

DRAFT Island County COOP Essential Services and Key Personnel Matrix

COOP Time Phases: Phase 1: 0 - 24 hours, Phase 2: 0 - 120 hr [Week], Phase 3: 0 - 30 days [Month], Phase 4: 0 - 6 months

Alternate Facilities: To be determined (TBD), Alternate EOC: Oak Harbor Fire Station.

Department	Time Period	Essential Services	COOP Staff Needed (Title and number of individuals)	Materiel/Service Resources Needed
Assessor	1 (24 hours)	Establish communications with other Island County departments and citizens.		Communications – cellular phones, two-way radio. Electrical power needs. Water needs. Security needs/records, etc. Health and hygiene needs. Health, safety and emotional well being of relocated employees (impact on families). House keeping.
Assessor	2 (1 week)	Establish communications with other Island County departments and citizens.	Assessor Appraisal Supervisor Administrative Assistant	Same as #1. Landline telephone. Computer access. Pager services. Copy machine.
Assessor	3 (1 month)	Survey damage. Re-establish appraisal department. If cars are damaged, establish how we will evaluate property. Process destroyed property forms.	Assessor Appraisal Supervisor Administrative Assistant	Same as #2 Internet. Fax. Furniture. Office Supplies.
Assessor	4 (6 months)	Same as #3 Depending on time of year, re-evaluations need established and levies need figured.	Assessor Appraisal Supervisor Administrative Assistant 5 Appraisers 4 Office Specialists	Same as #3. TV. VCR. DVD. Video Conferencing. Normalization of operations.

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Auditor	1 (24 hours)	Establish communications with other Island County departments and citizens.		Communications – cellular phones, two-way radio. Electrical power needs. Water needs. Security needs/records, etc. Health and hygiene needs. Health, safety and emotional well being of relocated employees (impact on families). House keeping.
Auditor	2 (1 week)	Recordings. Elections. Payroll. Vehicle Licensing.	Auditor Chief Deputy 3 License Clerks 1 Elections Supervisor 1 Deputy Elections Supervisor 1 Account Clerk 1 Payroll Clerk 1 Assistant	Same as #1. Landline telephone. Computer access. Pager services. Copy machine.
Auditor	3 (1 month)	Same as #2	Same as #2	Same as#2 Internet. Fax. Furniture. Office Supplies.
Auditor	4 (6 months)	Same as #3	Same as #3	Same as #3. TV. VCR. DVD. Video Conferencing.

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				Normalization of operations.
Clerk of Court	1 (24 hours)	Establish communications with other Island County departments and citizens.		Communications – cellular phones, two-way radio. Electrical power needs. Water needs. Security needs/records, etc. Health and hygiene needs. Health, safety and emotional well being of relocated employees (impact on families). House keeping.
Clerk of Court	2 (1 week)	Protection of court files. Protection of exhibits. Retrieving cash register system and all paperwork with system, checks, etc. Preserve documents. Receive and file documents. Take payments. Be able to assist public with protection orders. Provide some court services for domestic violence victims. Provide some court services for individuals who are charged within 72 hours. Have contact with state computers.	Judge Court Commissioner County Clerk Chief Deputy Clerk	Same as #1. Landline telephone. Computer access. Pager services. Copy machine.
Clerk of Court	3 (1 month)	Same as #2 Ability to provide the public court dates and to be able to receipt restitution. Continued access to court files.	Judge Court Commissioner Clerk Chief Deputy Clerk Docket Clerk	Same as#2 Internet. Fax. Furniture. Office Supplies.

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			Court Clerk	
Clerk of Court	4 (6 months)	Same as #3 Limited court access. Full ability to receipt payments of any kind.	Judge Court Commissioner Clerk Chief Deputy Clerk Docket Clerk Court Clerk	Same as #3. TV. VCR. DVD. Video Conferencing. Normalization of operations.
Commissioners	1 (24 hours)	Declare Disaster/open EOC.	3 County Commissioners	Communications – cellular phones, two-way radio. Electrical power needs. Water needs. Security needs/records, etc. Health and hygiene needs. Health, safety and emotional well being of relocated employees (impact on families). House keeping.
Commissioners	2 (1 week)	Oversee Continuity of Operations and Disaster Recovery.	3 County Commissioners Clerk of the Board	Same as #1. Landline telephone. Computer access. Pager services. Copy machine.
Commissioners	3 (1 month)	Same as #2	3 County Commissioners Clerk of the Board	Same as#2 Internet. Fax. Furniture. Office Supplies.

