



County Connection

News from the Washington Counties Risk Pool

January 2009

MOTHER NATURE PACKS A ONE-TWO PUNCH!!

If we had just gotten snow, it would have been OK, although many counties had trouble dealing with the build up on the city streets, but record rainfall came too, melting most of the snow and causing flooding. They say a picture is worth a

thousand words. Here are some memorable pictures from around the state following the massive snow and rain storms that hit Washington in December and January.



Washington Street—Clallam Co.



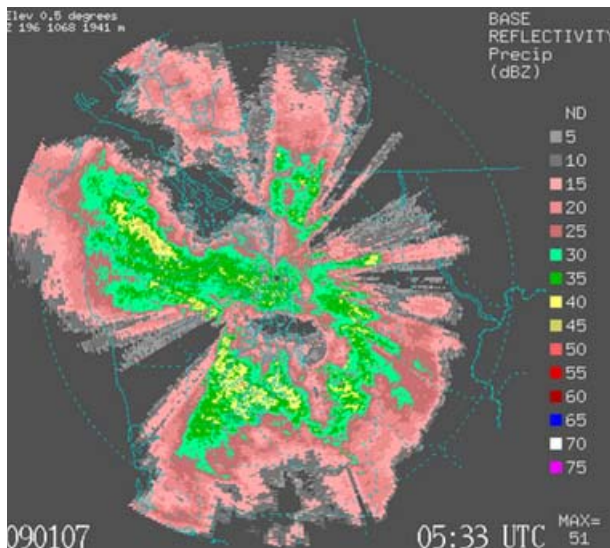
Padilla Bay flooding - Skagit Co.



Rock Slides near
Bellingham—Whatcom Co.



Wisen Creek—Clallam Co.



National Guard fords the river
near Chehalis - Lewis Co.



Snow on the Cranberry Coast—
Pacific Co.



Capitol
Lake -
Olympia,
Thurston
Co.



Rock slide in Yakima Co.



TRAINING & EVENTS



~ From The Courthouse Journal,
January 16, 2009

Newly Elected County Commissioners and Councilmembers to Gather in February

Executive Committee

President

Mark Abernathy, Kitsap County

Secretary/Treasurer

Jay Winter, Walla Walla County

Other Members

Steve Clem, Douglas County

Randy Watts, Whatcom County

Marilyn Butler, Skamania County

Steve Bartel, Spokane County

Vacant

Keith Goehner, Chelan County

F. Lee Grose, Lewis County

Rose Elway, Grays Harbor County

Tammy Devlin, Thurston County

Risk Pool Staff

Administration

Vyrle Hill, Executive Director

Sue Colbo, Auditing/Accounting Officer

Claims

Susan Looker, Manager

Mike Cook, Analyst

Candy Drews, Analyst

Tammy Cahill, Representative

Claire Thompson, Assistant/Editor

Lisa Daly, Assistant

Member Services

David Goldsmith, Manager

Jill Lowe, Loss Control Coordinator

To access *County Connection's* e-version,
go to www.wcrp.info

Help us save on postage! Send your
email address to claire@wcrp.wa.gov or
call (360) 292-4480. Got story/photo
ideas? Please submit them to the email
address above.



Published by
**WASHINGTON COUNTIES
RISK POOL**

Created by Counties for Counties

County Commissioners and Councilmembers who were elected last November will continue their Newly Elected Officials Orientation with a session exploring risk and legislative advocacy on Wednesday, February 4 from noon to 4:30 p.m. at the Washington Counties Building. This event is the second in a year-long series of activities designed to support WSAC members during their first year in office. The agenda includes presentations by Commissioner Sandra Romero, Thurston County, and David Goldsmith of the Washington Counties Risk Pool, as well as a tour of the Capitol and legislative buildings. Please RSVP by January 27 to Michelle Nelson at 360-586-4219, ext. 112, or mnelson@wacounties.org

SCHEDULE OF EVENTS:

Wednesday, February 4, 2009

12:00 pm to 1:00 pm—**Peer Lunch** at the Washington Counties Building, 206 Tenth Avenue SE, Olympia, WA 98501; remarks by Eric Johnson, WSAC Executive Director

1:00 pm to 2:00 pm—**What I Need to Know, but Didn't Know to Ask, About Risk.** David Goldsmith, Member Services Director, Washington Counties Risk Pool will speak on the following topics:

- Liability in the Public Sector in Washington State
- What is Risk Management and why should I care?
- Commissioners'/Council Members' Roles and Responsibilities

- They can't get to my personal assets...can they?
- Ways to "duck and cover" before it becomes a crisis
- Risk Financing/How to protect my County's limited resources
- Where does it go from here?

2:00 pm to 3:00 pm—Tales from a Former State Legislator

Newly elected Commissioner Sandra Romero, Thurston County, will talk about her twelve-year experience as a Washington State Representative and provide guidance on effectively engaging legislators to forward WSAC's Legislative Agenda or your county's issues. How do you schedule and prepare for a meeting? What should you expect to hear and what is on these elected officials' minds during session? What is the best time in the bill process to provide input?

3:00 pm to 4:30 pm Tour of the Washington State Capitol and Legislative Buildings

Get oriented to "the Hill" and hear more insight into legislative workings. Visit the Senate and House chambers and discover where and how to connect with your legislators on the Capitol grounds. Tour guide TBA.

You will be on your own for dinner.

Thursday, February 5 and Friday, February 6, 2009

WSAC Legislative Rally



TRAINING & EVENTS



WASHINGTON COUNTIES TRAINING INSTITUTE

Risk Management

March 25, 2009

4 CPO Core Credits

Program Overview: This course examines important issues elected and appointed officials should know relating to organizational and personal liability. Content will bring understanding to risk management functions, approaches to risk control, and claim litigation management in public entities.

Topics: Upon conclusion of this overview on risk management, participants should be able to understand various levels of risk exposures and management techniques:

- Define negligence as it relates to county government activities.
- Understand different types of liability including: vicarious, contractual and decision-making liability.
- Identify insurance/risk management structures.
- Understand exposures related to financial decisions.
- Explain several loss control techniques, including policy development, training, and self-assessment process.
- Acquire knowledge related to claims/litigation handling.
- Become exposed to the advantages and disadvantages of different types of risk coverage including self-insurance, commercial insurance, and insurance pooling

Who Should Attend: County elected officials, department heads and senior management staff.

Instructors:

Jill Lowe, Loss Control Coordinator for the Washington Counties Risk Pool

Mark Abernathy, Risk Manager for Kitsap County

Jennifer Hills, Director of the Office of Risk Management for King County

Randall Watts, Whatcom County Prosecuting Attorney

Location, Hours and Directions: This course is offered in conjunction with the Washington Counties Risk Pool Conference at the Skamania Lodge, 1131 SW Skamania Lodge Way, Stevenson, WA 98648. For room reservations, call Skamania Lodge at 1-800-221-7117 and ask for "group rates, WCRP". Course hours are from 8:30 a.m. to 2:45 p.m.

Registration and Fees: The WCRP will cover the registration fees for WCRP member counties. WCRP member counties should register on-line at www.wcrp.info. Click on Training and on-line training registration. Non-member county participants are welcome to participate and pre-pay the workshop registration fee of \$120 per person by registering on-line at www.countytraininginstitute.org. If you have questions, please contact Jill Lowe, Washington Counties Risk Pool at 360-292-4492 or jill@wcrp.wa.gov.

The Pool's Mission:

- To provide comprehensive and economical risk coverage,
- To reduce the frequency and severity of losses, and
- To decrease costs incurred in the managing and litigation of claims.

