

# WASHINGTON ASSOCIATION OF SHERIFFS & POLICE CHIEFS

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Serving the Law Enforcement Community and the Citizens of Washington

EXECUTIVE BOARD MEETING  
CAMPBELL'S RESORT | CHELAN, WA  
NOVEMBER 13, 2018 | 4:00 PM



## CALL TO ORDER

President Ken Thomas called the Board meeting to order at 4:08 PM. There was a quorum present with the following Board members in attendance:

Past President - Sheriff Brian Burnett, Chelan County	President - Chief Ken Thomas, Des Moines PD
President-Elect - Sheriff John Snaza, Thurston County	Sheriff Bill Benedict, Clallam County
Sheriff Mark Nelson, Cowlitz County	Chief Steve Crown, Wenatchee PD
Sheriff Rick Scott, Grays Harbor County	Director Mark Couey, OIC, Criminal Investigations Unit
Vice President - Chief Craig Meidl, Spokane PD	Sheriff Brian Winter, Yakima County
Special Agent in Charge Ray Duda, FBI	Chief Gary Jenkins, Pullman PD
Chief John Batiste, Washington State Patrol	Chief Ronnie Roberts, Olympia PD

The following guests were in attendance:

- Diane Aboulafia, GreatWork Communications
- Barbara Smith, GreatWork Communications

The following WASPC staff were in attendance:

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

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President Thomas called for a motion to approve the September 14, 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 & Personnel Committee

Sheriff Brian Winter presented the financial report.

All statements are presented through September 30, 2018. Overall, YTD expenses are in line with YTD revenues. No concerns.

#### Page 1 – Statement of Financial Position

- Cash balance adequate for daily operations. Previously mentioned \$425K for the Internet Crimes against Children task force was paid September 28.
- Investments include a \$150K in deposits made during 2018.
- Deferred Revenue increases \$61K NIBRS Repository and \$85K for Protective Order system.

#### 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: timing of address verification quarterly payments, VINE 3 implementation project in 2017. New and one-time programs funded by legislature; denied firearm, WA Gang database, and mental health field response grants.
- Contracts – Healthcare Jail Data contract began in July 2017
- Monitoring Revenues – moderate client contract increases. Largest factor to increase is a transition to a newer more expensive piece of equipment. Monitoring Expenses have increased proportionately.

#### Page 3 – Functional Expenses

- Salaries/Benefits – 2017 figures include new hires (Oct 2017 - Denied Firearm Transactions and Sex Offender Program Coordinator.) There was also a brief period in January 2018 for the Executive Director transition.  
2018 increases in benefits due to the change in our employee insurance allowance that was implemented Dec 1, 2017 (from \$730 to \$913 per month)
- Professional Fees – includes Jail Data Extract vendor fees \$378K, \$40K for communications contractor and \$30K in increased legal fees for our part in the amicus brief for the HB3003/940 review.
- Conferences – 2018 includes full implementation of the adoption of the travel policy to assist with the expenses for WASPC representation on state committees and workgroups and also for executive board members. The executive board retreat lodging was also covered by the WASPC budget for the first time in 2018.
- Travel – DUI 24/7 Monitoring conference and work session was held in Sacramento. WASPC program funds paid for active 24/7 user agency personnel to attend this conference with Jamie.
- Supplies – Includes replacement of workstations for CJIS staff as well as other admin staff earlier in 2018.
- Depreciation – Significantly lower in 2018 due to full depreciation of internally developed software (10 year schedule).

### **Check disbursements**

For the period Sept 10 through Oct 31, 2018. Checks 40349 through 40483 totaling \$4,342,110.13 are presented under tab 2.

Check 40369 was voided and reissued as 40371.

**Motion: Sheriff Bill Benedict moved to approve the Finance & Personnel Committee report and check disbursements as presented. Sheriff John Snaza seconded. The motion carried.**

### **Other items:**

#### **Investment Review**

The finance committee met with our Morgan Stanley financial advisor in October to review our accounts. At the time of our review we discussed our transition from an entirely conservative portfolio to a more moderate to moderately conservative portfolio. With the retirement of our mortgage debt, we can afford to be less conservative in our investments. We also gave approval to our advisor to make changes to our account more frequently than at our annual review. All of these changes are within the constraints of our current investment policy.

#### **Grant Requests**

The WASPC Grant committee along with the Finance and Personnel Committee recommends approval of the following WASPC grants:

- Washougal PD – LEMAP/Accreditation up to \$4,000
- Pacific PD – LEMAP up to \$4,000

**Motion: Sheriff Mark Nelson moved to approve the grant requests as recommended by the Finance & Personnel Committee. Chief John Batiste seconded. The motion carried.**

### **2019 Budget** Located under Tab 2

The budget presented is similar to 2018 and is a roll-up summary of all General Fund programs.