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Commissioners	4 (6 months)	Same as #3	3 County Commissioners Clerk of the Board	Same as #3. TV. VCR. DVD. Video Conferencing. Normalization of operations.
Planning & Comm. Dev.	1 (24 hours)	Establish communications with other Island County departments and citizens.		Communications – cellular phones, two-way radio. Electrical power needs. Water needs. Security needs/records, etc. Health and hygiene needs. Health, safety and emotional well being of relocated employees (impact on families). House keeping.
Planning & Comm. Dev.	2 (1 week)	Declarations on unsafe buildings, e.g., burned out, flooded, earthquake, terrorist damaged structures. Advises on any environmental or shoreline issues during emergency repairs.	Comm. Dev. Director 2 Building Inspectors Building Official Permit Technician	Same as #1. Landline telephone. Computer access. Pager services. Copy machine.
Planning & Comm. Dev.	3 (1 month)	Same as #2 Issuance of building permits to repair damaged buildings. Advise property owners on land use permits needed to rebuild destroyed uses, e.g., floodplain permits.	Comm. Dev. Director 2 Building Inspectors Building Officials Permit Technician 2 Planners	Same as #2 Internet. Fax. Furniture. Office Supplies.
Planning &	4	Same as #3	Comm. Dev. Director	Same as #3.

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Comm. Dev.	(6 months)	Coordinate solid waste and debris removal.	2 Building Inspectors Building Officials Permit Technician 3 Planners Administrative Asst Solid Waste Coord.	TV. VCR. DVD. Video Conferencing. Normalization of operations.
Coroner	1 (24 hours)	Works out of his house – space not required at Alternate Facility.	Coroner (plus)	Communications – cellular phones, two-way radio. Security needs/records, etc. Health and hygiene needs. Health, safety and emotional well being of relocated employees (impact on families).
Coroner	2 (1 week)	Works out of his house – space not required at Alternate Facility.	Coroner (plus)	Same as #1. Landline telephone. Computer access. Pager services. Copy machine.
Coroner	3 (1 month)	Works out of his house – space not required at Alternate Facility.	Coroner (plus)	Same as#2 Internet. Fax. Furniture. Office Supplies.
Coroner	4	Works out of his house – space not required at	Coroner (plus)	Same as #3.

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	(6 months)	Alternate Facility.		TV. VCR. DVD. Video Conferencing. Normalization of operations.
Juvenile & Family Court Services. [Superior Court]	1 (24 hours)	Detention and probationary supervision of juvenile offenders. Rehabilitation of juvenile offenders.	Court Services Director Assistant Director Detention Manager Administrative Assistant 2 Probation Officers	Computer Internet access for info and email. Landline telephone. Cellular telephone. Pager service. 2-way radio service. Temporary Holding Facility. Vehicle parking.
Juvenile & Family Court Services. [Superior Court]	2 (1 week)	Same as #1. Relocate detained children. Contact/supervise high-risk children in community. Superior Court Juvenile Justice Services.	Court Services Director Assistant Director Detention Manager Administrative Assistant 13 Detention Officers 7 Probation Officers	Same as #1. Food & medical services for detained children.
Juvenile & Family Court Services. [Superior Court]	3 (1 month)	Same as #2.	Court Services Director Assistant Director Detention Manager Administrative Assistant 13 Detention Officers 7 Probation Officers 2 Clerks	Same as #2.

