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FBI—Seattle

Steven D. Strachan
Executive Director

EXECUTIVE BOARD MEETING MINUTES

5:00 PM | November 16, 2022
Skamania Resort | Stevenson, WA

CALL TO ORDER

Chief Crown called to order at 5:00 PM. Comments on first IACP conference attendance. Focus areas at IACP were recruitment and retention and officer wellness. Recommended that agencies include middle managers in IACP opportunities.

Approval of Minutes FOR 9/28/2022: Motion by Sheriff Scott. Second by Chief Lowe. Motion carried.

FINANCE COMMITTEE REPORT: Chief Vance made Finance report.

Financial Statements Presented through August 31, 2022

No significant change from last report at September meeting.

Balance Sheet (Page 1)

Current Assets— Prepaid Expenses include fees paid for 2023 services. Annual contracts for JBRS, VINE, Sex Offender Website span the calendar year end and are booked as prepaid expenses.

Accounts Receivable – Follow up from our September meeting, The DOC has settled the outstanding invoices for electronic monitoring services.

Investments – 2022 has been a rough year for our investment accounts (\$170K loss through 8/31/22).

Income and Expenses (Page 2-3)

Monitoring Revenues/Expenses –Growth continues in monitoring revenues (and expenses) related to additional DOC electronic monitoring population.

Sales Revenue – Change in 2022 sales revenues relates to the reduction of office lease revenue. Additionally, Accreditation services are billed semi-annually after the conference.

Conferences/Workshops – The 2022 spring conference included a vendor show. This brought additional conference revenues that we have not had since 2019.

Expenses (general) – 2022 expenses for travel, conferences, office supplies etc. have increased from prior year as the pandemic restrictions continue to ease, more employees are in office as well as traveling for WASPC.

Professional Fees – The 2022 Legislative session increase our funding for the Internet Crims Against Children Task Force and also provided funding to perform and evaluation of the Arrest and Jail Alternatives program.

Repair and Maintenance – Our office building turned 20 in September. We are seeing increased repair and maintenance expenses. Our phone system is at it’s end of life and will be replaced prior to year end. Additionally, our fire alarm system needs a 20 year inspection.

Motion to accept the financial statements as presented

WASPC Grants

To date, we have awarded \$12K in grants during 2022.

- Marysville PD – First Aid Kits
- Enumclaw PD – LEMAP support
- Connell PD – PowerDMS support

Committee discussed the current grant process.

New requests have been received from:

- Selah PD – LEMAP Support
- San Juan County SO – PowerDMS Support
- Columbia County SO – Tasers
- Island County SO – Ballistic shields
- Poulsbo PD – Co-responder training

Motion to approve recommended WASPC grants

Disbursements

Expenditures: Check number 44771 through 44866 (09/26/22-11/02/22) for \$4,108,810.40

Motion to approve disbursements as presented

SAO Accountability Audit

The State Auditors Office will perform an Included in your packet is a request for a WASPC grant from the Connell Police Department. Connell is working towards WASPC accreditation and is requesting support to purchase the PowerDMS system.

Motion to approve the grant request for \$6352.

Salary Review – Notes for the board minutes, Kim will present to the Board at retreat

During the summer a salary review was conducted. Thurston County, the cities of Lacey and Olympia, and the State of Washington were used for comparisons. The previous review was conducted in 2016. The organization has evolved since 2016 with seven additional positions. During the process, job shadows were conducted and job descriptions were reviewed and updated. Based on the results of our review, our current salary ranges are between 0-9% below the market comparable. The following recommendations are presented with fiscal stewardship, internal equity, and market competitiveness in mind.

Framework

- Adjust WASPC salary schedule based on study results (average of market comparable)
- Combine ranges into general categories (Program Assistant, Program Specialist, etc.)

Financial

- Provide a 5% COLA for all WASPC Employees (total change \$8600 per month)
- Adjust employee below base level to Step 1 (total change \$70 per month)
- One-time adjustment for non-contracted employee salaries based on tenure

0-3 years – 1%
4-7 years – 1.5%
8-15 years – 2%
16 & over – 2.5%

Other

- Executive Director to review market demand when negotiating with contracted employees. Maintaining internal equity and market competitiveness
- Conduct salary review in 5 years

Motion to accept the recommendations as presented.

- 1) Update salary schedule framework based on comparable information, including the category consolidation
- 2) Provide 5% COLA increase for all WASPC employees
- 3) Move any employee under the base level to the salary range minimum
- 4) Provide one-time adjustment for non-contract employees based on tenure

Changes to be effective 10/1/2022

- Motion to accept finance statement as presented. Motion by Sheriff Morris. Second by Chief Padilla. Motion carried.
- Motion to approve grants to Selah for LEMAP (\$4,000), \$550 for San Juan County for Power DMS. Motion to approve by Chief Lowe. Second by Chief Harris. Motion carried.
- Motion to approve disbursements as presented. Motion by Sheriff Scott. Second by Sheriff Thurman. Motion carried.
- Motion to approve \$1,500 contribution to the NW Gang Investigators Association for use of conference materials. Motion by Chief Padilla. Second by SAC Collodi. Motion carried.
- Motion to approve amended general fund budget. Motion by Sheriff Morris. Seconded by Chief Lowe. Motion carried.
- State Auditor's office concluded accountability audit. Report to be prepared by next Board Meeting.

