township 18 North, Range 44 E.W.M., lying south and west of County Road No. 283, consisting of twenty-seven acres more or less.

The said described territory and area is established and organized as a fire protection district to be known as "Garfield Rural Fire Protection District No. 3" of Whitman County, and vested with all the powers, authority and privileges conferred and granted it by law.

(Ord. 66916 (part), 2007).

2.56.040 Fire District No. 4.

Palouse Rural Fire Protection District No. 4 is established. The east half of the northwest quarter of Section 29, Township 16, Range 45 E.W.M. is annexed to Fire District No. 4.

(Ord. 66916 (part), 2007).

2.56.050 Fire District No. 5.

Whitman County Lamont Fire Protection District No. 5 is established.

(Ord. 66916 (part), 2007).

2.56.060 Fire District No. 6.

Fire District No. 6 is established as follows:

Beginning at the southwest corner of Section 31, Township 17 North, Range 39 E.W.M., and running thence easterly along the township line between Township 17 North, and Township 16 North to the northeast corner of Section 1, Township 16 North, Range 39 E.W.M.; thence southerly along the range line between Range 39 E.W.M. and Range 40 E.W.M., to the southeast corner of Section 13, Township 16 North, Range 39 E.W.M., said corner also being the southwest corner of Section 18, Township 16 North, Range 40 E.W.M.; thence easterly along the south section lines of Sections 18, 17, 16 and 15, in Township 16 North, Range 40 E.W.M., to the southeast corner of Section 15, Township 16 North, Range 40 E.W.M.; thence southerly along the west section lines of Sections 23 and 26, Township 16 North, Range 40 E.W.M., to the southwest corner of Section 26, Township 16 North, Range 40 E.W.M.; thence easterly along the south section line of Section 26, Township 16 North, Range 40 E.W.M., to the southeast corner of said Section 26; thence southerly along the west section line of Section 36, Township 16 North, Range 40 E.W.M., to the southwest corner of said Section 36, said corner being on the township line between Township 16 North and Township 15 North; thence easterly along the south section line of Section 36, Township 16 North, Range 40 E.W.M., and the south section line of Section 31, Township 16 North, Range 41 E.W.M., to the southeast corner of said Section 31; thence northerly along the east section lines of Sections 31 and 30, Township 16 North, Range 41 E.W.M., to the northeast corner of Section 30, Township 16 North, Range 41 E.W.M.; thence easterly along the south section lines of Sections 20, 21 and 22, Township 16 North, Range 41 E.W.M., to the southeast corner of said Section 22; thence northerly along the east line of Section 22 to the northeast corner of said Section 22; thence easterly along the south line of Section 14, Township 16 North, Range 41 E.W.M., to the southeast corner of said Section 14; thence northerly along the east section lines of Section 14 and 11, Township 16 North, Range 41 E.W.M., to the northeast corner of said Section 11; thence easterly along the south section line of Section 1, Township 16 North, Range 41 E.W.M., to the southeast corner of said Section 1, said corner being on the range line between Range 41 E.W.M. and Range 42 E.W.M.; thence northerly along the said range line to the intersection of the range line between Range 41 E.W.M. and Range 42 E.W.M. with the township line between Township 16 North and Township 17 North; thence easterly along the township line between Township 16 North and Township 17 North to the southeast corner of Section 31, Township 17 North, Range 42 E.W.M.; thence northerly along the east section lines of Sections 31 and 30, Township 17 North, Range 42 E.W.M., to the northeast corner of said Section 30; thence westerly along the north line of Section 30 to the northwest corner of said Section 30, said corner being on the range line between Range 42 E.W.M., and Range 41 E.W.M.; thence northerly along the said range line to the intersection of the said range line with the Palouse River; thence westerly along the Palouse River to the intersection of the Palouse River and the north and south subdivision line of the northeast quarter of Section 5, Township 17 North, Range 40 E.W.M.; thence northerly along the north and south subdivision line of said northeast quarter of Section 5 to the north section line of said Section 5, said section line also being the township line between Township 17 North and Township 18 North in Range 40 E.W.M.; thence westerly along the said township line to the southeast corner of Section 31, Township 18 North, Range 40 E.W.M.; thence northerly along the east section lines of Sections 31, 30, 19, 18 and 7, Township 18 North, Range 40 E.W.M. to the northeast corner of said Section 7; thence westerly along the north section line of Section

7, Township 18 North, Range 40 E.W.M. and the north section lines of Sections 12, 11 and 10, Township 18 North, Range 39 E.W.M. to the northwest corner of said Section 10; thence southerly along the west section line of Section 10 to the southwest corner of said Section 10; thence westerly along the south section lines of Sections 9, 8 and 7, Township 18 North, Range 39 E.W.M. to the southwest corner of said Section 7, said corner being on the range line between Range 39 E.W.M. and Range 38 E.W.M.; thence southerly along the said range line in Township 18 North and Township 17 North to the southwest corner of Section 31, Township 17 North, Range 39 E.W.M., said corner being the point of beginning; the southwest quarter of Section 32, Township 16, Range 41 E.W.M.; the north half of Section 12, Township 16, Range 41 E.W.M.

The name of said fire protection district shall be "Endicott Fire Protection District No. 6."
(Ord. 66916 (part), 2007).

