



WHATCOM COUNTY EXECUTIVE ORDER # 2013-02

RISK MANAGEMENT WORKING GROUP & ROLES

WHEREAS, a Risk Management Working Group was created by Executive Order 2000-02 to provide a coordinated internal effort between various departments to review internal issues and promote responsible management of the County's risk exposures, and

WHEREAS, positions have changed since the Working Group was established; and

WHEREAS, the appointment of a new Risk Manager has necessitated sorting out responsibilities and tasks within and between Human Resources and Prosecutor's offices and staff pertaining to administering various insurance coverages for the County; and

WHEREAS, the County's Interlocal Agreement with the Washington Counties Risk Pool requires the designation of certain roles in regard to risk management;

NOW, THEREFORE, by virtue of the power vested in me by the Home Rule Charter for Whatcom County, I hereby make the following appointments:

- The Human Resources Manager will be responsible for the risk management and safety functions ("**County Risk Manager**" and "**County Safety Officer**") and will serve as liaison between the County and the Risk Pool as to risk management and recommendations of the Pool concerning policy to promote best practices and prevent unsafe practices.
- The Civil Deputy Prosecutor assigned by the County Prosecutor to be responsible for claims administration and oversight of litigation is designated as the "**County Claims Administrator**", and will by virtue of that assignment maintain a loss log to insure accuracy of the Pool's loss reporting system and maintain such contact with the Risk Pool as is necessary and appropriate for processing claims and ensuring defense of cases that arise from such claims.
- **The membership on Risk Management Working Group shall consist of the:**
 - Human Resources Manager (Chair)
 - Civil Deputy Prosecutor assigned as County Claims Administrator and/or to tort
 - Facilities Manager
 - Public Works Director
 - Public Works Safety & Training Specialist
 - Undersheriff
 - Parks & Recreation Director
 - Assistant Health Director
 - Director of Superior Court Administration

DATED this 15th day of March, 2013.



Jack Louws, Whatcom County Executive

Approved as to form:



Daniel L. Gibson, Assistant Chief Deputy Prosecutor