The Finance and Personnel committee reviewed the proposed budget at a program level on Monday. In preparation, staff completed a two year look back and reviewed 2018 spending levels to evaluate this proposal. In a couple specific areas increases are being proposed. Overall, the adjustments were minor.

#### **Operating Activities:**

Contracts – Budgeted \$504K increase to capture the anticipated revenues from the Jail Data Extract contract with the Health Care Authority.

Monitoring – Budgeted increase to more accurately reflect current equipment used. Recent user agency transitions to a newer and more expensive type of monitoring equipment is driving this change.

**Expenses:**

Salaries/Benefits – Change is result of increased benefit allowance for employees and the Mental Health Field Response grant program allowing for one full FTE to be paid from state programs.

Professional Fees:

\$504K increase for Jail Data Extract contract with HCA. This expense is paid directly to the vendor providing the extract. Also added \$90K for the contract with our communications firm as well as \$30K in legal services.

Monitoring Expenses – See comments above.

Repair and Maintenance – Budgeted for an additional \$25K in various maintenance projects throughout 2019. This includes an upgrade to our access control system, painting, and other potential update/upgrade projects.

Depreciation - Significantly lower due to full depreciation of internally developed software (10 year schedule)

**Motion: Sheriff John Snaza moved to approve the proposed WASPC 2019 General Fund Budget as submitted. Chief Ronnie Roberts seconded. The motion carried.**

Retirement Plan Trustee Update

WASPC has a 403(b) Retirement Plan for its employees. The current named trustees of the plan include Mitch Barker, former WASPC Executive. The Board needs to update its trustee designations to remove Mr. Barker, who is now retired, and add Steven D. Strachan, WASPC's new Executive Director.

**Motion: Chief John Batiste moved to authorize WASPC to update its 403(b) Retirement Plan list of trustees to remove Mitch Barker, and add Steven D. Strachan. It was seconded by Sheriff John Snaza. The motion carried.**

**OLD BUSINESS**

WASPC Bylaws – Line of Succession – At the September 14, 2018 E-Board meeting, the Board asked WASPC staff to review the existing Bylaws to determine if there was adequate provision contained within to cover the line of succession in the event there is a change of President similar to what happened just prior to the May meeting in Spokane. After having reviewed the current Bylaws, Kim Goodman, WASPC Chief of Staff, believes that the language in the current Bylaws does provide a clear line of succession in the event of such a reoccurrence.

Kim noted that Sheriff Brian Winter, our current Secretary Treasurer will be retiring at the end of this calendar year. The Bylaws do outline the process for the Board to select a new Secretary Treasurer. Steve Strachan will issue a call for interested candidates after the start of 2019 in either a GTWO or in one of his weekly Executive Director updates. Candidates can be either a Chief or a Sheriff.

### Research & Communication Update

Diane Aboulafia, Principal from GreatWork Strategic Communications provided the Board with an update on recent research they've done in partnership with WSU.

- GreatWork Communication partnered with WSU's DGSS to examine perceptions of law enforcement in Washington State
- Used mixed method approach: Literature review, interviews and surveys
- **Procedural justice (whether citizens view process and encounters as fair)**
  - Biggest predictor: personal or vicarious contact with police
- **Performance-based (perceptions of effectiveness)**
  - Fear of crime, past victimization, level of crime impact perceptions

GreatWork will re-run the questions for students at WSU and should have a better response rate and will update the Board at their January 2019 meeting.

Sheriff Benedict asked Diane why the students of WSU were chosen for this survey. The decision was a cost-based one as WSU researchers already have a large of body of data to use as a resource for this survey. By using their resources, it significantly cut costs for WASPC.

Barbara Smith, also of GreatWork, provided a brief update on the toolkit they are developing for WASPC tailored to services members might need. It will be available on line. Both Diane and Barbara will be making themselves available to any members who would like to meet with them during the conference to discuss specific communication issues.

### **NEW BUSINESS**

#### Accreditation Commission Recommendations for Agency Accreditation

Chief Mike Warren of Ephrata PD, and Chair of the Accreditation Commission, recommended the following four agencies to the Executive Board for accreditation:

- Battle Ground Police Department
- Kitsap County Sheriff's Office
- Spokane Police Department
- Lakewood Police Department

**Motion: Chief Ronnie Roberts moved to accept the Accreditation Commission's recommendations for agency accreditation. Sheriff Rick Scott seconded. The motion carried.**

#### Revisions to the Sex Offender Registration & Community Notification Model Policy

James McMahan, WASPC Policy Director, provided a summary of the changes being proposed to the model policy. The updates are based on two primary issues:

1. Case law impacting registration and notification, and
2. An SAO performance audit on notifications to schools and others when a sex offender attends or is employed by a school.

