

**BOARD OF COUNTY COMMISSIONERS
COUNTY OF KITTITAS
STATE OF WASHINGTON**

RESOLUTION

NO. 2012-062

IN THE MATTER OF UPDATING THE BY-LAWS OF THE SECURITY COMMITTEE

- WHEREAS: Kittitas County Resolution 99-98 created the Courthouse Security Committee; and,
- WHEREAS: in 2008 the By-Laws were amended to increase the frequency of regular Committee meetings from one per month to two (2008-28). This occurred during a time when security needs were being addressed and multiple projects were being developed; and,
- WHEREAS: in 2010, the By-Laws were amended to update membership (2010-62), but a new document was not created incorporating those changes; and,
- WHEREAS: the Security Committee has been successful at recommending and supporting the implementation of security risk reduction efforts, and increasing awareness and reporting capabilities;

NOW, THEREFORE BE IT RESOLVED: The Security Committee believes returning to one meeting per month would be sufficient to support ongoing review of security needs. Should the need arise to meet more frequently, the Committee may schedule special meetings, or consider future amendments to the By-Laws. The By-Laws have been updated to reflect the new meeting schedule and a current membership list.

This Resolution will nullify and replace all previous Resolutions that pertain to the Security Committee By-Laws, and all previous versions of the Security Committee By-Laws document.

ADOPTED this 15th day of May, 2012.

ATTEST:
CLERK OF THE BOARD


Julie A. Kjorsvik



**BOARD OF COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**

ABSENT

Alan Crankovich, Chairman


Obie O'Brien, Vice Chairman


Paul Jewell, Commissioner

SECURITY COMMITTEE BY-LAWS

Membership

As stipulated by Kittitas County BOCC Resolution 99-98, and subsequently adjusted by Resolutions 2003-103, 2008-28, and 2010-62, the Security Committee shall consist of, at a minimum a representative from the following:

- County Commissioner - Legislative Authority
- Trial Courts Coordinating Council – Superior/District Court Judges
- Legal Counsel – Prosecutor’s Office
- Sheriff
- Undersheriff
- Courthouse Security
- Facilities Maintenance Director – Buildings
- Information Technology Director – Technology
- Human Resource Director – Risk Management
- Probation Services Director – Juvenile
- Emergency Management Specialist
- Safety Committee Chair
- Fire Marshal
- Emergency Response Specialist – Public Health

Sub-Committees

Permit Center

- Public Works Director
- CDS Director
- Airport Manager

Sorenson Building

- Public Health Administrator
- WSU/Extension
- Noxious Weed
- Chief Probation Officer (Misdemeanant)

Solid Waste

- Solid Waste Director

Fairgrounds

- Facilities Maintenance Director

Other Elected Officials

- Assessor
- Treasurer
- Auditor
- Clerk

Purpose

The purpose of the Security Committee is to provide a method for employees and management to work together in identifying security issues, developing solutions to security problems, reviewing incident reports, and evaluating the overall security of Kittitas County facilities, equipment, and operations. References in this manual to the "Security Committee" shall mean the Kittitas County Security Committee.

Chairperson & Vice Chairperson

At its first official meeting each January, the Security Committee shall elect a Chairperson and Vice Chairperson from its membership to serve for no less than six months.

A. Filling Vacant Positions

Should a vacancy occur a new member shall be elected and take office at the next regular meeting of the Committee.

Meeting Records

An appointee shall keep a complete record of each meeting. The appointee shall furnish one copy of the minutes to each Committee member. The Chair will supply the Committee with a monthly agenda to insure an orderly meeting. It is the responsibility of each member and any attendees to not release information determined to be of a sensitive nature from the Closed Security Meeting discussions. Furthermore, it is the responsibility of each person presenting information to the Security Committee to identify information as "sensitive" when they believe the information they offer is sensitive in nature.

Meetings

The Security Committee shall hold one regular meeting per month, preferably during working hours, and may schedule additional special meetings as determined necessary by the Committee or Board of County Commissioners. The Security Committee shall determine the date, hour and place of all meetings. Except by unanimous vote of the Committee, no meeting shall be prolonged over an hour and no other subject except security and its related issues shall be discussed at the meeting.

Security Committee Responsibilities

Through the delegation of authority by the Kittitas County Board of County Commissioners, the duties of the Security Committee shall include the following:

- A) Make necessary recommendations with regard to the security conditions and shall submit its recommendations in writing to the Board of County Commissioners, Management Team, or the appropriate Department Head/Elected Official.
- B) Investigate and keep records of all security incidents for the purpose of finding the true cause, and to make recommendations to prevent the reoccurrence of similar incidents; and review incidents to uncover trends and develop solutions.
- C) Be familiar with the general security standards and best practices.
- D) Be available to advise county offices and departments in issues unique and specific to said offices and departments.
- E) Appoint from its membership, members who will keep current Committee decisions and security material available to the employee base via various communication channels.

- F) Monitor and evaluate the overall security of Kittitas County equipment, facilities, and operations.
- G) It shall promote and publicize security best practices and policies.

Voting

Any action that needs the vote of the Committee at a regular or special meeting shall have a super majority of two-thirds of the present members to pass. Each agency represented shall have one vote.

Duties of the Chairperson & Vice Chairperson

The Chairperson shall preside at all meetings. The Chairperson or the Vice Chairperson shall have the authority to call a special meeting.

The Chairperson shall make reports and or recommendations to the Management Team and/or Board of County Commissioners. In absence of the Chairperson, the Vice Chairperson shall make said reports.

It shall be at the discretion of the Chairperson to have other members, or outside sources, make recommendations and/or reports to the Management Team and/or Board of County Commissioners.