2.56.070 Fire District No. 7.

Fire District No. 7 shall be all that portion of Whitman County lying within the following boundary lines:

Commencing at the northeast corner of Section 4 in Township 20 North, Range 44 E.W.M.; thence running south along the east boundary line of Sections 4 and 9 to the southeast corner of Section 9; thence east along the south line of Section 10 to the northeast corner of Section 15; thence south along the east line of Section 15 to the southwest corner of Section 14; thence east along the south line of Section 14 to the northeast corner of Section 23; thence south along the east boundary line of Sections 23, 26 and 35 to the southeast corner of Section 35; thence west along the south boundary line of Sections 34 and 35 to the southeast corner of Section 33, all in Township 20 North, Range 44 E.W.M.; thence south along the east boundary line of Sections 4 and 9 to the southeast corner of Section 9; thence west along the north boundary line of Sections 16 and 17 to the southeast corner of Section 7; thence south along the east boundary line of Sections 18 and 19 to the southeast corner of Section 19; thence west along the south boundary line of Section 19 to the northwest corner of Section 30; thence south along the east boundary line of Section 25, in Township 19 North, Range 43 E.W.M., to the southeast corner of said Section 25; thence west along the south boundary line of Sections 25, 26, 27, 28 and 29 to the southwest corner of Section 29; thence north along the west boundary line of Section 29 to the northeast corner of Section 30; thence west along the north line of Section 30 to the northeast corner of Section 25, in Township 19 North, Range 42, E.W.M.; thence west along the north line of Section 25, in said Township and range to the northwest corner of said Section 25; thence north along the east line of Sections 23, 14 and 11 to Thorn Creek; thence northwest along Thorn Creek to the southeast corner of Section 19 in Township 20 North, Range 42 E.W.M.; thence west along the south line of Section 19 to the southwest corner of Section 19; thence north along the west line of Sections 19, 18, 7 and 6 to the south boundary line of Spokane County, Washington; thence east along the south boundary line of Spokane County, Washington, to the place of beginning.

The name of said fire protection district is "Rosalie Rural Fire Protection District No. 7."
(Ord. 66916 (part), 2007).

2.56.080 Fire District No. 8.

Fire District No. 8 shall be all that portion of Whitman County lying within the following boundary lines:

All of Townships 13, 14 and 15 North, Range 40 E.W.M. and the following sections of Township 16 North, Range 40 E.W.M.: Sections 19, 20, 21, 22, 27, 28, 29, 30, 31, 32, 33, 34 and 35.

All of Townships 13, 14 and 15 North, Range 39 E.W.M.

All that part of Township 16 North, Range 39 E.W.M. lying south and east of the Palouse River.

All of Townships 13, 14, 15 and 16 North, Range 38 E.W.M.

All of Townships 13, 14 and 15 North, Range 37 E.W.M.

Sections 1 and 2, Township 14, Range 36 (owned by Ira Scott).

Excepting therefrom: all land lying within the town of Lacrosse, Washington.

The name of said fire protection district shall be "Lacrosse Rural Fire Protection District No. 8." (Ord. 66916 (part), 2007).

2.56.100 Fire District No. 10.

Fire District No. 10 shall be as follows:

Commencing at the northeast corner of Lot 1 of Section 20, Township 19 North, Range 46 E.W.M.; thence running westerly along the section line to the northwest corner of Section 19, Township 19 North, Range 45 E.W.M.; thence northerly to the northeast corner of Section 1, Township 19 North, Range 44 E.W.M.; thence westerly to the northwest corner of Section 3, Township 19 North, Range 44 E.W.M.; thence southerly to the northwest corner of Section 15, Township 19 North, Range 44 E.W.M.; thence westerly to the northwest corner of Section 17, Township 19 North, Range 44 E.W.M.; thence southerly to the northwest corner of Section 5, Township 18 North Range 44 E.W.M.; thence westerly to a point one-quarter distant from the northwest corner of Section 2, Township 18 North, Range 43 E.W.M.; thence southerly to the center of Section 2; thence westerly to the west boundary of Section 2; thence southerly to the southwest corner of Section 2; thence easterly to the northwest corner of Section 12, Township 18 North, Range 43 E.W.M.; thence southerly to the northwest corner of Section 13, Township 18 North, Range 43 E.W.M.; thence easterly to the center of Section 13; thence southerly to the north boundary of Section 24, Township 18 North, Range 43 E.W.M.; thence easterly to the northwest corner of Section 20, Township 18 North, Range 44 E.W.M.; thence southerly to the southwest corner of Section 20; thence easterly to the southeast corner of Section 22, Township 18 North, Range 44 E.W.M.; thence northerly to the southeast corner of Section 10, Township 18 North, Range 44 E.W.M.; thence easterly to the southeast corner of Section 7, Township 18 North, Range 45 E.W.M.; thence northerly to the center of the east boundary of Section 7; thence east to the east boundary of Section 9, Township 18 North, Range 45 E.W.M.; thence southerly to the southeast corner of Section 9; thence easterly to the southeast corner of Section 12, Township 18 North, Range 45 E.W.M.; thence southerly to the southeast corner of Section 13, Township 18 North, Range 45 E.W.M.;

thence easterly to the Washington-Idaho State line; thence northerly to the place of beginning; and encompassing the following described real property:

In Township 18 North, Range 43 E.W.M. Section 1, the east half, the southwest quarter and the east half of the northwest quarter of Section 2, Section 12, and the east half of Section 13.

In Township 18 North, Range 44 E.W.M. Sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 15, 16, 17, 18, 20, 21 and 22. Also that portion of the northwest quarter of Section 14 lying south and west of County Road No. 283, consisting of twenty-seven acres more or less.

In Township 19 North, Range 44 E.W.M. Sections 1, 2, 3, 10, 11, 12, 13, 14, 15, 16, 17, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 32, 33, 34, 35 and 36.

In Township 18 North, Range 45 E.W.M. Sections 1, 2, 3, 4, 5, 6, 7, the north half of Section 8, the north half of Section 9, Sections 10, 11 and 12.

In Township 19 North, Range 45 E.W.M. Sections 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35 and 36.

In Township 18 North, Range 46 E.W.M. Sections 6, 7, 18, and Lots 1, 2, 3 and 4, in Section 5; Lots 1, 2, 3 and 4 in Section 8; and Lots 1, 2, 3 and 4, in Section 17.

