



Washington Association of  
**SHERIFFS &  
POLICE CHIEFS**

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Washington State Patrol

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Steven D. Strachan  
Executive Director

**EXECUTIVE BOARD MEETING MINUTES**

November 7, 2023 | 5:00 PM

Three Rivers Convention Center | Kennewick, WA

**CALL TO ORDER**

Sheriff Morris called to order at 5:00 PM.

Approval of Minutes for 9/28/2023: **Motion by Sheriff Nowels. Second by Chief Lowe. Motion carried.**

**FINANCE COMMITTEE REPORT:** Chief Vance gave the board a finance report.

**Financial Statements** - The comparative statements are presented through August 2023. No concerns to note in the presentation. Expenses and revenues are as expected. No significant changes since our report in September.

Disbursements: Check number 45993 through 46044 (9/15/2023- 10/28/2023) for \$504,144.18 (full listing provided in board packet)

**Need motion to APPROVE the financial statements and disbursements. Motion to approve by Chief Padilla. Second by Chief Bennett. Motion carried.**

**WASPC Grant Requests** –Grant requests have been received.

1. \$8,443.60 Puyallup PD– EvidenceOnQ subscription & scanner – Accreditation improvement
2. \$60,000.00 Mabton PD– Patrol vehicles
3. \$6,000.00 Prosser PD– LEMAP support
4. \$60,000.00 Mojave Industries– Citizens for less lethal procedures
5. \$4,500.00 Burien PD– 10 PBTs

Finance and Personnel committee recommend the following grants:

\$5,000 – Puyallup PD

\$4,000 – Prosser PD

**Need motion to APPROVE the recommended grants. Motion to approve by Sheriff Myer. Second by Chief Bennett. Motion carried.**

## **Conference Scholarships**

There was one conference scholarship awarded to Okanogan County for the 2023 Fall conference.

## **WASPC Policy & Procedure & Finance Policy Document Updates**

During our most recent WA State Auditor Accountability audit, the SAO made recommendations for improvement relating to credit card purchases. As a result of their recommendations, staff is proposing the following updates to our policies:

- Lost receipts – In the event a receipt has been lost/misplaced, the credit card holder will complete a lost receipt form and submit with their monthly credit card reconciliation/statement.
- Unallowable transactions – Exceptions to the list of unallowable transactions may be approved on a case by case basis by the Executive Director or the Chief of Staff. A note of any exception approval should be documented and maintained with the payment support.

## **2024 WASPC General Fund Budget**

The Finance and Personnel committee reviewed the proposed 2024 General Fund Budget in detail by program/cost center. Programs/cost centers include:

- Correctional Options Services
- Jail Data Extract Contract with the WA Healthcare Authority
- Professional Services (Accreditation, LEMAP, and Executive Search services)
- Executive Development (Leadership/Executive training online & In-person)
- Policy & Legislative Support Services
- Membership Dues
- Conferences
- General & Shared Cost Reserves

Changes from prior year budgets include:

- forecasting for the newly adopted annual accreditation fee schedule,
- changes to anticipated bad debt expense,
- moderate growth to conference fee and sponsor/exhibitor revenues,
- increased credit card processing fees (miscellaneous expenses) and
  
- additional building repair and maintenance costs

**Need motion to APPROVE the proposed 2024 general fund budget. Motion to approve by Sheriff Myer. Second by Chief Padilla. Motion carried.**

**EXECUTIVE DIRECTOR UPDATE:** Director Strachan provided an update on MMIP & ITA's and discussed PTSD issues in Law Enforcement.

## **OLD BUSINESS:**

The Board was presented with WASPC's 2024 Legislative Agenda.

**Motion to approve by Sheriff Thurman. Second by Sheriff Nowels. Motion carried.**

## **NEW BUSINESS:**

The Board was presented with WASPC's 2024 General Fund Budget for review and approval.

**Motion to approve by Chief Padilla. Second by Chief Bennett. Motion carried.**

David Doll gave an update on newly and re-accrediting agencies;

Bothell Police Department

Kent Police Department

Mountlake Terrace Police Department

Pasco Police Department

Port Angeles Police Department

Poulsbo Police Department

Quincy Police Department

Shelton Police Department

Snohomish County Sheriff's Office Corrections Bureau

Spokane Valley Police Department

Walla Walla Police Department

Ferndale Police Department

Kittitas County Sheriff's Office

San Juan County Sheriff's Office

Puyallup Police Department

**Motion to approve by Chief Lowe. Second by Chief Vance. Motion carried.**

The Board received a Committee Charter for the new IIT Adhoc Committee.

**Motion to approve IIT Adhoc Committee Charter by Sheriff Myer. Second by Chief Bennett. Motion carried.**

Chief Lasnier recommend the Executive Board send the Draft Model Policy on Peer Support developed by WASPC Staff and the Wellness Committee to the Model Policy Committee for further development, with the hope that it might be completed and ready for adoption by the Spring 2024 Conference.