There's lots of
good stuff on the
WCRP website.
Check it out at:
www.wcrp.info



POOL NEWS



SPRING SESSION PLANNED FOR SKAMANIA LODGE

The Spring Conference will be held March 25-27, 2009 at the Skamania Lodge in the beautiful Columbia River Gorge. The following represents the "preliminary" conference plans:

Wednesday, March 25th

8:30 am—2:45 pm	CPO Risk Management Course (with lunch)
1:15 pm—2:45 pm	Intro to Insurance (and maybe Intro to Claims) course review(s)
3:00 pm—5:00 pm	Proctored exam(s) for Intro course(s)
6:00 pm—8:30 pm	Orientation for new WCRP member designees (with dinner)
Evening	On your own, but there's a rumor floating around there may be a reception at Marilyn's home, maybe even some friendly poker competition.

Thursday, March 26th

8:30 am—Noon	Roundtable for County Claims Administrators and County Risk Managers
1:00 pm—2:30 pm	Presentations . . . Property Appraisals (Mark Hessel, Hiron's & Associates); AJGRMS Loss Control Service; and maybe PERI and RMX/BI report generating options and/or web-based 1st-Party Property Management System
2:30 pm—5:00 pm	Reserved for Standing Committee Meetings: Finance, Personnel, Risk Management, and Underwriting
6:00 pm—8:30 pm	Executive (and Nominating) Committee Meeting (with dinner); all others on your own.

Friday, March 27th

8:30 am—Noon (??)	WCRP Spring 2009 Board Meeting
-------------------	--------------------------------

To register, simply logon to the WCRP homepage (<http://www.wcrp.info>) and click on the "Events & Training Calendar" link in the (upper) left column, then onto the "Online Registration Form" in the middle. From the "Events" drop-down, select "Spring Conference" and fill in the applicable boxes. Driving directions and other details will be provided after completing your online registration.

A block of overnight rooms has been set aside for Tuesday (CPO Risk Management

Course instructors and participants), and Wednesday and Thursday (conference attendees) for the \$120 per diem rate (\$106 room and \$14 resort fee) plus taxes. Phone Skamania Lodge at 800-221-7117, identify yourself as part of the "Washington Counties Risk Pool Group" and be prepared to provide your name, home/office address, e-address (if any), requested room type, and check-in/check-out dates. This block will remain available until Wednesday, February 25, 2009.





MEMBER NEWS



Reprinted from the Tri-City Herald...

Corkrum steps down after 20 years on Pasco board

By Joe Chapman, Herald staff writer

The arrival of 2009 turned a big page of history in Franklin County.

Jan. 1 was the first day since 1956 that Neva Corkrum wasn't on the county payroll.

This week, the longtime Democrat and Pasco resident finished up 20 years as a county commissioner, a record tenure for Franklin County. In all, she served the county for 52 1/2 years dating back to when she started out as a worker splitting time between the auditor and extension offices.

Those who worked with her say she relied on the knowledge built over those years of service to live out her commitment to the county and do what she thought was best for it.

Although Fred Bowen has held the county administrator position since 1995, he said Corkrum always was a go-to for him anytime he had questions about history or procedure.

"There's nothing like experience," he said. "So if issues came up, she remembered how it started, where it progressed from, and what the outcome could be."

In his mind, one of Corkrum's legacies will be the courthouse itself.

"When you're looking at the courthouse, you're looking at Neva Corkrum," he said.

The county in 2006 completed a two-year project to restore the old building, originally built in 1911, and paid for it in large part with a \$10.2 million bond approved by the voters.

After the vote failed twice, it was Corkrum's drive that swayed one of the other commissioners, in a 2-1 vote, to go back to the voters a third time, Bowen said.

County Auditor Zona Lenhart, who has worked with Corkrum since 1974, said she always was straightforward, to the point, and wanted "an honest day's work for an honest day's pay."

"She was always a very hard worker and really had the interests of the people at heart. I don't think a lot of people realize that," Lenhart said. "She also had the interests of the employees at heart, and I definitely don't think the employees of the county realize that."