In Township 19 North, Range 46 E.W.M. Sections 19, 30 and 31, and Lots 1, 2, 3 and 4, in Section 20 and Lots 1, 2, 3 and 4, in Section 29, and Lots 1, 2, 3 and 4 in Section 32.

The name of said fire protection district shall be "Oakesdale-Farmington Rural Fire District No. 10."
(Ord. 66916 (part), 2007).

2.56.110 Fire District No. 11.

Fire District No. 11 shall be as follows:

Fire District No. 9 merged with Fire District No. 11 January 1, 1992.

All of Sections 7 and 8 lying south and west of the Palouse River, Section 15 to 22 inclusive; Sections 25 to 29 inclusive; and Sections 32 to 36 inclusive; all in Township 17 North, Range 42 E.W.M.

The north half of Section 13; the north half, the southwest quarter and the west half of the southeast quarter of Section 14; the west half and the southeast quarter of Section 23; and the south half of the southwest quarter of Section 24; all in Township 17 North, Range 42 E.W.M.

Section 31 and the south half of Section 30, all in Township 17 North, Range 43 E.W.M.

Sections 1 to 24 inclusive; Sections 27 to 29 inclusive; the northeast quarter of Section 30; all

that part of Section 26 lying north and west of the state highway; the north half of Section 25; and the northeast quarter and the east half of the northwest quarter of Section 34; all in Township 16 North, Range 42 E.W.M., except the southeast quarter of Section 23; the northeast quarter of Section 26; and that part of the southeast quarter of Section 26 situated north of the Colfax-Walla Walla Highway.

The northeast quarter of Section 13, Township 16 North, Range 41 E.W.M.

And also Sections 5 to 9 inclusive; Sections 16 to 21 inclusive; the north half and the southwest quarter of Section 29; the northwest quarter of Section 28; the north half of the southeast quarter of Section 30; the east half and the northwest quarter of Section 31; and the west half and the west half of the east half of Section 32; all in Township 16 North, Range 43 E.W.M.

EXCEPT:

Sections 29, 16 and 43: part of the southwest quarter (7 acres)

Sections 30, 16 and 43: east half (318 acres)

Section 31: west half and the southeast quarter of the southeast quarter (120 acres)

West half and part northeast quarter north of road and part of southeast quarter of the northeast quarter (91 acres)

Lots 1 and 2 and east half of northwest quarter (155 acres)

Southwest quarter of Section 24, Township 16, Range 42 (160 acres)

Part of northeast quarter lying northwest of highway, Section 25, Township 16, Range 42 (26 acres)

Part of northwest quarter Section 25, Township 16, Range 42 (3 acres)

In Township 18 North, Range 43 E.W.M.

The south half of Section 21, all of Sections 25, 26, 27, 28, 29, 32, 33, 34, 35 and 36.

In Township 18, North, Range 44 E.W.M.

Sections 28, 29, 30, 31, the northeast quarter of Section 32, the west half of Section 32 and the southwest quarter of the southeast quarter of Section 32, the north half of the south half of the northeast quarter of Section 33, and the northwest quarter of Section 33.

In Township 17 North, Range 44 E.W.M.

Sections 5, 6, 7, 8, 9, 10, 11, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35 and 36.

In Township 17 North, Range E.W.M.

All of said Township, excepting the south half of Section 30, and excepting Section 31.

In Township 17 North, Range 42 E.W.M.

Southeast half of Section 13, and the east half of the southeast quarter of Section 14, the northeast quarter of Section 23, the north half and the southeast quarter of the southwest quarter of Section 24; except the north half of Section 13 which is in Diamond Fire District No. 9.

In Township 16 North, Range 45 E.W.M.

Sections 6, 7, 18 and 19 and the north half of the northwest quarter of Section 30.

In Township 16 North, Range 44 E.W.M.

All of said Township 16 North, Range 44 E.W.M.

In Township 16 North, Range 43 E.W.M.

Sections 1, 2, 3, 4, 19, 11, 12, 13, 14, 15, 22, 23, 24, 25, 26, 27, and the south half and the northeast quarter of Section 28, the southeast quarter of Section 29, the east half of the southeast quarter of Section 32, Sections 33, 34, 35 and 36.

In Township 15 North, Range 44 E.W.M.

Sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 15, 16, 17, 18, 19, 20, 21 and 22.

In Township 15 North, Range 43 E.W.M.

Sections 1, 2, 3, 4, 9, 10, 11, 12, 13, 14, 15, 16, 23 and 24; Sections 25 and all of Section 36 that lies in the Colfax School District.

In Township 16 North, Range 45 E.W.M.

The west half of southwest quarter and south half of northwest quarter of Section 30. The west half of northwest quarter and southwest quarter and west half of southeast quarter of Section 29. The northeast quarter and the southeast quarter and east half of southwest quarter of Section 30.

Excluded from said above descriptions are all incorporated cities and towns, if any.
(Ord. 66916 (part), 2007).

2.56.120 Fire District No. 12.

Fire District No. 12 shall be as follows:

Commencing at the northeast corner of Section 5, Township 15 North, Range 46 E.W.M., Whitman County, Washington; thence west along the north boundary line of Sections 5 and 6 in Township 15 North, Range 46 E.W.M.; thence continue west along the north boundary line of Sections 1, 2, 3, 4 and 5, to the northwest corner of said Section 5, in Township 15 North, Range 45 E.W.M.; thence north along the east boundary line of Section 31 to the northeast corner of the southeast quarter of said Section 31; thence west along the quarter line of Section 31 to the northwest corner of the southwest quarter of said Section 31; thence south along the west boundary line of Section 31 to the southwest corner of the southwest quarter of said Section 31, in Township 16 North, Range 45 E.W.M.; thence continuing south along the west boundary line of Sections 6 and 7 to the southwest corner of said Section 7, in Township 15 North, Range 45 E.W.M.; thence west along the north boundary line of Sections 13 and 14 to the northwest corner of Section 14; thence south along the west boundary line of Sections 14 and 23 to the southwest corner of Section 23; thence west along the north boundary line of Sections 27, 28, 29 and 30 to the center of Section 30; thence south along the quarter line of Section 30 to the southwest corner of the east half of said Section 30; thence run west along the north boundary line of the northwest quarter of Section 31; thence south along the west boundary line of Section 31 to the southwest corner of the northwest quarter of said Section 31, in Township 15 North, Range 44 E.W.M.; thence west along the quarter line of Sections 36 and 35 to the center of said Section 35; thence south along the quarter line of Section 35 to the northwest corner of the northeast quarter of Section 2, Township 14 North, Range 43 E.W.M.; thence run west along the north boundary line of Section 2 to the northwest corner of said Section 2; thence south along the west boundary line of the northwest quarter of Section 2 to the southwest corner of said northwest quarter; thence west along the quarter line of Section 3 to the center of said section; thence south along the quarter line of Section 3 to the southwest corner of the southeast corner of the southeast quarter of said Section 3; thence west along the north boundary line of the northwest quarter of Section 10 to the northwest corner of said Section 10; thence south along the west boundary line of Section 10 to the southwest corner thereof; thence east along the south boundary line of Sections 10, 11 and 12, to the center line of said Section 12; thence south along the quarter line of Section 13 to the center of said section; thence west along the quarter line of Sections 13, 14 and 15 to the center of said Section 15; thence south along the quarter line to the southwest corner of the southeast quarter of said Section 15; thence west along the south boundary line of Sections 15 and 16 to the northwest corner of Section 21; thence south along the west boundary line of Section 21 to the southwest corner thereof; thence east along south boundaries of Sections 21 and 22 to the northeast corner of Section 27; thence south along the east boundary of Section 27; thence east along the south boundary of Section 26 to the southeast corner of the southwest quarter of said Section 26; thence south along the quarter line to the center of Section 35; thence east along the quarter line of Section 35 to the east boundary line of Section 35; thence south along the east boundary line of Section 35 to the northwest corner of Section 1; thence east along the south boundary line of Section 36 to the southeast corner of said Section 36, in Township 14 North, Range 43 E.W.M.; thence south along the west boundary line of Section 6; thence east along the south boundary line of Section 6 to the southeast corner of Section 6; thence south along the west boundary line of Section 8 to the southwest corner of Section 8; thence east along the south boundary line of Sections 8, 9, 10 and 11 to the southeast corner of the southwest quarter of said Section 11; thence north along the quarter line to the center of Section 11; thence east along the quarter line of Sections 11 and 12 to the east boundary line of said Section 12, in Township 13 North, Range 44 E.W.M.; thence continuing east along the quarter line of Sections 7, 8, 9, 10 and 11, to the east boundary line of said Section 11; thence north along the east boundary line of Sections 11 and 12 to the northeast corner of said Section 2; thence east along the south boundary line of

the southwest quarter of Section 36; thence south along the quarter line of Section 1 to the southwest corner of the north half of the north half of the northeast quarter of said Section 1; thence east along the south line of the north half of the north half of the northeast quarter of Section 1 to the east boundary line of said section, in Township 13 North, Range 45 E.W.M.; thence continuing east along the south line of the north half of the north half of Sections 6 and 5 to the east boundary line of Section 5 in Township 13 North, Range 46 E.W.M.; thence north along the boundary line between the states of Washington and Idaho to the northeast corner of Section 5 in Township 15 North, Range 46 E.W.M., the point of beginning.

(Ord. 66916 (part), 2007).

2.56.130 Fire District No. 13.

Fire District No. 13 shall be as follows:

In Township 14 North, Range 43 E.W.M. The north half and the southwest quarter of Sections 3, 4, 5, 6, 7, 8 and 9, the northwest quarter of Section 13, the north half of Section 14, the north half and the southwest quarter of Section 15, Sections 16 and 17, that part of Section 18 north and east of the Snake River, that part of Section 19 lying east of the Snake River, Sections 20, 27 and 28, that part of Section 29 lying north and east of the Snake River, that part of Section 30 lying north and east of the Snake River, that part of Section 32 lying north and east of the Snake River, that part of Section 33 lying north of the Snake River, that part of Section 34 lying north and east of the Snake River.

In Township 15 North, Range 43 E.W.M. Sections 5, 6, 7, 8, 17, 18, 19, 20, 21 and 22, all that part of Section 26 lying west of the County Road No. 412, Sections 27, 28, 29, 30, 31, 32, 33 and 34, that part of the north half of Section 35 lying west of County Road 412 and the southwest quarter of Section 35 except the southeast quarter of the northeast quarter of 22-15-43. Also the following tracts: Commencing at the southwest corner of the northwest quarter of the northwest quarter; thence northwesterly along the county road 181 1/4 feet; thence southwesterly 198 feet to the point of beginning. Also the following tract: Commencing at a point on the last above described course 33 feet northeasterly from the original starting point; thence southwesterly 49 1/2 feet to a point on the south line of the northeast quarter of the northeast quarter of 22-15-43; thence east along said south line to the southwest corner of the northwest quarter of the northwest quarter of said 23, thence northwesterly to the point of beginning. The above descriptions are the property of Edwin Hatley.

In Township 16 North, Range 43 E.W.M. The southwest quarter of Section 30 and the southwest quarter of Section 31.

In Township 16 North, Range 42 E.W.M. The south half of Section 25, that portion of the southeast quarter of Section 26 lying south and east of State Highway No. 3, the west half and the southeast quarter of Section 30, Sections 31, 32 and 33, the south half and the west half of the northwest quarter of Section 34, Sections 35 and 36.

In Township 15 North, Range 42 E.W.M. Sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35 and 36.

