

SAN JUAN COUNTY PUBLIC HOSPITAL DISTRICT NO. 1
FRIDAY HARBOR, WASHINGTON
RES 18-482

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF PUBLIC HOSPITAL DISTRICT NO. 1, SAN JUAN COUNTY, WASHINGTON (The "District"), APPROVING AND ADOPTING PROCEDURES FOR PRESENTING CLAIMS FOR DAMAGES ARISING OUT OF THE TORTIOUS CONDUCT OF THE DISTRICT FOR ITS OFFICERS, EMPLOYEES OR VOLUNTEERS.

WHEREAS, Chapter 4.96 RCW sets forth the procedures for presenting claims for damages arising out of the tortious conduct of local government entities, including public hospital districts, or the tortious conduct of their past or present officers, employees or volunteers while performing or in good faith purporting to perform their official duties; and

WHEREAS, RCW 4.96.020, as amended by Chapter 119, Laws of 2001, requires local government entities to approve an agent to receive any claim for damages made under Chapter 4.96 RCW;

NOW THEREFORE, THE BOARD OF COMMISSIONERS OF PUBLIC HOSPITAL DISTRICT NO. 1, SAN JUAN COUNTY WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. In accordance with RCW 4.96.020, as amended by Chapter 19, Laws of the 2001 the Board of Commissioners hereby appoint Board Recording Secretary of District to act as an agent ("The Agent") to receive any claim for damages made under Chapter 4.96 RCW and Superintendent of District hereby appointed to act as deputy agent ("Deputy Agent") to serve in the place of the Agent if Agent is unavailable to perform his/her duties.


Section 2. In accordance with RCW 4.96.020 the Board of Commissioners hereby adopts the following procedures for presenting claims for damages made under Chapter 4.96 RCW:

- (a) Recording Information with Auditor. The identities of the Agent and Deputy Agent and the address where they may be reached during the normal business hours of the District shall be recorded by the District with the auditor of the county (the "Auditor") in which the District is located.
- (b) Procedure for Presenting Claims. All claims for damages made under Chapter 4.96 RCW shall be presented personally to the Agent or Deputy Agent at the address and within the business hours recorded with the Auditor and shall be presented within the applicable periods of limitations for which an action must be commenced.
- (c) Content of Claim. All claims for damages arising out of tortious conduct shall locate and describe the conduct and circumstances which brought about the injury or damage, describe the injury or damage, state the time and place the injury or damage occurred, state the names of all persons involved, if known, and shall contain the amount of damage claimed, together with a statement of actual residence of the claimant at the time of presenting and filing the claim for a period of six months immediately prior to the time the claim arose.
- (d) Alternative Representative of Claimant. If claimant is incapacitated from verifying, presenting and filing the claim in the time prescribed, or the claimant is a minor, or if the claimant is a non-resident of the state absent during the time within which the claim was required to be filed, the claim maybe verified, presented and

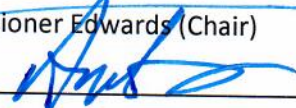
filed on behalf of the claimant by any relative, attorney or agent representing the claimant.

- (e) Notice Period. No action shall be commenced against the District for damages arising out of tortious conduct until sixty days have elapsed after the claim has first been presented and filed in accordance with Chapter 4.96 RCW and this resolution.


ADOPTED AND APPROVED by the commissioners of Public Hospital District No. 1, San Juan County, Washington, at a regular open public meeting held this 28th day of March 2018.




Commissioner Edwards (Chair)




Commissioner Appleton



Commissioner Lindstrum



Commissioner Schwinge



Commissioner Smith

March 28, 2018

San Juan County Auditor's Office
P.O. Box 639
Friday Harbor, WA 98250

RE: RCW 4.96.020 – San Juan County Public Hospital No. 1

Dear San Juan County Auditor:

The San Juan County Public Hospital Board of Commissioners have adopted the procedures for presenting claims for damages arising out of the tortious conduct of the district for its officers, employees or volunteers.

Section 1. specifically appoints Nathan Butler to act as “the Agent” to receive any claim for damages made under Chapter 4.96 RCW and Pamela Hutchins appointed “Deputy Agent” to serve in the place of the Agent if Agent is unavailable.

Section 2 (a) specifies that in accordance with RCW 4.96.020 San Juan County Public Hospital District No. 1 must record this information with the San Juan County Auditor. The identity of the Agent and Deputy Agent and address where they may be reached during normal business hours of the District shall also be recorded with the Auditor as stated in Section 2 (b).

Please let this letter serve as the official notice for recording the following information with the Auditor's office:

Nathan Butler, Agent for San Juan County Public Hospital District No. 1
Address: P.O. Box 370 – 849 Spring St., Unit B-5, Friday Harbor, WA 98250

Pamela Hutchins, Deputy Agent for San Juan County Public Hospital District No. 1
Address: P.O. Box 370 – 849 Spring St., Unit B-5, Friday Harbor, WA 98250

Office Hours of the District at 849 Spring St., Unit B-5, Friday Harbor, WA 98250
9:00 a.m. to 12:30 p.m. and 1:30 p.m. to 5:30 p.m. Monday through Friday

Respectfully,



Pamela Hutchins
Superintendent SJCPHD No. 1

Post Office Box 370
Friday Harbor, WA 98250
(360) 378-2857 ofc
(360) 378-3583 fax

www.sjcphd.org