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 16, 2010—4:45 PM

Board Members	Agency	Guests	Agency
Tom Schlicker	Swinomish PD	Debbie Mealy	WA CJTC
John Batiste	WA State Patrol	Joe Hawe	WA CJTC
Sam Granato	Yakima PD	Bill Benedict	Clallam COSO
Bruce Bjork	WA Dept. of Fish & Wildlife	Rick Johnson	Goldendale PD
Laura Laughlin	FBI—Seattle	Roger Baker	Business of Policing
Eric Olsen	Kirkland PD	Steve Tomson	USAO—ED WA
Terry Davenport	Shelton PD	Colleen Wilson	Port of Seattle PD
Ed Holmes	Mercer Island PD	Jon Walters	Public Safety Testing
Richard Lathim	Franklin COSO	Laura Wells	Fight Crime: Invest in Kids
Staff	**Agency**	Mark Brown	Island COSO
Don Pierce	WASPC	Rick Campbell	Cheney PD
Tom Corzine	WASPC	Denis Austin	Pasco PD
Joanna Arlow	WASPC	Kevin Carle	Franklin COSO
Kim Goodman	WASPC	Paula Hoctor	Kittitas COSO
Jamie Yoder	WASPC	Gene Dana	Kittitas COSO
Garry Anderson	WASPC	Clayton Myers	Kittitas COSO
Dawn Larsen	WASPC	Dave Haynes	Tukwila PD
		Rory Gilliland	Spokane Tribal PD
		Mike Kessler	Connell PD
		Rick VanLeuven	Spokane Valley PD

CALL TO ORDER:

PRESIDENTIAL REMARKS AND INTRODUCTIONS:

President Bruce Bjork called the meeting to order at 4:45 PM.

APPROVAL OF MINUTES:

Sam Granato made the motion to approve the 2010 Executive Board Retreat and September 16, 2010 Board Minutes as written. Tom Schlicker seconded the motion. Motion carried.

President
BRUCE BJORK
Chief – WA Fish & Wildlife

President Elect
MIKE HARUM
Sheriff – Chelan County

Vice President
ED HOLMES
Chief – Mercer Island

Past President
JOHN DIDION
Sheriff – Pacific County

Treasurer
TERRY DAVENPORT
Chief – Shelton

Executive Board

ERIC OLSEN
Chief – Kirkland

TOM SCHLICKER
Chief – Swinomish

SAM GRANATO
Chief – Yakima

SUE RAHR
Sheriff – King County

BILL ELFO
Sheriff – Whatcom County

RICHARD LATHIM
Sheriff – Franklin County

RANDY STEGMEIER
Chief – Western WA University

JOHN BATISTE
Chief – WA State Patrol

LAURA LAUGHLIN
SAC – FBI, Seattle

DONALD PIERCE
Executive Director

PRESENTATIONS:

LEADS ONLINE—DAVE FINLEY

As the 2010 WASPC Fall Conference Platinum Sponsor, Mr. Finley briefed the Board and members in attendance on the Leads Online system.

REPORTS:

FINANCE AND PERSONNEL COMMITTEE—CHIEF TERRY DAVENPORT

Sergeant Tyler Chilman, Enumclaw Police Department and Chief Dave Pratt, Skokomish Police Department are the 2010 Fall Training Conference Scholarship recipients.

All financial statements are presented through September 30, 2010.

Our cash on hand balance includes $300,000 to be moved into the investment accounts prior to year end.

Prepaid expenses include a portion of fees paid to Appriss in August for our yearly contracts. Because these contracts carry over between fiscal years, a portion is booked into prepaid assets until the new fiscal year is started.

Reductions in grant revenue relate to the—critical incident mapping revenue contract that changed in the 09-11 state fiscal year; gang/graffiti abatement (program ended in 2009 $570K); and WATPA program reduction in budget reduced revenue for 2010 to date $1.8 mil.

Monitoring revenue—continues to reflect higher income when compared to 2009, due primarily to increased DOC populations. Expenses are in line with increase revenue.

Sales revenue increase in 2010 relates to the increased critical incident mapping and buffer zone projects. These contracts are outside of the state school mapping program. 85% of the gross revenue is paid to Prepared Response for services performed on the projects.

Other revenue—contract admin revenues are posted at year end ($10K). Endorsement fees received in 2009 are not expected in 2010 ($7K).

Functional expenses—expenses are in line with revenues. Fluctuations relate directly to reductions in revenues. Grant award expenses are down due to reduction to WATPA grants. Non-capital equipment is the SECTOR equipment grants we received from the Traffic Safety Commission. This equipment was purchased at one time rather than throughout the year. Supplies expenses are lower WATPA has spent approx $22K less in 2010 than in 2009.

Chief Davenport outlined the proposed 2011 budget highlighting non-state funded programs.

The two right columns on the pages provided compare the Board approved 2010 budget with our proposed 2011 budget.

With a few exceptions, we have prepared the 2011 budget with minimal changes from 2010.