In Township 14 North, Range 42 E.W.M. Sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 and 12, that part

of Section 13 lying north of the Snake River, that part of Section 14 lying north and west of the Snake River, Sections 15, 16, 17 and 18, that part of Section 19 lying north of the Snake River, that part of Section 20 lying north of the Snake River, that part of Section 21 lying north of the Snake River, that part of Section 22 lying north and west of the Snake River, that part of Section 23 lying north and west of the Snake River, that part of Section 30 lying north and west of the Snake River.

In Township 14 North, Range 41 E.W.M. Sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13 and 14, that part of Section 15 lying north and east of the Snake River, that part of Section 16 lying north of the Snake River, that part of Section 17 lying north of the Snake River, that part of Section 18 lying north of the Snake River, that part of Section 23 lying north and east of the Snake River, Section 24, that part of Section 25 lying north of the Snake River, that part of Section 26 lying north and east of the Snake River.

In Township 15 North, Range 41 E.W.M. Sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 33, 34, 35 and 36.

In Township 16 North, Range 41 E.W.M. The south half of Section 13, except that portion of the south quarter of said Section 13 lying north of the county road, Sections 23, 24, 25, 26, 27, 28 and 29, the north half and the southeast quarter of Section 32, Sections 33, 34, 35 and 36.

In Township 16 North, Range 43 E.W.M. Section 29: part of the southwest quarter (7 acres); Section 30: east half (318 acres); Section 31: west half and the southeast quarter of the southeast quarter (120 acres) west half and part northeast quarter north of road and part of southeast quarter of the northeast quarter (91 acres).

In Township 16 North, Range 42 E.W.M. Section 24: southwest quarter (160 acres); Section 25: part of northeast quarter lying northwest of highway (26 acres); Section 25: part of northwest quarter; Section 25: part of southwest quarter (3 acres); Section 23: southwest quarter; Section 26: northeast quarter and southeast quarter situated north of Colfax-Walla Walla Highway (385 acres).

Excluded from said above descriptions are all incorporated cities and towns, if any.

The name of said fire protection district shall be "Wilcox-Onecho-Dusty Rural Fire Protection District No. 13."
(Ord. 66916 (part), 2007).

2.56.140 Fire District No. 14.

The following described territory in Whitman County, Washington was declared Whitman County Fire Protection District No. 14 on November 24, 1980:

The South Half of Section 1, the South Half of the Northeast Quarter of Section 1, and the Northwest Quarter of Section 1, the South Half of Section 7, the South Half of Section 8, the Southwest Quarter of Section 9, the South Half of Section 10, the South Half of Section 11, and all of Sections 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35 and 36, all lying in Township 13 North, Range 45 East W.M.

The South Half of Section 5, and the South Half of the North Half of Section 5, the South Half of Section 6 and the South Half of the North Half of Section 6, and all of Sections 7, 8, 17, 18, 19, 20, 29, 30, 31, and 32, all lying in Township 13 North, Range 46 East W.M.

The Southeast Quarter of Section 11, the South Half of Section 12, and all of Sections 7, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 35 and 36, that part of Section 28 which lies north and east of the Snake River, that part of Section 29 which lies north and east of the Snake River, that part of Section 30 which lies north and east of the Snake River, that part of Section 33 which lies north and east of the Snake River, that part of Section 34 which lies north and east of the Snake River, all in Township 13 North, Range 44 East, W.M.

All of Sections 1, 2, 11, and 12, that part of Section 3 which lies east of the Snake River; that part of Section 10 which lies east of the Snake River; that part of Section 13 which lies east and north of the Snake River; that part of Section 14 which lies east and north of the Snake River; that part of Section 15 which lies east and north of the Snake River; that part of Section 24 which lies east and north of the Snake River, and that part of Section 25 which lies east and north of the Snake River, all lying in Township 13 North, Range 43 East, W.M.

All of Section 1; that part of Section 2 which lies north and east of the Snake River; that part of Section 11 which lies east of the Snake River; that part of Section 12 which lies east of the Snake River; that part of Section 13 which lies east of the Snake River; that part of Section 24 which lies east of the Snake River; that part of Section 25 which lies east of the Snake River, and that part of Section 36 which lies east of the Snake River, all lying in Township 12 North, Range 44 East, W.M.

Sections 1 through 36, inclusive, lying in Township 12 North, Range 45 East, W.M.

Sections 4, 5, 6, 7, 8, 9, 16, 17, 18, 19, 20, 21, 28, 29, 30, 31, 32, and 33, all lying in Township 12 North, Range 46 East, W.M.

That part of Section 1 which lies east and north of the Snake River lying in Township 11 North, Range 44 East, W.M.

All of Sections 1, 2, 3, 4, 5, 8, and 17; that part of Section 6 which lies east and north of the Snake River; that part of Section 7 which lies east of the Snake River; the West Half of the West Half of Section 9; the West Half of the West Half of Section 16; that part of Section 18 which lies east of the Snake River; that part of Section 19 which lies north and east of the Snake River; that part of Section 20 which lies east and north of the Snake River; that part of the west half of the west half of Section 21 which lies north of the Snake River, all located in Township 11 north, Range 45 East, W.M.

All of Sections 4, 5, and 6 located in Township 11 North, Range 46 East, W.M.

As of March 17, 2005, the towns of Colton and Uniontown were included in Fire District No. 14, more particularly described as Parcels 1 and 2.

PARCEL 1

The Town of Colton, more particularly described as follows:

Starting at the northwest corner of the northwest quarter of the northeast quarter of Section 34, Township 13 North, Range 45 East W.M., thence east on the north section line of the northeast quarter of Section 34, Township 13 North, Range 45 East W.M., to the northeast corner of the northwest quarter of the northwest quarter of Section 35, Township 13 North, Range 45 East W.M., thence south on the east boundary line of the northwest quarter of the northwest quarter of Section 35, Township 13 North, Range 45 East, W.M., to the corner of the boundary of the northwest quarter of the northwest quarter of Section 35, Township 13 North, Range 45 East, W.M., and the centerline of the southwest quarter of Section 35, Township 13 North, Range 45 East, W.M., thence west on the centerline of the southwest quarter of Section 35, Township 13 North, Range 45 East, W.M. to the intersection of said centerline with the north-south centerline of Section 34; thence north to the true point of beginning.

