

# WASHINGTON ASSOCIATION OF SHERIFFS & POLICE CHIEFS

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Serving the Law Enforcement Community & the Citizens of Washington



## EXECUTIVE BOARD MEETING CAMPBELL'S RESORT | CHELAN, WA NOVEMBER 18, 2014 | 3:00 P.M.

Board Members	Agency	Staff	Agency
Mark Nelson	Cowlitz County Sheriff's Office	Mitch Barker	WASPC
Ken Hohenberg	Kennewick Police Department	James McMahan	WASPC
Casey Salisbury	Mason County Sheriff's Office	Mike Painter	WASPC
Bonnie Bowers	Anacortes Police Department	Kim Goodman	WASPC
Frank Montoya, JR.	FBI—Seattle	Jamie Yoder	WASPC
Eric Olsen	Kirkland Police Department		
Mark Couey	OIC—SIU		
Garry Lucas	Clark County Sheriff's Office		
John Snaza	Thurston County Sheriff's Office		
Tom Robbins	Wenatchee Police Department		
Ken Thomas	Kent Police Department		
Steve Strachan	Bremerton Police Department		
Mark Couey	OIC—SIU		
Ozzie Knezovich	Spokane County Sheriff's Office		
Ron Rupke	WA State Patrol		

### CALL TO ORDER

### **PRESIDENTIAL REMARKS AND INTRODUCTIONS—PRESIDENT ERIC OLSEN**

President Olsen called the meeting to order at 3:10 P.M. Self-introductions followed.

### **APPROVAL OF MINUTES—PRESIDENT ERIC OLSEN**

**John Snaza made the motion to approve the September 12, 2014 Minutes as presented. Mark Nelson seconded the motion. Motion carried.**

**Mark Couey made the motion to approve the September 2014 Retreat Notes as presented. Ken Thomas seconded the motion. Motion carried.**

President  
**ERIC OLSEN**  
*Chief – Kirkland*

President Elect  
**CASEY SALISBURY**  
*Sheriff – Mason County*

Vice President  
**KEN HOHENBERG**  
*Chief – Kennewick  
Executive Board*

Past President  
**OZZIE KNEZOVICH**  
*Sheriff – Spokane County*

Treasurer  
**KEN THOMAS**  
*Chief – Kent*

**TOM ROBBINS**  
*Chief – Wenatchee*

**BONNIE BOWERS**  
*Chief – Anacortes*

**STEVE STRACHAN**  
*Chief – Bremerton*

**MARK NELSON**  
*Sheriff – Cowlitz County*

**JOHN SNAZA**  
*Sheriff – Thurston County*

**GARRY LUCAS**  
*Sheriff – Clark County*

**MARK COUEY**  
*Director—OIC  
Special Investigations Unit*

**JOHN BATISTE**  
*Chief – WA State Patrol*

**FRANK MONTOYA, JR.**  
*SAC – FBI, Seattle*

**MITCH BARKER**  
*Executive Director*

**REPORTS:**

**FINANCE AND PERSONNEL COMMITTEE—CHIEF KEN THOMAS**

Financial Statements are located under tab 2. Statements are for the period of January 1-September 3, 2014 and are compared to the 2013 fiscal year.

***Balance Sheet (Page 1)***

Cash on hand is \$588K. We are planning to move this over to our account with Morgan Stanley by the end of the year.

Short term investments are \$261K. We will use \$250K of this to make the principal payment to the mortgage, pending formal approval from the Executive Board.

Before the principal payment, the mortgage balance is approximately \$835K.

***Income Statement (Page 2)***

Sales/Other—Critical Incident Planning Services and management fees are billed quarterly. The second quarter mapping work was well below forecasts. The third quarter saw an increase in work and expectations are for a strong fourth quarter.

Conferences—Registration for the Fall Conference is at an all-time high (255 pre-registered attendees) we anticipate conference revenues for 2014 to be close to 90% of 2013. Please note: 2013 was WASPC's 50<sup>th</sup> anniversary and attendance/sponsors were extraordinarily high.

***Functional Expenses (Page 3)***

Service fees for contracts related to the jail booking and reporting system, statewide automated victim information system and the sex offender website are booked once per year. These fees are paid in a lump sum for a year's contracted services.