Revenue highlights:
Sales—increase of approx. $160K includes additional critical incident planning services and buffer zone protection contracts. These contracts help support the mapping program.

Monitoring—increase of approx. $350K includes additional DOC populations for the sex offender monitoring program.

Expenditure Highlights:
Professional fees—include legislative services; we have budgeted to continue our contract with Gordon Thomas Honeywell for 2011 at the existing rate of approx. $2,000 per month.

Also included in Professional Fees—critical incident mapping, we have increased this line item in correlation with our increased revenue projections. For every contract, we pay Prepared Response 85% of the fee collected to assist with the mapping process.

Monitoring—the anticipated increases to the monitoring fees directly relates to our projected monitoring income.

Miscellaneous—w have opted to not include the $100K contribution to our investment accounts as a line item in 2011. We believe our forecasts to be accurate, and will allow the Board to provide contributions to our investments similar to this year with our depreciation allocations.

Reserves—increases in 2011 relate to increased utility costs as well as increased repair and maintenance costs for the building.

Depreciation—the increased expense is a result of our need to depreciate our internally developed software per the Generally Accepted Accounting Principles.

We have copies of the detail for the programs available for anyone that would like to meet with Kim after this meeting.

Areas of concern for consideration:

- Monitoring—we have developed our budget with the assumption that our work with DOC will continue at the current population levels. Any changes may require us to make adjustments in this line of business.
- State Budgets—while this budget does not include any state funding, any changes to our state funding have the potential to dramatically impact our general operations.

Tom Schlicker made the motion to approve the Finance and Personnel Committee Report, including the 2011 Budget. Richard Lathim seconded the motion. Motion carried.

COMMITTEE REPORTS—CHIEF ED HOLMES

Chief Holmes reminded the Board of the recently added strategic intention to have the Association's Vice President report on the work of WASPC's committees.
The Small Agency Committee has reviewed the Committee's work plan for 2011; reviewed the Conference Scholarship program; and assigned sub-committees to review other various programs.

The Corrections Committee has updated the Jail Guidelines document; discussed several new policies including jail medications and the use of restraints on pregnant inmates.

The LEMAP Committee has not met since the last conference. Two partial LEMAP have been conducted since the last conference.

The Traffic Safety Committee has held several telephone meetings. The Committee is working on a number of projects including eTrip, SECTOR, FSFTs, Target Zero, Traffic Resource Prosecutors, and pending legislation.

The SONAR Committee met in September to discuss changes in sex offender laws.

NEW BUSINESS:

ACCREDITATION COMMISSION RECOMMENDATIONS—GARRY ANDERSON

The Accreditation Commission recommends recognition of the following agencies:

- Lakewood PD (CALEA Accredited in March 2010)
- Spokane COSO
- Tukwila PD
- Swinomish PD

John Batiste made the motion to approve the Commission's recommendations to recognize the aforementioned agencies as attaining Accreditation. Ed Holmes seconded the motion. Motion carried.

DOCVIEW PARTNERSHIP—DON PIERCE

Director Pierce outlined the Docview Partnership program. Docview specializes in the imaging of traffic crash, crime and other reports for law enforcement agencies with the intent of delivering the reports to various parties requesting the reports. Docview sells the reports and charges a convenience fee—a portion of the convenience fee will be redirected to the state Association. There is no cost to agencies. Docview is funded through the sale of various reports to requesting parties.

Director Pierce indicated the funds generated through the partnership program could be designated for the Accreditation Program.

Chief Olsen indicated his agency has an existing contract with Docview. The Docview system has alleviated the responsibilities of records staff to provide reports to requesting individuals.

Ed Holmes made the motion for staff to further explore the Docview Partnership program. Terry Davenport seconded the motion. Motion carried.

Staff will provide additional information at the January meeting.

2011 EXECUTIVE BOARD RETREAT—DON PIERCE

Director Pierce informed the Board that staff has researched potential locations for the 2011 Executive Board Retreat. Based on the information collected, the most cost effective and centrally convenient location is the Alpen Rose Inn. Staff will enter a contract with the Alpen Rose Inn for the 2011 Retreat.

LERN REQUEST—CHIEF RICK JOHNSON

Chief Johnson informed the Board the Committee is in need of additional information before it can make a recommendation regarding the Bluewood Ski Patrol's request to access the LERN network.

Chief Johnson briefly mentioned the Committee's thoughts on re-establishing a standalone Technology Committee. Chief Bjork and Chief Johnson will further discuss this issue.

IRAQI TRAINING PROGRAM—DON PIERCE

Director Pierce has been contacted by the State Department regarding the Iraqi Training Program. The Iraqi Training Program is transitioning from the Department of Defense to the State Department to provide more executive level training. The State Department would like to converse with executives of larger local agencies to determine the feasibility of instituting a mentorship program.

The Board unanimously supported Director Pierce's participation in the facilitation efforts of this opportunity.

LEGISLATIVE AGENDA—DON PIERCE

At the Legislative Agenda Briefing earlier in the day the issue of narrowbanding was added to the Legislative Agenda as an item WASPC supports. The Legislative Committee is recommending the Agenda as presented eelier in the day, with the additional item of narrowbanding, be adopted as the 2011 WASPC Legislative Agenda.