ALSO that portion of the northeast quarter of the southwest quarter of Section 35, Township 13 North, Range 45 East, W.M., described as follows:

BEGINNING at a point 30 feet south of the intersection of the west line of the northeast quarter of the southwest quarter of said Section 35 with the centerline of the old county road, said point being north 1968.8 feet, more or less, of the southwest corner of the southeast quarter of the southwest quarter of said Section 35; thence south along said west line of the said northeast quarter of the southwest quarter a distance of 160 feet; thence east 100 feet; thence north parallel to said west line of the said northeast quarter of the southwest quarter to a point 30 feet south of the centerline of the old county road, said point being south 57°20' east of the point of beginning; thence north 57°20' west to the point of beginning.

PARCEL 2

The Town of Uniontown, more particularly described as follows:

Starting at the center of the southwest quarter of Section 7, Township 12 North, Range 46 East, W.M., thence east along said centerline to a point 700 feet east of the intersection of said centerline with the west line of Section 8, Township 12 North, Range 46 East, W.M., thence north at a right angle to the northern line of Section 8, Township 12 North, Range 46 East, W.M., thence east on the northern boundary of Section 8, Township 12 North, Range 46 East, W.M. a distance of 674.19 feet, thence north a distance of 1,038.94 feet to the northern line of the southwest quarter of the southwest quarter of Section 5, Township 12 North, Range 46 East, W.M.; thence west along said northern line to its intersection with the centerline of the southwest quarter of Section 6, Township 12 North, Range 46 East, W.M., thence south along the centerline of Section 6, Township 12 North, Range 46 East, W.M. to the true point of beginning.

As of October 10, 1994 the following described real property was annexed to Fire Protection District No. 14:

Range 45 East, Township 11 North, Sections 9, 10, 11, 12, 13, 14, 15 and 16.

Range 46 East, Township 11 North, Sections 7, 8, 9, 16, 17 and 18, NOT INCLUDING any parts of above named sections that lie South of Whitman County Highway 193 also known as Wawawai River Road.

(Ord. 66916 (part), 2007).

Chapter 2.60

SOLID WASTE ADVISORY COMMITTEE

Sections:

2.60.005 Creation and legal basis.

2.60.010 Scope and charge.

2.60.020 Composition.

2.60.030 Staff.

2.60.040 Meetings.

2.60.050 Recommendations.

2.60.060 Amendments.

2.60.070 Savings clause.

2.60.005 Creation and legal basis.

The Whitman County Solid Waste Advisory Committee, hereafter SWAC, has been established by Whitman County Resolution No. 045185 pursuant to Chapter 123, 1984 Laws of Washington, revised by Resolution No. 046341 dated 6/7/93.

(Ord. 66916 (part), 2007).

2.60.010 Scope and charge.

The scope and charge of the Whitman County Solid Waste Advisory Committee shall be to:

- A. Advise Whitman County on all aspects of solid waste management planning.
- B. Assist Whitman County in the development of programs and policies concerning solid waste management.
- C. Review and comment on proposed solid waste management rules, policies, or ordinances prior to their adoption.

(Ord. 66916 (part), 2007).

2.60.020 Composition.

A. Members--The SWAC shall be composed of up to eighteen members representing a balance of interests among the following groups: citizens, public interest groups, businesses, the waste management industry, Washington State University, and local elected officials. Members shall provide on-going public input, coordination, and information exchange between the groups.

B. Ex-officio members--The Whitman County commissioners may appoint non-voting ex-officio members to the SWAC, who will serve at the commissioners' discretion.

C. Appointment--A letter requesting membership to SWAC must be presented to the Director of Public Works. Members shall be considered for appointment by the Whitman County commissioners after receiving a recommendation from SWAC.

D. Terms--Members shall serve a term of three years except as may be required to ensure staggered appointments until their successor is appointed and confirmed as provided in the SWAC by-laws. The term of a member of SWAC starts on the date that the member is appointed and shall run for three years from that date or until December 31st of the third calendar year after the appointment, whichever is shortest, except for Associated Students of Washington State University (ASWSU) members whose terms will expire May 31st of the respective year.

1. Members from the clubs and/or organizations actively involved in environmental issues will be allowed to serve terms of less than three years. Members can serve a minimum of one academic year.
2. Fall and spring semesters, or fall, spring and summer sessions could constitute an academic year. Terms can be extended for up to three academic years.

E. Chair--A majority of the committee shall elect one of its members as chair to serve a term of one year. The chair shall be elected at the March meeting. The election year and term of the chair will begin at the March meeting of each year. The chair shall be a voting member.

F. Vice-chair--A majority of the committee shall elect one of its members as vice-chair. The term of the vice-chair shall be for one year. The election year and term of the vice-chair shall begin at the March meeting of each year. The vice-chair shall be a voting member.

G. Vacancies--Vacancies shall be filled in the same manner new appointments are made for the remainder of the term of the vacant position in the manner described in the initial appointment.

H. Attendance--A member of the SWAC who misses three consecutive meetings without notification to the solid waste coordinator may be removed from office by the recommendation of SWAC and approved by the Whitman County commissioners or at the discretion of the Whitman County commissioners.

I. Reappointment--As terms expire, the Whitman County commissioners will send a letter for reappointment to those members whose terms are expiring. The committee shall not vote for the reappointment of members, it shall be at the discretion of the Whitman County commissioners to reappoint a member's term.

