

WASHINGTON ASSOCIATION OF SHERIFFS & POLICE CHIEFS

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Serving the Law Enforcement Community and the Citizens of Washington

EXECUTIVE BOARD MEETING
ROOM 206AB | SPOKANE CONVENTION CENTER | SPOKANE, WA
MAY 22, 2018 | 4:30 PM



President Brian Burnett called the Board meeting to order at 4:30 p.m. There was a quorum present with the following Board members in attendance:

President Sheriff Brian Burnett, Chelan County	President-Elect Chief Ken Thomas, Des Moines PD
Vice President Sheriff John Snaza, Thurston County	Sheriff Bill Benedict, Clallam County (by phone)
Sheriff John Turner, Walla Walla County	Chief Dusty Pierpoint, Lacey PD
Sheriff Rick Scott, Grays Harbor County	Director Mark Couey, OIC, Criminal Investigations Unit
Chief Craig Meidl, Spokane PD	Sheriff Brian Winter, Yakima County
Special Agent in Charge Jay Tabb, FBI	Chief Ronnie Roberts, Olympia PD
John Batiste, Chief, Washington State Patrol	

The following guests were in attendance:

- Chief Al Compaan, Edmonds Police Department
- Chief Steve Crown, Wenatchee Police Department
- Chief Michelle Bennett, Sammamish Police Department
- Undersheriff Mark Crider, Walla Walla County Sheriff's Office

The following WASPC staff were in attendance:

- Steve Strachan
- Kim Goodman
- James McMahan
- Mike Painter
- Ned Newlin
- Deb Gregory

CALL TO ORDER

President Burnett called for a motion to approve the March 13, 2018 Executive Board meeting minutes.

Motion: Sheriff John Snaza moved to approve the minutes as written. Chief John Batiste seconded. The motion carried.

REPORTS

Finance

Sheriff Brian Winter presented the financial report.

2017 Audit Status Report

The annual audit field work is complete. The auditors met with Steve and Kim to review audit and the preliminary review is good with no findings. The auditors made recommendations for the development of a comprehensive disaster recovery plan and also revisions to our procurement policy to bring it in line with 2 CFR 200. A formal presentation will be made to the Treasurer and members of the finance committee in June. Board members are invited to attend if they are interested.

Financial Statement Presentation (located under Tab 2 of the Executive Board Packet)

All statements are presented through March 31, 2018 compared with all of 2017

Page 1 – Statement of Financial Position

- Cash balance includes \$425K for the Internet Crimes against Children task force.
- Investments include a \$50K deposit during the first quarter of 2018.

Page 2 – Statement of Activities

- Grant revenues and expenses fluctuate throughout the year. Review of the individual programs determine the figures are in line with expectations. Example; traffic grants are awarded in the first quarter, but reimbursement requests and revenues are posted later during the year (typically May/June)
- Contracts – Healthcare Jail Data contract began in July 2017
- Conferences – the 2018 figures posted represent the monies received for our vendor booths and also sponsorships. Supporting the exhibitors is important.
- Membership dues – Active dues are billed in January which represents the majority of our dues revenues

Page 3 – Functional Expenses

- Salaries/Benefits – 2017 figures include new hires (Denied Firearm Transactions and Sex Offender Program Coordinator.) There was also a brief period in January for the Executive Director transition.
- Professional Fees – Denied Firearm contractor fees, annual fees for Jail Booking and Reporting System, Sex Offender Website, etc. paid annually.
- Workshops – This category contains our conference expenses.

Motion: Sheriff Rick Scott moved to approve the financial statements as presented. Sheriff John Snaza seconded. The motion to approve carried.

Procurement Policy

As mentioned during the audit report, we need to update our procurement policy. The finance and personnel committee reviewed the draft policy which was prepared by staff and reviewed by the auditors to ensure compliance with 2 CFR 200. The policy is also included under tab 2.

Motion: Chief Ronnie Roberts moved to approve the changes to WASPC's procurement policy. Chief Dusty Pierpoint seconded. The motion carried.

Conference Scholarship – Guidelines/Policy

Committee discussed the conference scholarship policy and guidelines for the scholarships. Treasurer will work with the Membership and Small Agency chairs on further development.

Amicus Brief Budget – I-940

Director Strachan discussed the Amicus brief work our attorney (Smith Alling Lane) has done for us. The initial budget was for \$10-15K. With the appeal in process, we will need to up the budget for up to another \$15K (\$30K total).

OLD BUSINESS

At the March 13, 2018 E-Board meeting, the Board gave authorization for WASPC to look at the Tri Cities to host its 2020 fall conference. Contact was made with the convention center's sales office to find out that the 2020 date has already been booked for another group. It appears that this group has confirmed dates for a number of years into the future that conflict with WASPC's fall conference dates. Kim Goodman requested authorization to enter discussions with Skamania Lodge in Stevenson, WA for the fall 2020 conference provided that we can negotiate a rate comparable to what we receive at Campbell's in Chelan. If we are unable to do so, WASPC staff would like approval to enter into a contract with Campbell's once again for the fall 2020 dates.