Professional (legal) fees relating to the ACLU law suit are at approximately \$50K. OFM has been made aware of our expenditures; however, there is no funding available for us to recoup our costs at this time.

**Mark Couey made the motion to approve the Finance and Personnel Committee Report as presented. Ken Hohenberg seconded the motion. Motion carried.**

The Finance & Personnel Committee met yesterday. The Committee reviewed the proposed updates to the current WASPC Employee Manual. Changes are of a housekeeping nature; job title changes, organization chart update, removal of verbiage for stenographic services, removal of reference to WASPC fleet vehicles.

**Garry Lucas made the motion to adopt revisions to the WASPC Employee Manual. Ken Hohenberg seconded the motion. Motion carried.**

The Committee also reviewed the proposed Financial Policy Manual. During WASPC's most recent audit, it was recommended that WASPC formalize internal finance policies. This will

provide compliance with emerging federal requirements. The Committee reviewed the document and unanimously approved using the manual in the form presented.

**Tom Robbins made the motion to adopt the proposed Financial Policy Manual. Mark Couey seconded the motion. Motion carried.**

### **2015 Budget**

Also behind tab 2, is the proposed 2015 General fund budget. The committee reviewed detailed information from each individual cost center budgets for all general fund programs (correctional services, conference, accreditation, building operating/reserves, etc.)

**Monitoring revenue:** Full service offices in Shelton and Puyallup were closed during 2014. The 2015 budget reflects these changes in proposed monitoring revenues.

**Sales revenue:** The office space lease with the CJTC is expiring in December 2014. They will not be renewing the lease with WASPC. This results in approximately \$40k reduction in sales revenues.

**Salary/Benefit expense:** With the closure of the field offices, the correctional services department has an overall decrease of 2 FTE. The addition of a full time policy director is the only additional FTE included in this budget. The net effect of these changes is a slight increase for the 2015 budget.

**Professional Fees expense:** Change in the 2015 budget is an increase for potential attorney fees relating to the ACLU law suit. \$25K was added.

**Monitoring expense:** With the above mentioned reduction in anticipated monitoring revenue comes a similar reduction in monitoring expenses. Additionally, the final Department of Revenue audit determination on the taxability of monitoring services/equipment has resulted in an overall reduction of monitoring expenses. Tax is now being added to the total monitoring service rather than piecemeal determined on equipment versus monitoring.

**Other changes:** Changes were made to the legislative/policy budget for 2015. During 2014 we transitioned from a part time (retired employee) to a full time policy director. This business model change requires more of a general fund investment in salary/benefits as well as travel, supplies, etc. \$200K is included in the reserve expense line item to budget again in 2015 to cover potential short-falls in the CJTC budget, primarily a subsidy for the mapping program.

**John Snaza made the motion to approve the 2015 General Fund Budget as presented. Bonnie Bowers seconded the motion. Motion carried.**

### **STANDING COMMITTEE REPORTS—CHIEF KEN HOHENBERG**

Committee reports will be provided at the General Business Meeting scheduled for November 19, 2014.

## **OLD BUSINESS**

### **LAW ENFORCEMENT TRAINING COMMITTEE—MITCH BARKER**

Mr. Barker outlined the process WASPC uses to review the Strategic Intentions, where standing committees are established. At the 2014 Board Retreat, the 2014 Strategic Intentions were revised, including discontinuation of the Law Enforcement Training Committee. Please note: this change will not be effective until the General Membership adopts the 2014 Strategic Intentions.

As Chair of the Law Enforcement Training Committee, Sheriff Ozzie Knezovich has requested that the Board reconsider discontinuation of the Law Enforcement Training Committee. Sheriff Knezovich outlined the need for WASPC to maintain the Law Enforcement Training Committee.

**The Board unanimously agreed for the Membership to address this item at the General Business Meeting scheduled for November 19, 2014.** If it is the will of the Membership to maintain the Law Enforcement Training Committee, an amendment to the 2014 Strategic Intentions will be required from the floor.

### **ACCELERATED BUILDING PAYOFF—MITCH BARKER**

Mr. Barker informed the Board that during the 2014 Board Retreat, the Board unanimously agreed for WASPC to make a \$250K principal payment in October 2014 and again in June 2015. The additional payments will allow an accelerated building payoff by June 2016, 15.5 years early.