J. Duties of secretary or solid waste coordinator:

1. Take minutes of all meetings;
2. Give commissioners a copy of minutes at least one week prior to the next SWAC meeting;
3. Schedule meeting room for next meeting;

4. Email or mail draft minutes to members of SWAC, ex-officio members, D.O.E. representative at least one week prior to next meeting;
 5. Place public notice in official county newspaper of time and place of next meeting, to be published one week before meeting date;
 6. Notify members one month in advance of expiration of term;
 7. Keep a record of each member as appointed and note their term of office.
- (Ord. 66916 (part), 2007).

2.60.030 Staff.

The Whitman County solid waste coordinator shall consult with the chairperson of SWAC to coordinate staffing needs for the committee.

(Ord. 66916 (part), 2007).

2.60.040 Meetings.

A. Meetings of the commission will annually be published in the county's newspaper of record. Any variation from the published schedule will be published at least one week prior to the meeting.

B. County shall provide for keeping of minutes and preparations of agendas.

C. Public Access. All meetings shall be open to the public. Provision shall be made for public comment at each meeting. Approved minutes shall be available to the public upon request. Meeting minutes shall be approved by a quorum of the members.

D. Quorum at least fifty percent of SWAC members constitutes a quorum, and a simple majority of a quorum present may take action, make decisions, and make recommendations.

E. The committee shall meet and conduct at least three quorum voting meetings per calendar year.

(Ord. 66916 (part), 2007).

2.60.050 Recommendations.

The SWAC shall advise and make recommendations to the Whitman County commissioners on matters within their scope and charge as provided for in SWAC by-laws.

(Ord. 66916 (part), 2007).

2.60.060 Amendments.

To the extent that such an amendment would not conflict with the ordinance, any of these by-laws may be amended or repealed, and new by-laws may be adopted, by two-thirds of a voting quorum and a letter of approval from the Whitman County commissioners.

(Ord. 66916 (part), 2007).

2.60.070 Savings clause.

Should any portion of these by-laws be declared unconstitutional or otherwise contrary to law, such decision shall not affect the validity of the remaining portion of these by-laws.
(Ord. 66916 (part), 2007).

Chapter 2.64

LAW AND JUSTICE PLANNING COUNCIL

Sections:

2.64.010 Established.

2.64.020 Composition.

2.64.030 Powers and duties.

2.64.040 Administrative structure.

2.64.010 Established.

The board of county commissioners establishes a law and justice planning council and sanctions the appropriate membership as specified in this chapter as members of said council.
(Ord. 66916 (part), 2007).

2.64.020 Composition.

The board of county commissioners shall appoint the county sheriff, county prosecuting attorney, county jail administrator, county clerk, county risk manager, and the designated representative of the Department of Corrections Secretary; which shall constitute a core council with the express purpose of scheduling the first council meeting and returning to the board of county commissioners a recommendation for the balance of law and justice council members as specified herein.
(Ord. 66916 (part), 2007).

2.64.030 Powers and duties.

The law and justice council will research, coordinate, plan, and respond to requested directions from the board of county commissioners as an advisory board to the board of county commissioners regarding law and justice concerns within the county.
(Ord. 66916 (part), 2007).

2.64.040 Administrative structure.

The administrative structure of the law and justice council is as follows:

- A. All meetings of the committee shall be covered by Roberts Rules of Order, revised edition;
- B. Fifty percent of the committee shall constitute a quorum;

- C. The committee shall organize and elect a chair at the first meeting scheduled after selection of the whole council and may promulgate other meeting dates, rules and procedures as to the county law and justice plan including jail oversight and inspections.

(Ord. 66916 (part), 2007).

Chapter 2.68

ELECTION WORKERS COMPENSATION

Sections:

2.68.010 Compensation.

2.68.010 Compensation.

Whitman County shall pay those designated judges and clerks of an election the minimum hourly wage per hour; and to inspectors, the rate paid to judges and clerks plus an additional two hours compensation. Should an election officer be asked to pick up the election supplies and return the election returns to the county auditor, he or she shall be entitled to additional compensation in the form of mileage reimbursement at the then existing rate per mile currently paid to county employees.

(Ord. 66916 (part), 2007).

Chapter 2.78

LODGING TAX ADVISORY COMMITTEE

Sections:

2.78.010 Established.

2.78.020 Members.

2.78.030 Terms.

2.78.040 Vacancies.

2.78.050 Duties.

2.78.010 Established.

The Whitman County board of commissioners, in pursuit of compliance with RCW 67.28.1817 (Lodging tax advisory committee in large municipalities--submission of proposal for imposition of or change in tax or use--comments), hereby establish the Whitman County lodging tax advisory committee.

(Ord. 66916 (part), 2007).

2.78.020 Members.

The committee shall concur with all amenities under RCW 67.28.1817, and in essence shall consist of at least five members, appointed by the board of county commissioners. Committee membership shall include:

- A. At least two members who are representatives of businesses required to collect lodging tax under the regulation;
- B. At least two members who are persons involved in activities authorized to be funded by revenue

received under this regulation; and

C. One elected official from Whitman County.
(Ord. 66916 (part), 2007).

2.78.030 Terms.

The committee shall set up a stratified schedule of appoints in regards to its first term appointees, listing each appointee and the length of his/her respective term. The schedule shall accommodate the replacement of no more than two appointees in any one year, unless an unexpected vacancy occurs. This may be accomplished by making two first time appointments:

- A. One year each;
- B. Two first time appointments two years each;
- C. Two first time appointments three years each; and

D. All subsequent appointments shall be for three-years each.
(Ord. 66916 (part), 2007).

2.78.040 Vacancies.

Should a vacancy on the committee occur, the committee will recommend a replacement candidate for appointment by the board of Whitman County commissioners. The candidate, if appointed, shall complete the unexpired term.
(Ord. 66916 (part), 2007).