Lenhart first worked with Corkrum when they both were in the office of former Auditor Dorothy Towne. Corkrum was head of the licensing department at the time, Lenhart recalled.

But their acquaintance goes back further, to when Lenhart, now 55, was in the eighth grade at Stevens Junior High School. Corkrum's late husband, Phil, was the physical education teacher back then, and Lenhart can remember once when Corkrum came into the gym to give her husband grief over something.

"I thought, 'Oh my God, I never want to be on her bad list,'" Lenhart recalled, laughing at the memory. "And then I come to work at the courthouse, and who's my boss but his wife!"

In fact, Lenhart grew to cherish her years working with Corkrum, who preceded Lenhart as auditor before becoming a county commissioner.

"I love her, and I'm really, really gonna miss her," Lenhart said.

People beyond the county also have recognized Corkrum's civic contributions in recent weeks.

Executives of the Washington Counties Risk Pool and Washington Counties Insurance Fund -- organizations Corkrum was active with for many years -- traveled to the Franklin County Courthouse to present her a certificate of appreciation and an engraved clock early last month.

"Neva always brought to the table the idea that it was a pool and not an individual county or county situation," said David Goldsmith, member services manager for the WCRP.

Corkrum said she has enjoyed her years of service and knows she has a lot of support in the community, but otherwise declined to be interviewed for this story. She said although she knew her time in office eventually would come to an end, it has been difficult dealing with the circumstances.

She lost her bid for re-election in November to challenger Brad Peck. At 74, she said during the campaign she felt she had one more term in her.

In addition to her twenty years of association as the Board Director from/for Franklin County, Neva's service to the Washington Counties Risk Pool included two terms totaling six years as a member of the Executive Committee (1993-94 and 2004-08), two terms as the elected Executive Vice President (1990, 1992), and one term each following the governance reorganization as the elected Secretary/Treasurer (1993-94) and as the elected President (1994-95).



MEMBER NEWS



Meet Commissioner Tom Mielke from Clark County

On Monday, January 5, 2009, Clark County Commissioner Tom Mielke was administered the oath of office by Superior Court Judge Barbara Johnson. Commissioner Mielke will represent Clark County's District 2 in his first four-year term. He represented the constituents at the state legislative level for eight years. As vice-chair of both the land use and transportation committees in the state legislature, Commissioner Mielke noted that he was able to learn from the "best and the brightest."

Commissioner Mielke also owned his own business for 18 years and one of his goals as Clark County's newest Commissioner is to work within a balanced budget. He noted that public safety and taking care of our most vulnerable citizens is his top priority.

~ Judy Finnsen, Clark County Claims and Safety Analyst

Are you searching for help to comply with ADA requirements? Try the DBTAC Northwest - ADA Information Center

At the last Board meeting, Mark Abernathy, Kitsap County Risk Manager and WCRP President, recommended the services of this organization:

The Disability and Business Technical Assistance Center Northwest was established by Congress to serve business, state and local government and people with disabilities as they work together to meet the challenges of disability and its impact on society. Their call center provides free consultation to questions regarding compliance with the ADA, and how to effectively respond to the formula

driven process of accommodating the human condition in employment, accessibility, transportation, and access in the information age. Their site is set up to assist you in managing many of your own questions on accessibility and compliance with sections particular to business, state and local governments, architects and contractors, and people with disabilities. The frequently asked question section is an extensive part of the site and was built on the most frequently requested topics to which they respond at their call center.

DBTAC is the new contractor for ADA compliance located in Mountlake Terrace, Washington. Their staff has been assisting in ADA compliance for over 20 years throughout the Northwest. Website: www.dbtacnorthwest.org or call 800-949-4232



WCRP STAFF NEWS

Jill Lowe - Loss Control Coordinator

Public Records -

Do You Keep, or Do You Toss?