Sam Granato made the motion to adopt the 2011 Legislative Agenda as recommended by the Legislative Committee. Ed Holmes seconded the motion. Motion carried.

GOOD OF THE ORDER:

APPROVAL OF MEMBERSHIP—ERIC OLSEN

The membership Committee recommended approval of the following membership applications and transfer requests:

ACTIVE MEMBERSHIP APPLICATIONS (3):

- Bill Dickinson, Chief, Sequim Police Department
  - Sponsored by: Bill Benedict, Sheriff, Clallam County Sheriff's Office
- Nelson Beazley, Chief, Arlington Police Department
  - Sponsored by: Richard Smith, Chief, Marysville Police Department
- Ronald Schaub, Chief, Steilacoom Public Safety
  - Sponsored by: John Batiste, Chief, WA State Patrol

TRANSFER FROM ASSOCIATE TO ACTIVE (3):

- Mark Ericks, U.S. Marshal, U.S. Marshal's Services—Western District
  - Associate Member: 08/12/2004 to Present
  - Active Member: 11/29/90 to 10/10/02
- Bob Lee, Chief, Auburn Police Department
  - Associate Member: 04/01/97 to Present
- Chuck Spoor, Chief, Raymond Police Department
  - Associate Member: 04/18/2007 to Present

TRANSFER FROM ACTIVE TO ASSOCIATE (1):

- Jim Kelly, Deputy Director, South Correction Entity (SCORE)
  - Active Member: 02/20/97 to 09/30/10

ASSOCIATE MEMBERSHIP APPLICATIONS (19):

- Robert Allen, Chief of Communications, Klickitat County Sheriff's Office
  - Sponsored by: Rick McComas, Sheriff, Klickitat County Sheriff's Office
- Roger Baker, Chief Retired, Des Moines Police Department
  - Sponsored by: Don Pierce, Life Member
- Chris Bippley, Patrol Agent in Charge, U.S. Border Patrol
  - Sponsored by: John Bates, Chief Patrol Agent, U.S. Border Patrol
- Scott Blonien, WA Department of Corrections
  - Sponsored by: Don Pierce, Life Member
- Mark Crandall, Sergeant, Washington State Patrol
  - Sponsored by: John Batiste, Chief, WA State Patrol
- Rachelle Heinzen, Sergeant, WA Criminal Justice Training Commission
  - Sponsored by: Doug Blair, Life Member
- Anthony Holladay, JR., Assistant Chief, U.S. Border Patrol
  - Sponsored by: John Bates, Patrol Agent in Charge, U.S. Border Patrol
- Robert Huhta, Captain, Longview Police Department
  - Sponsored by: Alex Perez, Chief, Longview Police Department

- Pat Kaley, Chief Criminal Deputy, Klickitat County Sheriff's Office
    - Sponsored by: Rick McComas, Sheriff, Klickitat County Sheriff's Office
- Jolene Kalio, Undersheriff, Klickitat County Sheriff's Office
    - Sponsored by: Rick McComas, Sheriff, Klickitat County Sheriff's Office
- Michael Lata, ACPA, U.S. Border Patrol
    - Sponsored by: John Bates, Patrol Agent in Charge, U.S. Border Patrol
- Michael Luna, Patrol Agent in Charge, U.S. Border Patrol
    - Sponsored by: John Bates, Patrol Agent in Charge, U.S. Border Patrol
- JP McAuliffe, Sergeant, Washington State Patrol
    - Sponsored by: John Batiste, Chief, WA State Patrol
- Todd McCool, Patrol Agent in Charge, U.S. Border Patrol
    - Sponsored by: John Bates, Patrol Agent in Charge, U.S. Border Patrol
- Sean Monroe, Assistant Chief, U.S. Border Patrol
    - Sponsored by: John Bates, Patrol Agent in Charge, U.S. Border Patrol
- Will Reichardt, Chief Criminal Deputy, Skagit County Sheriff's Office
    - Sponsored by: Rick Grimstead, Sheriff, Skagit County Sheriff's Office
- James Samplawski, Sergeant, Raymond Police Department
    - Sponsored by: Chuck Spoor, Chief, Raymond Police Department
- Jose Valencia, Corporal, Wapato Police Department
    - Sponsored by: Richard Sanchez, Chief, Wapato Police Department
- Randall West, Deputy Chief, University of WA Police Department
    - Sponsored by: John Vinson, Chief, University of WA Police Department

Eric Olsen made the motion to approve the membership applications as recommended by the Membership Committee. Tom Schlicker seconded the motion. Motion carried.

NEXT MEETING—JANUARY 19, 2011 @ WASPC

EXECUTIVE SESSION:

The Board met in executive session to discuss a litigious matter. No action was taken.

GENERAL SESSION:

ADJOURN

Ed Holmes made the motion to adjourn. Terry Davenport seconded the motion. Motion carried. With no further business the meeting was adjourned.