2.78.050 Duties.

The duties of the Whitman County lodging tax advisory committee shall adhere to all those imposed under RCW 67.28.1817, in essence, the committee shall report to the board of county commissioners with recommendations as to the collection rate and use of the hotel/motel tax in accordance with RCW 67.28.1815, annually.
(Ord. 66916 (part), 2007).

Chapter 2.82

EMERGENCY COMMUNICATIONS ADVISORY COMMITTEE*

Sections:

- 2.82.010 Creation and legal basis.**
- 2.82.020 Scope and charge.**
- 2.82.030 Composition.**
- 2.82.040 Meetings.**
- 2.82.050 Quarterly reports.**
- 2.82.060 Amendments.**
- 2.82.070 Savings clause.**

* Prior history: Res. 67850.

2.82.010 Creation and legal basis.

The Whitman County Board of County Commissioners hereby creates an Emergency Communications Advisory Committee hereafter referred to as the Whitman County Emergency Communications Advisory Committee (ECAC).
(Res. 68395 § 1, 2008).

2.82.020 Scope and charge.

The scope and charge of the Whitman County Emergency Communications Advisory Committee shall be to:

- A. Advise Whitman County Commissioners on all aspects of the Whitman County Communication Plan.
- B. Administer the Whitman County Communication Plan.
- C. Make recommendations to the County Commissioners for funding the Whitman County Communication Plan with tax revenue.

(Res. 68395 § 2, 2008).

2.82.030 Composition.

A. Membership. The Emergency Communications Advisory Committee shall be composed of eleven members representing a balance of interest among the following groups:

- 1. Sheriff's Office (1);
- 2. Pullman Police Department (1);
- 3. Pullman Fire Department (1);
- 4. Washington State University Police (1);
- 5. WHITCOM (1);
- 6. Fire Chiefs Association (2);
- 7. Emergency Medical Services Council (2);
- 8. Whitman County Emergency Management (1); and
- 9. Rural Police or Marshall's (1). Members shall provide ongoing input, coordination and information exchange between the groups.

B. AD HOC Members. May be appointed at the pleasure of the Emergency Communications Advisory Committee.

C. Appointment. The Whitman County Commissioners shall consider members for appointment after receiving a recommendation from the Emergency Communications Advisory Committee.

D. Terms. Appointment to the committee shall be for terms of three years; provided, initial terms of members on the Committee shall be:

1. Three members shall be appointed for one year;
2. Five members shall be appointed for two years;
3. Three members shall be appointed for three years;
4. Thereafter, successors to the first members shall be appointed for three-year terms.

E. Vacancies. Upon vacancy in any position on the Committee a successor shall be selected and appointed to fill the unexpired term in the same manner as the initial appointments and the appointee shall fill the unexpired term. The selection and appointment shall be conducted in the same manner as the initial appointment.

F. Reappointment. As terms expire, the Whitman County Commissioners will send a letter for reappointment to those members whose terms are expiring. The Committee shall not vote for the reappointment of members, it shall be at the discretion of the Whitman County Commissioners to reappoint a member.

G. Chair. A majority of the Committee shall elect one of its members as Chair to serve a term of one year. The chair shall be elected at the December meeting. The term of the Chair will begin at the January meeting of each year. The Chair shall be a voting member.

H. Vice Chair. A majority of the Committee shall elect one of its members as Vice-Chair to serve a term of one year. The Vice-Chair shall be elected at the December meeting. The term of the Vice-Chair will begin at the January meeting of each year. The Vice Chair will move up to Chair the following January. The Vice Chair shall be a voting member.

I. Secretary. A staff member of Emergency Management will be appointed to provide the duties as follows:

1. Take minutes of all meetings;
2. Give Commissioners a copy of the minutes at least one week prior to the next meeting date;
3. Schedule meeting room for next meeting;
4. Email or mail draft minutes to Committee members and Ex-Officio member(s) at least one week prior to next meeting;

5. Provide notice to the Clerk of the Board for inclusion on the County Commissioners' Agenda detailing the time and place of the next meeting;
6. Notify members one month in advance of their term expiration;
7. Keep a record of members as appointed and note their term of office.

J. Vacancies. A vacancy shall be filled in the same manner as new appointments are made for the remainder of the term of the vacant position in the manner described in the initial appointment.

K. Attendance. A member of the Committee who misses three unexcused consecutive meeting without notification to the Chair or staff may be removed from the Committee by recommendation of the Advisory Committee and approved by the Whitman County Commissioner or at the discretion of the Whitman County Commissioners.

(Res. 68395 § 3, 2008).

2.82.040 Meetings.

A. Meetings will be held on the 1st Wednesday of each month and more often as needed to conduct the business of the Emergency Communications Advisory Committee.

B. Quorum. At least fifty percent of the committee members will constitutes a quorum, and a simple majority of a quorum present may take action, make decisions, and recommendations.

C. Executive Sessions. May be conducted as needed in accordance with the Open Public Meetings Act.

D. Notice. At least one week's notice will be given for all meetings.

E. Procedural. The meetings will be conducted in accordance with Robert's Rule of Order.

F. All meetings shall be open to the public. Provision shall be made for public comment at each meeting.

G. Minutes. Meeting minutes shall be approved by a quorum of the members.

H. Approved meeting minutes shall be available to the public upon request.
(Res. 68395 § 4, 2008).

2.82.050 Quarterly reports.

The Advisory Committee shall advise and make recommendations to the Whitman County Commissioners on a quarterly basis or more often as needed.

(Res. 68395 § 5, 2008).

2.82.060 Amendments.

To the extent that such an amendment would not conflict with the bylaws, they may be amended or repealed and new bylaws may be adopted by two-thirds of a voting quorum and a letter of approval from the Whitman County Commissioners.
(Res. 68395 § 6, 2008).

2.82.070 Savings clause.

Should any portion of these by-laws be declared unconstitutional or otherwise contrary to law, such decision shall not affect the validity of the remaining portion of these by-laws.
(Res. 68395 § 7, 2008).