The Risk Pool staff meetings can get pretty rowdy when electronic records retention is discussed. I like to keep copies of all my emails so I don't have to research the same issue more than once. (Stored emails function like a second brain for me.) Others on staff like to delete emails immediately if they do not pose a records retention need.

To help us all better understand the applicable rules, attorney Ramsey Ramerman, Associate with Foster Pepper LLC and the unofficial local government representative on the "Sunshine Committee" that is currently reviewing all of the exemptions under the Public Records Act, will be conducting five training classes in February and March on the Public Records Act and Electronic Records. We've been reading various policies and discussing the most recent Attorney General's guidelines for email retention so this subject has been very near and dear for several months now.

Ramsey forwarded the Washington State University records retention policy and in the policy was a July 1999 document written by Jeffrey T. Even, Assistant Attorney General. Surprisingly, even in the ever changing public records arena, the article is still relevant. The following are reasons he provides for letting go of those unneeded documents.

- Keeping stuff you don't need costs money.
- Keeping organized records, uncluttered by ancient and obsolete materials, makes it easier to find what you need when you need it.
- Failure to dispose of public records you no longer need creates unnecessary complication and expense when your agency receives a public records request or becomes involved in litigation. Even if the ancient and obsolete records are not relevant to a request or to a lawsuit, you will be required to search through them in order to respond. You cannot destroy documents when a public records request or lawsuit is pending.
- Failure to properly respond to a public records request will cost your agency money. This is more likely when you have more records to review because you kept stuff you didn't need. Under the Public Disclosure Act, a court is required to order financial sanctions if an agency improperly denies a request for records or fails to respond to a request within a reasonable time.
- If the request comes during litigation in the form of a discovery request, the failure to properly provide the re-

quested records could cost substantial amounts of money. Washington courts have recently approved large monetary sanctions for discovery abuses. Storage facilities cost the taxpayers money. When you neglect to cull unneeded ancient and obsolete records, state storage facilities fill up with the stuff. Maybe the taxpayers will have to build a new building, just to hold the records you could have let go. Sort of a shame.

It feels like Mr. Even has provided me and others some very good advice in the following summary. *"By all means, keep what the law requires you to keep. Keep what the law doesn't require you to keep if you have a good reason to keep it. But please don't just keep stuff without a good reason. Proper records management simplifies your life, and saves the taxpayers money. In the end these are very good things."*

WCRP Online University—LocalGovU

The Washington Counties Risk Pool strives to provide innovative solutions for the members' training needs. As part of that effort, a partnership has been established with LocalGovU to offer over 100 courses in an online format.

Subjects are organized into the following categories: Corrections Training, Customer Service, Financial Management, Human Resources, Law Enforcement, Management, Productivity (office and computer skills), and Safety & Environment (including driver training).

Budgets are tight and time is limited. This website offers a high quality library of courses that are available whenever and wherever there is access to the internet. We are committed to enhancing and adding to your training content on an ongoing basis. By providing online as well as in-person training, we will continue to provide a vibrant, comprehensive and constantly improving loss control program.

As each member county is ready to access the online course, its appointed county administrator will establish county employees as users. Most courses are offered at a per person, per course price of \$4.25. The online defensive driving program is being offered at a cost of \$2.75 per person, per course. You can order courses through the course library and WCRP will send a bill at the end of the month. Each time a course is passed, a certificate is available for printing. In addition, the county administrator has access to a database detailing who has passed which courses.

To determine who your LocalGovU county administrator is, contact Jill Lowe at 360-292-4492 or jill@wcrp.wa.gov.

Note: In the context of this article, the "appointed county administrator" is that person who has been designated by LocalGovU and the Risk Pool to serve as that county's "designated online administrator."



David Goldsmith - Member Services

WCRP Selects Property Appraisal Firm

The firm of Hirons and Associates, Inc., headquartered in Milwaukee, WI, was the unanimous choice of the selection team to begin the property appraisal process for those counties participating in the Washington Counties Property Program. Five national firms responded to the RFP/Q, four of which received face to face interviews. The selection team included WCRP Past President Keith Goehner, Executive Committee members Lee Grose and Tammy Devlin, Executive Director Vyrle Hill and Member Services Manager David Goldsmith.