If okay by the Board, WASPC staff would also like to enter into discussions with the Tri Cities Convention Center to host our spring 2021 conference.

Motion: Chief John Batiste moved to approve WASPC staff recommendations to enter discussions with Skamania Lodge for its fall 2020 conference if comparable rates can be negotiated. If not, that approval be given for staff to enter into a contract with Campbell's in Chelan for the fall 2020 date. In addition, that WASPC staff be approved to enter into discussions with the Tri Cities Convention Center to host the 2021 spring conference in Kennewick. Sheriff John Snaza seconded. The motion to approve carried.

NEW BUSINESS

WASPC Executive Board Elections

Chief Ken Thomas chaired the Chiefs' meeting held earlier today. For the VP position, Chief Craig Meidl of Spokane declared his intent to run.

For the Sheriff at-large position, Sheriff Mark Nelson was nominated by the WSSA membership to serve in this position.

For the Active member position (not a municipal chief or sheriff), Mark Couey from the Office of the Insurance Commissioner has indicated his intent to run for re-election to this position.

For the Chief at-large position to replace Chief Dusty Pierpoint, who's term is expiring, the following Chiefs indicated their intent to run for the open position: Chief Steve Crown, Wenatchee PD; Chief Dan Yourkoski, Normandy Park PD, and Chief Gary Jenkins, Pullman PD.

Proposed Changes to the Accreditation Standards – Mike Painter

The Professional Services Committee met and has approved five new standards. Three relate to extreme risk protection orders. There is also a language change for PPE. The original language for the PPE was permissive and used the word “should”. The proposed change removes the word “should” and inserts the word “shall”.

Motion: Director Mark Couey moved to accept the proposed changes. Chief John Batiste seconded. The motion carried.

Agencies Up for Accreditation – Mike Painter

There are seven agencies up for accreditation or re-accreditation. The Accreditation Commission has approved all seven for accreditation status. The agencies are:

1. Algona Police Department
2. The WA State Gambling Commission
3. Redmond Police Department
4. Ephrata Police Department
5. Kennewick Police Department
6. Bremerton Police Department
7. Grant County Sheriff's Office

Motion: Chief Ronnie Roberts moved to approve accreditation or re-accreditation for all seven agencies. Chief Ken Thomas seconded. The motion carried.

Sheriff Bill Benedict asked Mike how many jails are working toward accreditation. There are currently four. Island County, Grays Harbor County and Grant County, along with one other.

Facilitating Safe Access to Private Property During a Wild Fire or Forest Fire Model Policy Update

President Burnett indicated that his staff has been reviewing the current model policy and believes the policy could use some updating in a number of areas. They have been working on proposed changes and have asked Sheriff Burnett if he would recommend that the proposed changes be submitted to WASPC's Model Policy Committee for review and action at the May Board meeting. Once approved by the Board, it would be moved on the General Business meeting for consideration and a vote by the full membership. Assuming the Board's and the membership's approval, the updated policy would be in effect in time for the 2018 fire season.

The Chelan County Sheriff's Office took the lead on this about one year ago. They worked with a lot of the emergency management groups around the state in a collaborative effort. The changes being proposed are for liability purposes. Sheriff Burnett requested that the Board approve these proposed changes and forward them on to the General Business Meeting Thursday morning, May 24, 2018 for review and approval by the WASPC membership.

Motion: Sheriff Brian Winter moved to approve the proposed changes and recommend approval by the WASPC membership at the 5/24/2018 General Business Meeting. Chief John Batiste seconded. The motion carried.

Communications Consultants – GreatWork Communications

Steve Strachan recapped the process that WASPC has been through to find and retain a communications consulting firm to assist WASPC and those agencies who may not have PIO's on staff with general public information inquiries and those agencies involved in high stakes communications. After interviews were conducted, WASPC selected GreatWork Communications. They have been providing WASPC with services now for about five months and are doing an incredible job.

Steve introduced Diane Aboulafia, Principal of the firm, and Barbara Smith, an Associate, who is WASPC's primary contact. Diane and Barbara met with the Public Trust Committee yesterday during the conference about how best to assist them. Steve asked the Board to start thinking about the resources they offer us and what we would like from them and then plan to discuss this in greater detail at the Board's retreat in September. Diane indicated that they are working on a plan that will be presented at the fall conference. They will also be rolling out a member kit for use in utilizing their services. Barbara is working to institute a monthly meeting of PIO's from interested agencies, and in September at the retreat, will be discussing a long-term communication plan.

Approval of Membership

Motion: Sheriff John Snaza moved to approve the membership applications as submitted. Chief Dusty Pierpoint seconded. The motion to approve carried.

Chief Ken Thomas thanked Chief Ronnie Roberts for stepping up to take on the role of President-Elect when it appeared that Chief Thomas would not be able to serve. It was greatly appreciated.

With there being no further business to discuss, the meeting adjourned at 5:19 p.m.

Respectfully submitted,

Deb Gregory
Executive Assistant, WASPC