

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

REGULAR AGENDA REQUEST

TO: Board of County Commissioners

FROM: Adiel McKnight, Deputy Clerk of the Board

DATE: September 2, 2025

SUBJECT: Motion to Appoint/Affirm Members of the Jefferson County Risk Management Committee (RMC) Per Resolution No. 54-19 (No Expiration of Terms)

STATEMENT OF ISSUE:

It is recommended that the Jefferson County Board of County Commissioners pass a motion to appoint or affirm the following members of the Jefferson County Risk Management Committee (RMC), as configured under Jefferson County Resolution No. 54-19. Shawn Frederick will be replacing Willie Bence as Safety Officer.

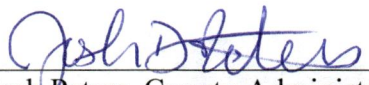
FISCAL IMPACT:

This request has no fiscal impact.

RECOMMENDATION:

Motion to Appoint/Affirm Members of the Jefferson County Risk Management Committee (RMC) Per Resolution No. 54-19 (No Expiration of Terms): 1) Affirm the Following: County Administrator Josh Peters as Risk Manager; Human Resources Director Sarah Melancon as Risk Coordinator/Assistant Risk Manager; and Public Health Director Apple Martine as FLSA Exempt Employee; and Treasurer Stacie Prada as Elected Official. 2) Appoint the Following: Central Services Director Shawn Frederick as Safety Officer.

REVIEWED BY:



Josh Peters, County Administrator

8/29/25

Date

**JEFFERSON COUNTY
STATE OF WASHINGTON**

In the Matter Repealing and Replacing	}	
Resolution 38-0623-25R of Continuing	}	
Relationships with the Washington	}	
Counties Risk Pool and the Related	}	
Appointments and Designations of/for	}	RESOLUTION NO.
each Member County	}	

WHEREAS, several Washington counties agreed to the creation of the Washington Counties Risk Pool (“Pool”), organized and operating under Chapters 48.62 and 39.34 RCW, to provide to its member counties programs of joint self-insurance, joint purchasing of insurance, and joint contracting for or hiring of personnel to provide risk management, claims handling, and administrative services; and

WHEREAS, the Pool’s Interlocal Agreement and Bylaws, and policies of its Board of Directors require appointees and/or designees from each member county; that is:

- a) **Director / Alternate Director** (*Article 8 of the Interlocal Agreement and Article 2 of the Bylaws*) – officers or employees of each Pool member county that are appointed by and serve at the pleasure of the respective county’s legislative authority;
- b) **County Risk Manager** (*Article 11(b) of the Interlocal Agreement*) – an employee of each Pool member county appointed to serve as a liaison between the County and the Pool as to risk management and who is responsible for the risk management function within the County;
- c) **County Safety Officer** (*Article 11(c) of the Interlocal Agreement*) – an active employee designated by each Pool member county who, along with a related committee, are maintained to consider all recommendations concerning the development and implementation of a loss control policy to prevent unsafe practices; and
- d) **County Claims Administrator** (*sections B.6, C and E.1.b of the Pool Board of Directors’ Claims Handling Policies and Procedures*) – each Pool member counties must designate someone to administer civil claims, with whom incidents should be immediately reported to, who is responsible for sending all claims and lawsuits and reporting various known incidents to the Pool, and with whom the Pool will coordinate the County’s claims administration;

NOW, THEREFORE, BE IT RESOLVED, that Jefferson County hereby confirms the appointment or designation of the following individuals for the applicable and required relationships with the Washington Counties Risk Pool:

WCRP Relationship	Name/Remove	County Position	Email	Telephone #
Director:	Josh Peters	County Administrator	jdpeters@co.jefferson.wa.us	360-385-9130
Alternate Director:	Philip Hunsucker	Chief Civil Deputy Prosecuting Attorney	phunsucker@co.jefferson.wa.us	360-385-9219
Risk Manager:	Josh Peters	County Administrator	jdpeters@co.jefferson.wa.us	360-385-9130
Claims Administrator:	Adiel McKnight	Deputy Clerk of the Board	afmcknight@co.jefferson.wa.us	360-385-9102
Safety Officer:	Shawn Frederick	Central Services Director	sfrederick@co.jefferson.wa.us	360-385-362
Prosecuting Attorney:	James Kennedy	Prosecuting Attorney	jkennedy@co.jefferson.wa.us	360-385-9180
(Chief Civil) Deputy Prosecuting Attorney*:	Philip Hunsucker	Chief Civil Deputy Prosecuting Attorney	phunsucker@co.jefferson.wa.us	360-385-9219

* Optional

BE IT FURTHER RESOLVED that this resolution shall become effective immediately upon its passage and shall supersede any prior conflicting action(s); and

BE IT STILL FURTHER RESOLVED that the clerk of this body shall forward a copy of this resolution, once completed, to the attention of Executive Director Chuck Boyd at the Washington Counties Risk Pool, 2558 RW Johnson Road SW, Suite 106, Tumwater, WA 98512-6113.

NOW, THEREFORE, THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, WASHINGTON, HEREBY RESOLVE AS FOLLOWS:

Section 1. Whereas Clauses are Findings of Fact. The Jefferson County Board of Commissioners hereby adopts the above “Whereas” clauses as Findings of Fact.

Section 2. Purpose. The purpose of this resolution is to provide appointees and/or designees for our county.

Section 3. Adoption of Amendment(s). This resolution is to replace Willie Bence and appoint Shawn Frederick as the Safety Officer.

Section 4. Repealing and Replacing Resolution No 38-0623-25R.

Section 5. Severability. If any section, subsection, sentence, clause, phrase or section of this Resolution or its application to any person or circumstance is held invalid, the remainder of this Resolution or its application to other persons or circumstances shall be fully valid and shall not be affected.

Section 6. SEPA Categorical Exemption. This Resolution is categorically exempt from the State Environmental Policy Act under WAC [197-11-800 \(19\)](#).

Section 7. Effective Date. This Resolution shall take effect and be in full force upon passage by the Board of County Commissioners.

(SIGNATURES FOLLOW ON THE NEXT PAGE)

ADOPTED and APPROVED this ____ day of _____, 2025.

SEAL:

JEFFERSON COUNTY BOARD OF
COUNTY COMMISSIONERS

Heidi Eisenhour, Chair

Greg Brotherton, Member

Heather Dudley-Nollette, Member

ATTEST:

APPROVED AS TO FORM:

Carolyn Gallaway, CMC Date
Clerk of the Board

Philip C. Hunsucker, Date
Chief Civil Deputy Prosecuting Attorney