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Juvenile & Family Court Services. [Superior Court]	4 (6 months)	Same as #3.	Court Services Director Assistant Director Detention Manager Administrative Assistant 13 Detention Officers 7 Probation Officers 2 Clerks	Same as #3. Normalization of operations.
District Court	1 (24 hours)	Confirm and/or facilitate working condition of records.		Communications – cellular phones, two-way radio. Electrical power needs. Water needs. Security needs/records, etc. Health and hygiene needs. Health, safety and emotional well being of relocated employees (impact on families). House keeping.
District Court	2 (1 week)	Same as #1 Reconstruct record keeping. Reschedule court cases. Conduct court hearings. Collect money.	District Judge Probation Officer Administrator Assistant Administrator City Chief Criminal Clerk County Chief Criminal Clerk Data Entry Clerk Civil Supervisor Assistant Civil Supervisor Filing Clerk	Same as #1. Landline telephone. Computer access. Pager services. Copy machine.

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District Court	3 (1 month)	Same as #2.	Same as #2	Same as#2 Internet. Fax. Furniture. Office Supplies.
District Court	4 (6 months)	Same as #3.	Same as #3	Same as #3. TV. VCR. DVD. Video Conferencing. Normalization of operations.
DEM	1 (24 hours)	Activate Emergency Operations Center. Coordinate responses. Provide public information.	Emergency Manager EMD Technician HS Planner CERT Coordinator	Communications – cellular phones, two-way radio. Electrical power needs. Water needs. Security needs/records, etc. Health and hygiene needs. Health, safety and emotional well being of relocated employees (impact on families). House keeping.
DEM	2 (1 week)	Same as #1 Provide emergency policy. Coordinate resources. Provide public information.	EOC designated staff (15) Emergency Manager EMD Technician HS Planner CERT Coordinator	Same as #1. Landline telephone. Computer access. Pager services. Copy machine.
DEM	3 (1 month)	Reduce EOC to level 2. Coordinate resources for recovery.	EOC designated staff (4) Emergency Manager	Same as#2 Internet.

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		Coordinate with Disaster Assistance Center for recovery. Provide public information.	EMD Technician HS Planner CERT Coordinator	Fax. Furniture. Office Supplies.
DEM	4 (6 months)	Return to normal operations. Coordinate disaster assistance. Provide public information.	Emergency Manager EMD Technician HS Planner CERT Coordinator	Same as #3. TV. VCR. DVD. Video Conferencing. Normalization of operations.
DEM	1 (24 hours)	Establish communications with other Island County departments and citizens.		Communications – cellular phones, two-way radio. Electrical power needs. Water needs. Security needs/records, etc. Health and hygiene needs. Health, safety and emotional well being of relocated employees (impact on families). House keeping.
DEM	2 (1 week)	Provide oversight/coordination of first response. Establish communications with local, regional EMS, emergency departments, and air ambulance. Provide support (Critical Incident Stress Management (CISM) and Chaplain services). Public information dissemination.	EMS Director Office Assistant	Same as #1. Landline telephone. Computer access. Pager services. Copy machine.
DEM	3 (1 month)	Communications with state EMS & Trauma Office e.g., certification of responders (because of rotating certification dates, depending on time of year of	EMS Director Office Assistant	Same as#2 Internet. Fax.

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		event). Continue Quality Assurance/Quality Improvement. Continue CISM and Chaplain support.		Furniture. Office Supplies.
DEM	4 (6 months)	Monitor certification of responders for appropriate service delivery. Data collection.	EMS Director Office Assistant	Same as #3. TV. VCR. DVD. Video Conferencing. Normalization of operations.
WSU Extension	1	Establish communications with other Island County departments and citizens.		Communications – cellular phones, two-way radio. Electrical power needs. Water needs. Security needs/records, etc. Health and hygiene needs. Health, safety and emotional well being of relocated employees (impact on families). House keeping.
WSU Extension	2 (1 week)	Provide public information on agricultural, water and foreign animal related issues.	Extension Director	Communications – landline telephone, cellular phone, two-way radio, email access to restricted web sites (CDC, WSDA, USDA & WSU)
WSU Extension	3 (1 month)	Same as #2.	Extension Director	Same as #2
WSU Extension	4 (6 months)	Same as #3. Support agricultural industry, homeowners. Organize support with 4-H and youth.	Extension Director Extension Assistant 4-H Director	Same as #3 Normalization of operations.