He also recommends a training block to the Leadership training provided by David Doll, to include topics on Wellness and Resiliency integrated into leadership skills.

**Motion to approve by Chief Lowe. Second by Chief Mertzig. Motion carried.**

**We had the following MEMBERSHIP APPLICATIONS to review:**

**ACTIVE MEMBERSHIP APPLICATIONS:**

- Ericka Rose, Chief, Odessa PD  
Sheriff Gabe Gants, Lincoln County

**AFFILIATE MEMBERSHIP APPLICATIONS:**

- Charles Gardiner, Deputy Director, Cowlitz Indian Tribe  
Sheriff Brad Thurman, Cowlitz County
- Joe Pound, Director, Cowlitz Indian Tribe  
Sheriff Brad Thurman, Cowlitz County
- Christopher Olson, Commander, Cowlitz Indian Tribe  
Sheriff Brad Thurman, Cowlitz County
- Bryan Alexander, Marine LE Coordinator, WA Park & Rec  
Sheriff Paul Budrow, Okanogan County
- Grace Meyers, Support Services Manager, Bothell PD  
Chief Ken Seuberlich, Bothell PD

- Elizabeth Savchuk, Officer, Lake Stevens PD  
Chief Jeff Beazizo, Lake Stevens PD
- Geoffrey Thomas, Chief of Staff, King County  
Sheriff Patricia Cole-Tindall, King County
- Amanda Ray, Health Services Manager, Snohomish County  
Sheriff Adam Fortney, Snohomish County
- Jeff Mason, LE Coordinator, WSIN  
Chief Ken Wade, Ellensburg PD
- Jesse Espinoza, Deputy Prosecuting Attorney, Clallam County  
Sheriff Brian King, Clallam County
- Laura Barnhart, Supervisor Human Resources, WA State Patrol  
Chief John Batiste, WA State Patrol

**ASSOCIATE MEMBERSHIP APPLICATIONS:**

- Chad Birkenfeld, Division Chief, Kitsap County  
Sheriff John Gese, Kitsap County
- Douglas Jeske, Snohomish County  
Sheriff Adam Fortney, Snohomish County
- Lisa Aspesi, Detective, Bellingham PD  
Chief Rebecca Mertzig, Bellingham PD
- Jeff Thaxton, Deputy Chief, Port Townsend PD  
Chief Thomas Olson, Port Townsend PD
- Thomas Groom, Lieutenant, Pasco PD  
Chief Ken Roske, Pasco PD
- Shaun Minks, Sergeant, Clallam County  
Sheriff Brian King, Clallam County
- Seth Bailey, Assistant Chief, Grandview PD  
Chief Kal Fuller, Grandview PD
- Mark Tennancour, Lieutenant, Franklin County  
Sheriff Jim Raymond, Franklin County
- Chad Janis, Lieutenant, Yakima PD  
Chief Matthew Murray, Yakima PD
- Darin Morgan, Deputy Chief, Liberty Lake OD  
Chief Damon Simmons, Liberty Lake PD
- Daniel Nelson, Interim Asst Chief, Seattle PD  
Chief Adrian Diaz, Seattle PD
- Bob Weaver, Captain, WA Dept of Fish & Wildlife  
Chief Steve Bear, WA Dept of Fish & Wildlife
- John Gunderman, Captain, WA State Patrol  
Chief John Batiste, WA State Patrol
- Jason Bishop, Commander, Kent PD  
Chief Rafael Padilla, Kent PD
- Maritza Davis, Corrections Commander, Yakima Jail  
Chief Matthew Murray, Yakima PD

- Jacob Holmes, Deputy, Snohomish County  
Sheriff Adam Fortney, Snohomish County
- Elizabeth Gundrum, Lieutenant, Kitsap County  
Sheriff John Gese, Kitsap County
- Jim Keller, Lieutenant, Battle Ground PD  
Chief Mike Fort, Battle Ground PD
- Christopher Simonds, Range & Timber Deputy, Klickitat County  
Sheriff Bob Songer, Klickitat County
- Chad Pettijohn, Lieutenant, Pasco PD  
Chief Ken Roske, Pasco PD
- Matthew Decker, Lieutenant, Pasco PD  
Chief Ken Roske, Pasco PD

**Motion to approve membership applications by Sheriff Myers. Seconded by Chief Padilla. Motion carried.**

#### **Outlined 2023\24 Meeting Schedule**

##### Executive Board Meeting Schedule

- February 7, 2024 | WASPC Offices
- March 27, 2024 | WASPC Offices
- May 2024 | Spokane Convention Center
- September 16 – 18, 2024 | Retreat – Campbell’s Resort

**Meeting adjourned by Sheriff Morris at 5:28 PM.**