Reference checks confirmed what the committee had concluded about Hirons - they understand County government and the Pool environment; they have an approach that keeps the Member Counties and Pool management informed of their activities; and they communicate well, are very client and service oriented, and provide good value for the services rendered. Hirons has an established record with pooling and public entity clients, working almost exclusively in the public sector arena for over 20 years.

Some of their larger and/or similar pooling clients include the following:

League of Minnesota Cities
Insurance Trust (800+
members)

NIRMA – Nebraska Counties pool

(with 83 County members)
VML Insurance Programs – a
large Virginia pool with 340
members, including many
Counties

Mark Hessel, Vice President, will be the lead appraiser and project manager under the contract. Mark has been in the business of appraising public sector property for 23+ years, and has extensive experience with County government and, specifically, historic property valuations. He will be attending the Spring Board meeting at Skamania Lodge where he will be presenting himself and his firm, the approach his firm will be taking in implementing the property appraisal processes and, most importantly, get a chance to become familiar to you, his new clients.

Hirons' work plan will be provided to the Pool in a month or two. Once the appraisal schedule has been approved, members can go online to Hirons' website to see the schedule. By April or May, members can expect to see appraisers in their counties, with the appraisals scheduled to be completed by the end of July.

Throughout the course of inspecting and valuing, Hirons takes great care to minimize disruption. However, member participation is desirable, especially in the area of planning for the appraiser to have access to all areas of the property in a timely manner.

We look forward to adding Hirons and Associates to our already talented pool of individuals and

firms that support the WCRP in the products and services it provides.

...More Storm Pictures



Elma Airport under water -
Grays Harbor County



On Blewett Pass, water takes out
one lane of the road - Chelan County



Semi rollover in Bellingham -
Whatcom County



DRIVING TIPS



Rear-End Collisions

From the driver's perspective, a rear-end collision means either someone rear-ended you or you rear-ended someone. Let's consider the first.

Struck By Other Vehicle

In nearly all instances, the courts are going to assign fault to the person rear-ending you. But, even though you are not at fault, the accident still has negative consequences for you and your company. For example, the accident will result in lost time, diminished productivity, and possibly loss of good will from unhappy customers whose goods show up late or damaged. On a personal level, if you are injured, it is small consolation that the other person was at fault.

So what can you do to prevent someone from rear-ending you? I have heard some unusual responses to that question from drivers when teaching defensive driving courses:

- "Speed up."
- "Step hard on the brakes for a quick second to let him/her know you want him/her to back off."
- "Slow down and maybe he/she will pass."
- "Turn my tail lights on and off to fool him/her into thinking it is my brake lights."

Some of these responses are given in jest, as many of these so-called solutions can result in an accident or a road rage incident.

So what is the correct answer? **Increase your following distance between you and the vehicle in front of you.**

I usually get some deer-in-the-headlights stares with that statement. Some drivers don't immediately grasp the logic behind such a statement.

Here is why it is the best answer:

By increasing your following distance, you have time to *slowly* brake when there is a need to brake. And, by doing so, you give the tailgater behind you more time to react. Since he/she is not prudent enough to maintain a safe following distance, you have in effect established that safe distance for him/her in front of your vehicle.

Here are a few other things you can do to avoid being rear-ended:

1. Don't stop or slow suddenly in non-emergency situations, such as when you suddenly realize you are about to miss your turn. Better to continue on and turn around where it is safe to do so.
2. Don't squeeze into the space between a large truck and the vehicle ahead of it. Afterwards, if you have to stop or slow quickly, it is unlikely the truck will be able to stop in time to avoid hitting you.
3. Signal well in advance of any turns.
4. Make sure your turn signals and brake lights are not covered up by mud or ice.
5. Don't park on the shoulder of the road.
6. Activate your emergency flashers when you find yourself in situations where you are more likely to be rear-ended, such as when you are the last in line of traffic that is stopped because of an accident.
7. When you are on an on-ramp and attempting to merge with traffic, look for and then move smoothly into the gap between vehicles. Stopping on an on-ramp results in many rear-end collisions. The driver behind you is looking to the left to find an opening, and often times does not see that you have slowed suddenly or stopped.