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Facilities Maintenance	1 (24 hours)	Establish communications with other Island County departments and citizens.		Communications – cellular phones, two-way radio. Electrical power needs. Water needs. Security needs/records, etc. Health and hygiene needs. Health, safety and emotional well being of relocated employees (impact on families). House keeping.
Facilities Maintenance	2 (1 week)	Moving equipment - set-up and take down.	Facilities Manager 4 Maintenance Workers 1 Maintenance Specialist	Same as #1. Landline telephone. Computer access. Pager services. Copy machine.
Facilities Maintenance	3 (1 month)	Same as #2.	Facilities Manager 4 Maintenance Workers 1 Maintenance Specialist	Same as #2 Internet. Fax. Furniture. Office Supplies.
Facilities Maintenance	4 (6 months)	Same as #3.	Facilities Manager 4 Maintenance Workers 1 Maintenance Specialist	Same as #3. TV. VCR. DVD. Video Conferencing. Normalization of operations.
Alternate Facilities	1 (24 hours)	Assess _____ for _____ offices to move in. If necessary, assess damage to ___ Office Building.	TDB	Communications – landline telephone, cellular phone

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(TBD)		Assess work to be done and process to get it done.		and two-way radio.
Alternate Facilities (TBD)	2 (1 week)	Same as #1. Assist in setting up _____ and repairs to building. Assess damage to all buildings and equipment.	TBD	Same as #1. Email access.
Alternate Facilities (TBD)	3 (1 month)	Same as #2. Continue or resume daily operations and community needs.	TBD	Same as #2.
Alternate Facilities (TBD)	4 (6 months)	Same as #3.	TBD	Same as #3. Normalization of operations.
Human Services	1 (24 hours)	Crisis Services	4 Management 6 Crisis Team	Communications – cellular phones, two-way radio. Electrical power needs. Water needs. Security needs/records, etc. Health and hygiene needs. Health, safety and emotional well being of relocated employees (impact on families). House keeping.
Human Services	2 (1 week)	Same as #1.	4 Management 6 Crisis Team	Same as #1. Landline telephone. Computer access. Pager services. Copy machine.
Human Services	3 (1 month)	Same as #2. Resume services as necessary and appropriate.	4 Management 6 Crisis Team	Same as #2 Internet.

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				Fax. Furniture. Office Supplies.
Human Services	4 (6 months)	Same as #3. Mental Health. Chemical dependency. Disabilities.	4 Management 6 Crisis Team 29 Program Staff	Same as #3. TV. VCR. DVD. Video Conferencing. Normalization of operations.
GSA/Risk Mgt (Public Defense) (Safety Officer) (Motor Pool)	1 (24 hours)	Assist with initial response and assessment.		Communications – cellular phones, two-way radio. Electrical power needs. Water needs. Security needs/records, etc. Health and hygiene needs. Health, safety and emotional well being of relocated employees (impact on families). House keeping.
GSA/Risk Mgt (Public Defense) (Safety Officer) (Motor Pool)	2 (1 week)	Contact with Insurance Company.	GSA/Risk Manager	Same as #1. Landline telephone. Computer access. Pager services. Copy machine.
GSA/Risk Mgt (Public Defense) (Safety Officer) (Motor Pool)	3 (1 month)	Damage Assessment.	GSA/Risk Manager	Same as#2 Internet. Fax. Furniture. Office Supplies.

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GSA/Risk Mgt (Public Defense) (Safety Officer) (Motor Pool)	4 (6 months)	Assist in recovery for debts.	Personnel/Risk Manager	Same as #3. TV. VCR. DVD. Video Conferencing. Normalization of operations.
Prosecutor	1 (24 hours)	Advise county officials.	Prosecuting Attorney Chief Civil deputy Chief Criminal Deputy ?	Communications – cellular phones, two-way radio. Electrical power needs. Water needs. Security needs/records, etc. Health and hygiene needs. Health, safety and emotional well being of relocated employees (impact on families). House keeping.
Prosecutor	2 (1 week)	Same as #1 Isolation/quarantine court orders. Prosecute criminals.	Prosecutor 4 Deputy Pros. 5 Legal Assistants	Same as #1. Landline telephone. Computer access. Pager services. Copy machine.
Prosecutor	3 (1 month)	Advise county officials. Isolation/quarantine court orders. Prosecute criminals.	Prosecutor 8 Deputy Pros. 14 Legal Assistants	Same as#2 Internet. Fax. Furniture. Office Supplies.
Prosecutor	4 (6 months)	Advise county officials. Isolation/quarantine court orders. Prosecute criminals.	Prosecutor 8 Deputy Pros. 14 Legal Assistants	Same as #3. TV. VCR.