OLD BUSINESS: Missing & Murdered Indigenous Persons Status Update – Chief Sam White updated the Board on the MMIP project. Director Strachan discussed the concept of a cold case unit. More information to come.

EXECUTIVE DIRECTOR UPDATE: Director Strachan provided an update. The Friday Legislative Updates will resume in January. Discussed recent membership application and approval at last Board meeting. Used WASPC membership in election dynamic. Used WASPC logo and membership as campaign. WASPC does not get involved in political races. WASPC will be putting together a legislative video, outlining WASPC's legislative agenda in 3-4 minutes. The AG's Use of Force Project made a number of recommendations to the AG. The AG put out an RFP for a data collection. WASPC keeping an eye on this.

NEW BUSINESS:

Jamie Weimer outlined a proposal to address requests for JBRS Access. Requests not falling under RCW 70.48.100 will be considered by the Board. The Board approved the process and form.

APPROVAL OF ACCREDITING AGENCIES & CHANGES TO ACCREDITATION STANDARDS, CERTIFIED ASSESSOR & MENTOR PROGRAM, AND PROFESSIONAL SERVICES PRICING CHANGES: Chief Fisher outlined agencies for accreditation consideration:

Re-Accreditations:

Algona
Battle Ground
Ephrata
Grant County
Kitsap County
Lakewood
Redmond
Spokane PD

New Accreditations:

Aberdeen

Federal Way (CALEA Crosswalk)

Kirkland Jail

Motion by Chief Vance. Seconded by Sheriff Scott. Motion carried.

Motion to approve updates to accreditation standards by Chief Harris. Seconded by Chief Lowe. Motion carried.

Motion to move forward certified assessor and mentor program by Chief Padilla. Seconded by Chief Harris. Motion carried.

Motion to approve professional services pricing changes (effective January 2024) by Chief Lowe. Seconded by Chief Bennett. Motion carried.

MEMBERSHIP APPLICATIONS:

MEMBERSHIP TRANSFER REQUESTS - Associate to Active

- Chief Cathy Doriot, Ridgefield Police Department

ACTIVE MEMBERSHIP APPLICATIONS

- Shawn Ledford, Chief, King County Sheriffs Office
Sheriff Patti Cole-Tindall, King County Sheriffs Office
- Steven Lasaght, Chief, Sammamish Police Department
Chief BJ Myers, Woodinville Police Department
- Richard Collodi SAC, FBI Seattle
Life Member, Steven D Strachan, WASPC
- Devon Gabreluk, Chief, Orting Police Department
Chief John Clary, Toppenish Police Department

AFFILIATE MEMBERSHIP APPLICATIONS

- Steve Larson, Deputy Director, King County Dept of Adult & Juvenile Detention
Sheriff Patti Cole-Tindall, King County Sheriffs Office
- Carl Kleinknecht, Director of Security, Kemper Development Company
Chief Wendell Shirley, Bellevue Police Department
- Michelle Woodrow, Labor Negotiator, City of Tacoma
Chief Avery Moore, Tacoma Police Department
- Henry Gill, Basic Training Division Commander, CJTC
Director Monica Alexander, CJTC

ASSOCIATE MEMBERSHIP APPLICATIONS

- Frank Krause, Captain, Tacoma Police Department

Chief Avery Moore, Tacoma Police Department

- Shawn Stringer, Assistant Chief, Tacoma Police Department
Chief Avery Moore, Tacoma Police Department
- Crystal Young-Haskins, Assistant Chief, Tacoma Police Department
Chief Avery Moore, Tacoma Police Department
- Tamara Floyd, Assistant Chief, Tacoma Police Department
Chief Avery Moore, Tacoma Police Department
- Jeffery Crippen, Sergeant, Port Gamble S'Klallam Police Department
Chief Domingo Almirol, Port Gamble S'Klallam Police Department
- David Claridge, Assistant Chief, Thurston County Sheriff's Office
Chief Pete Fisher, Fife Police Department
- Joshua Vivet, Sergeant, Tukwila Police Department
Chief Eric Drever, Tukwila Police Department
- Shelby Parker, Deputy Chief, Olympia Police Department
Chief Rich Allen, Olympia Police Department

Motion to approve membership applications by Sheriff Morris. Seconded by Sheriff Scott. Motion carried.

Outlined 2023 Meeting Schedule thru May 2023

2022/23 Executive Board Meeting Schedule

- January 25, 2023 – WASPC Offices
- March 22, 2023 – WASPC Offices
- May 22- 25, 2023 | Spokane Convention Center

Motion to adjourn by Chief White. Seconded by Chief Lowe. Motion carried. Meeting adjourned at 5:30 PM.