The proposed changes have been vetted through the Sex Offender Registration and Notification Committee, and also by the Sex Offender Coordinators statewide. It was presented to the Model

Policy Committee earlier in the day. The Model Policy Committee recommended that the Board endorse its recommendation for approval of the changes by the membership on 11/14/2018 at the General Business meeting.

**Motion: Sheriff Mark Nelson moved to recommend approval by the General Membership. Sheriff Brian Winter seconded. The motion carried.**

#### Inviting Life Members and Past Presidents to WASPC Conferences

Steve Strachan suggested to the Board that it would be a nice idea to extend invitations to Life members and Past Presidents to attend the Wednesday banquets at each conference. Theirs and their spouses' dinner costs would be covered by WASPC if they indicate a desire to attend. The Board agreed. If Board members know of Life members and past Presidents and have email contact information for them, please send it to Steve and Deb Gregory.

#### Firearms Background Check System

Steve Strachan provided the Board with a quick update on a meeting he participated discussing a single point firearms background check system, and where it might go from here. There have not been any specific decisions made yet and no decisions on whether we want to support such a system. More discussion will be held, and staff is continuing to research how this is being handled in other areas of the country. Steve will keep the Board apprised as discussions continue.

#### Establishment of a Health & Wellness Committee

Chief Scott Behrbaum of Issaquah PD proposed that the WASPC E-Board establish a new standing committee to address health and wellness for CEO's, command staff and their families. It would be modeled similarly to what IACP is doing. The committee would focus on reinvesting resources in the health and welfare of our law enforcement community and their families. The goal is to help people survive and thrive in the law enforcement profession from start to retirement.

**Motion: Sheriff John Snaza moved to approve the establishment of a Health and Wellness Committee. Ronnie Roberts seconded. The motion carried.** Mike Painter, Director of Professional Services for WASPC, will assist Chief Behrbaum in drafting up a committee charter for the Board's review and approval at the January 2019 meeting.

#### Scenes of Violence Policy

Chief Carol Cummings of Bothell PD has been actively involved in the effort to create a Tri-County (King, Pierce, Snohomish) policy on development of a Model Policy for Emergency Mutual Aid and Response in the event of a mass destruction event. She introduced Major John McCracken from the Bellevue PD to present the policy to the Board and to request that the Board consider sending the Tri County policy to WASPC's Model Policy Committee for review and potentially a recommendation that WASPC adopt the same policy. The Tri County policy is consistent with what FEMA is now doing.

**Motion: Sheriff John Snaza moved to send the Tri County policy to WASPC's Model Policy Committee with a request that they provide a recommendation on whether this is something that should be adopted by WASPC as a new model policy for its membership. Sheriff Rick Scott seconded.** It should be noted, the request of the Model Policy Committee is to review the Tri County policy and make a recommendation to WASPC's Executive Board on whether this should or should not be adopted. The motion carried.

Approval of Membership

WASPC's Membership Committee submitted the latest list of membership applications for the Board's review and approval. All member applications have been endorsed by their sponsors.

**Motion: Chief John Batiste moved to approve the membership applications as submitted. Sheriff Bill Benedict seconded. The motion to approve carried.**

Approval of the 2019 Executive Board Meeting Schedule

The following were proposed as meeting dates for the Board in 2019:

- January 15, 2019 – WASPC Office, Lacey
- March 19, 2019 – WASPC Office, Lacey
- May 21, 2019 – Spokane Convention Center – Spokane, WA (Spring conference)
- September 12-13, 2019 – Retreat/Board Meeting – Leavenworth, WA
- November 19, 2019 – Campbell's Resort – Chelan, WA (Fall Conference)

**Motion: Chief Ronnie Roberts moved to approve the proposed E-Board meeting schedule for 2019. Sheriff Rick Scott seconded. The motion carried.**

President Thomas recognized retiring Sheriff Mark Nelson from Cowlitz County for his years of service to the citizens of the state of Washington and to his many years of service on the Executive Board. Sheriff Nelson thanked the group for the opportunity to serve on the Board.

President Thomas also recognized Sheriff Brian Winter from Yakima County who is also retiring at the end of this year. President Thomas thanked the Sheriff for his service as Secretary Treasurer on the Board and for his service to country. Sheriff Winter thanked the group for the opportunity to serve on the Board and get to know the members. It has been his honor and privilege. He has enjoyed serving and making a difference.

Chief John Batiste announced that his Assistant Chief, Randy Drake, will be retiring at the end of this month after 25 years of service with WSP. If you know Randy, please take a moment to congratulate him.

The next meeting of the Board will occur on January 15, 2019 at the WASPC Office in Lacey.

With there being no further business to discuss, the meeting adjourned at 5:21 p.m.

Respectfully submitted,

Deb Gregory  
Executive Assistant, WASPC