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				DVD. Video Conferencing. Normalization of operations.
Public Health	1 (24 hours)	Public Information. [Communicable disease control—depending on nature of disaster]	Health Officer PIO [Director of Nursing] [CD nurses (2)] [Director of Environmental Health] [Sanitarians (3)] [Clerical (2)]	Internet access for info and email
Public Health	2 (1 week)	Same as #1. Environmental health (e.g. water, solid waste, food, vectors). Activation of ESF 8 Mental Health support for the public. Vital Records (burial permits). Maternal Child Health (for premature infants). WIC (nutrition support for compromised children, pregnant women).	Health Officer PIO Director of Environmental Health Sanitarians (3) Clerical (1) Director of Nursing/Personal Health PH nurse (1) [CD nurses (3)] [Clerical (+1)]	Internet access for info and email (min of 3) Field communications Infection control (hand washing, masks, gloves, medical waste disposal) Transportation Refrigeration? Water lab (fairly simple setup) Communications Volunteer coordination
Public Health	3 (1 month)	Same as #2 Childhood immunization. Vital Records (death and birth certificates). Environmental Health (e.g. water testing, food service inspection, on-site sewage inspection of damaged systems, and triage of environmental	Health Officer PIO/health educator (1) Director of Environmental Health Sanitarians (3) EH lab/assistant (1) Clerical (1)	Same as #2 Refrigeration Place to bring children for immunization

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		health complaints). MCH (high risk pregnancy support).	Director of Nursing/Personal Health CD nurses (3) Financial Manager (1) Clerical (+1) WIC (3)	
Public Health	4 (6 months)	Same as #3 Routine immunization. Normal public education/prevention services.	Health Officer Director of Environmental Health Sanitarians (3) EH lab/assistant (2) Director of Nursing/Personal Health CD & PH nurses and staff (8) Financial Manager Accounting Technician (1) Clerical (3) WIC (4) PIO/Health educator (1)	Same as #3 Normalization of operations

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Public Works	1 (24 hours)	Rescue and recovery.	Director Assistant Co. Eng Road Supervisor Solid Waste Manager ?	Communications – cellular phones, two-way radio. Electrical power needs. Water needs. Security needs/records, etc. Health and hygiene needs. Health, safety and emotional well being of relocated employees (impact on families). House keeping.
Public Works	2 (1 week)	Same as #1. Debris removal and excavation. Engineering services. Road and bridge repair and maintenance. Solid Waste	TBD	Same as #1. Landline telephone. Computer access. Pager services. Copy machine.
Public Works	3 (1 month)	Same as #2.	TBD	Same as #2 Internet. Fax. Furniture. Office Supplies.
Public Works	4 (6 months)	Same as #3.	TBD	Same as #3. TV. VCR. DVD. Video Conferencing. Normalization of operations.
Sheriff	1 (24 hours)	Respond to emergencies. Provide public safety and security. Investigate crimes.	Normal Staffing Levels: Sheriff Undersheriff	Communications – landline telephone, cellular phone, two-way radio, computer