Striking Other Vehicle

Now, let's examine a rear-end collision where you rear-end someone. In accidents of this type, the driver will sometimes put the blame on the other party. "The car in front of me stopped suddenly. There was nothing I could do to avoid hitting him/her."

Most of the time this statement is just an excuse to hide the fact that he/she was tailgating or not paying attention, such as adjusting the radio, eating, reading a map, etc.

A driver who is driving defensively expects that others on the road will make mistakes, placing him/her in harms way. But a safe driver's attitude is that he/she will do everything reasonably possible to avoid becoming involved in any accident, even those accidents that are initiated by the mistakes of other drivers. Sound familiar? It should. The sentence is basically a paraphrase of the definition for defensive driving.

Simply put, rear-end collisions can be prevented by maintaining a safe following distance. This may mean you have to back off when another vehicle cuts in front of you. It can be frustrating in heavy traffic to continue backing off as vehicle after vehicle fills in your safe following distance. But vigorously maintaining a safe following distance is the safe thing to do. And, truth be told, you really don't lose

(Continued on page 10)



DRIVING TIPS



(Continued from page 9)

much time. Besides, drivers that cut in front of you are most likely aggressive drivers who will cut right back out after a short period of time.

Following Distance

The recommended following distance under ideal road and weather condition for vans, pickups, and cars is two - three seconds. Add an additional one - two seconds if you are driving a medium size straight truck. If conditions are less than ideal, you should increase your following distance more.

Determining your actual following distance is easily accomplished by counting off the seconds that elapse from the time the vehicle in front of you passes a landmark (such as a sign, post, etc.) until your vehicle reaches the same landmark. Then, compare your time to the recommended safe following distance to see if you need to adjust your following distance.

Concluding Remarks

Remaining alert, being patient and courteous, and doggedly maintaining a safe following distance under all traffic situations are some of the characteristics that separate the good drivers from the poor drivers, i.e., the accident free drivers from those who most likely will be involved in a rear-end collision.

This article was written for the January 2009 issue of *Courier Safety Topics Newsletter* by Tim White, Senior Loss Control Consultant for Gallagher Transportation Services. He has given his permission to reprint.



RISK POOL PROVIDES VEHICLE ACCIDENT CHECK LISTS TO MEMBERS

If you are driving a county vehicle and are in an accident, the vehicle should contain a Vehicle Accident Check List that you can follow to record needed information following the accident.



Here are a few tips from the Check List:

1. Keep Calm!
2. Stop immediately. If you are not seriously injured, move your vehicle off the road and turn off ignition. Suggest that others do the same. Protect the scene of the accident with traffic control devices (cones, flares).
3. Offer assistance. Give first aid to the injured.
4. Make no admissions or take any blame for the accident.
5. Contact 911. Be sure the appropriate law enforcement agency is notified and wait until the enforcement officer arrives at the scene.
6. Call your supervisor who will, in turn, notify your Safety Officer. Do not talk to anyone about the accident except the proper authorities.
7. Show your driver's license willingly.

If possible, gather the following information:

- Names and License Numbers for other vehicles
- Names and Addresses of Witnesses
- Names and Addresses of Injured
- Descriptions of vehicle damage
- Draw a sketch of the road or intersection and indicate what happened during the accident (indicate North on your sketch)
- Note general road condition and weather conditions

County Risk Managers may obtain Vehicle Accident Check Lists from the Member Services Division of WCRP. Email Claire@wcrp.wa.gov