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		<p>County Jail. Evaluate each call for service on an individual basis. Mutual Aid. Communications – phones and radio. Security of Law and Justice Building for records and other secured items.</p>	<p>Patrol/Invest. Captain Jail Captain 20 Patrol (as assigned) 20 Jail (as assigned) 12 Reserves (as assigned) 25 SAR (as assigned) <i>(Some OT may be necessary to fulfill all the needs.)</i></p>	<p>access, Internet/email access, pager service, fax machine, copy machine, VCR/DVD, cable TV, video conferencing. Furniture requirements – chairs, desks, cubicles. Storage requirements. Electrical power needs. Water needs. Security needs – records, etc. Health and hygiene needs. Health, safety and emotional well being of relocated employees (impact on families). Housekeeping.</p>
Sheriff	2 (1 week)	Same as #1.	Same as #1.	Same as #1.
Sheriff	3 (1 month)	Same as #2 but would evaluate not only on a weekly basis but daily with staff.	Determined based on need. Mutual Aid with other counties and cities.	Same as #2, but in greater capacity.
Sheriff	4 (6 months)	Same as #3.	Determined based on need. Mutual Aid with other counties and cities.	Same as #3. Normalization of operations.
Superior Court	1 (24 hours)	Provide first appearances to people arrested.	Superior Court Judge Court Reporter	Communications – cellular phones, two-way radio. Electrical power needs. Water needs.

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Superior Court	2 (1 week)	Same as #1. Release hearings and probable cause hearings.	Superior Court Judge Court Reporter	Same as #1. Landline telephone. Computer access. Pager services. Copy machine.
Superior Court	3 (1 month)	Same as #2. Jury trials (speedy trial violations if too long before hearing). Criminal matters needing hearings.	2 Superior Court Judges 2 Court Reporters	Same as #2 Internet. Fax. Furniture. Office Supplies.
Superior Court	4 (6 months)	Same as #3.	Same as #3	Same as #3. TV. VCR. DVD. Video Conferencing. Normalization of operations.
Central Services	1 (24 hours)	Establish communications with other Island County departments and citizens.	Central Services Director Asst. Network Administrator. SR Network Specialist SR. Programmer/Analyst/DBA Computer Technician	Communications – cellular phones, two-way radio. Electrical power needs. Water needs. Security needs/records, etc. Health and hygiene needs. Health, safety and emotional

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				well being of relocated employees (impact on families). House keeping.
Central Services	2 (1 week)	Communications – telephones, radios, network and internet. Locate and collect computer backups. Basic computer service. Perform backups if server not available.	Central Services Director Asst. Network Administrator. SR Network Specialist SR. Programmer/Analyst/DBA Computer Technician	Same as #1. Landline telephone. Computer access. Pager services. Copy machine.
Central Services	3 (1 month)	Same as #2. Bring up Health and Financial Servers plus others. Assess long-term strategy if event is projected past 1 month.	Central Services Director Asst. Network Administrator. SR Network Specialist SR. Programmer/Analyst/DBA Computer Technician	Same as#2 Internet. Fax. Furniture. Office Supplies.
Central Services	4 (6 months)	Depends on first month assessment for longevity.	Central Services Director Asst. Network Administrator. SR Network Specialist SR. Programmer/analyst/DBA Computer Technician	Same as #3. TV. VCR. DVD. Video Conferencing. Normalization of operations.
Treasurer	1 (24 hours)	Collection of revenue. Redemption of warrants.	Treasurer Chief Deputy Accountant	Communications – cellular phones, two-way radio. Electrical power needs. Water needs. Security needs/records, etc. Health and hygiene needs. Health, safety and emotional well being of relocated

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				employees (impact on families). House keeping.
Treasurer	2 (1 week)	Same as #1	Treasurer Chief Deputy Accountant Accountant 1-2 Clerks	Same as #1. Landline telephone. Computer access. Pager services. Copy machine.
Treasurer	3 (1 month)	Collection of revenue. Redemption of warrants.	Treasurer Chief Deputy Accountant Accountant 1-2 Clerks	Same as #2 Internet. Fax. Furniture. Office Supplies.
Treasurer	4 (6 months)	Same as #3. Reporting to districts. Payment of bonds. Billing of taxes.	Treasurer Chief Deputy Accountant 1-2 Clerks	Same as #3. TV. VCR. DVD. Video Conferencing. Normalization of operations.
Camano Annex	1 (24 hours)	Coordinate with County Departments	TBD	Communications – landline telephone/ Cellular telephone
Camano Annex	2 (1 week)	Same as #1	TBD	Same as #1 Computer Internet
Camano Annex	3 (1 month)	Same as #2	TBD	Same as #2
Camano Annex	4	Same as #3	TBD	Same as #3

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