Although the Board unanimously agreed, official action was not taken during the September 2014 Board Meeting.

**Garry Lucas made the motion to approve a \$250K principal payment in October 2014 and again in June 2015, to accelerate the WASPC building payoff. Ken Hohenberg seconded the motion. Motion carried.**

## **NEW BUSINESS:**

### **ACCREDITATION COMMISSION POSITIONS—MIKE PAINTER**

Accreditation Commission terms currently expire on June 30<sup>th</sup> of each year. The Professional Services Committee has addressed this and extended term expiration dates to December 31<sup>st</sup> of each year.

There are currently three vacancies for appointment on the Commission. Staff will distribute a GTWO calling for volunteers. Recommendations for appointments will be presented to the Board at the January 2015 meeting.

### **ACCREDITATION AWARD RECOMMENDATIONS—MIKE PAINTER**

The Accreditation commission reviewed onsite reports for the following agencies: Lakewood Police Department, Pacific Police Department, Clark County Sheriff's Office, Ephrata Police Department, Bremerton Police Department, Benton County Sheriff's Office, and Othello Police Department.

The Commission recommends accreditation for the following agencies: Lakewood Police Department, Pacific Police Department, Clark County Sheriff's Office, Ephrata Police Department, Bremerton Police Department, and Benton County Sheriff's Office.

**Bonnie Bowers made the motion to accept the Accreditation Commission's recommendations to award accreditation to the following agencies: Lakewood Police Department, Pacific Police Department, Clark County Sheriff's Office, Ephrata Police Department, Bremerton Police Department, and Benton County Sheriff's Office. John Snaza seconded the motion. Motion carried.**

### **POLICE CEO 101—MITCH BARKER**

Mr. Barker provided an update on the status of the Police CEO 101 training. This training is being developed as directed in the WASPC 2014 Strategic Intentions (to be considered by the Membership at the General Business Meeting scheduled for November 19, 2014).

Three 2-day trainings will occur in 2015. Trainings will be held in Thurston County, Spokane County, and Tri-Cities locations. This concept is moving along and is expected to be rolled out in 2015. Upon finalization, additional information will be provided to WASPC Members via GTWO.

### **EYEWITNESS IDENTIFICATION MODEL POLICY—JAMES MCMAHAN AND MITCH BARKER**

The Washington State Eyewitness Policy Committee (WSEPC) brought the issue to the WASPC Model Policy Committee for consideration. In order for the Model Policy Committee to begin work on this policy, the Board must refer the policy back to the Model Policy Committee. Chief Delgado (Des Moines Police Department) spoke on the history of the WSEPC and the policy for consideration. Mark Larsen (King County Prosecutors Office) and Laura Zarowsky (Innocence Project NW) spoke to the policy and need for such a policy. Support for the development of such a policy was expressed from Chiefs Strachan, Robbins, and Thomas and Sheriffs Snaza and Nelson.

**Mark Couey made the motion to refer this topic to the Model Policy Committee for further work. Garry Lucas seconded the motion. Motion carried.**

**GOOD OF THE ORDER:**

**APPROVAL OF MEMBERSHIP—CHIEF REX CALDWELL**

The Membership Committee has recommended approval of the following applications and transfers:

**ACTIVE MEMBERSHIP APPLICATIONS (6):**

- Carey Hert, Chief, Duvall Police Department
  - Sponsored by: Chris Gaddis, Chief, Normandy Park Police Department
- Frank Montoya, SAC, FBI—Seattle
  - Sponsored by: John Batiste, Chief, WA State Patrol
- Darrin Moody, Chief, Shelton Police Department
  - Sponsored by: Casey Salisbury, Sheriff, Mason County Sheriff's Office
- Rikki Schwab, Marshal, Winthrop Marshal's Office
  - Sponsored by: Paul Budrow, Chief, Twisp Police Department
- John Tufts, Interim Chief, Grand Coulee Police Department
  - Sponsored by: Pat Collins, Chief Coulee Dam Police Department

**TRANSFERS FROM ASSOCIATE TO ACTIVE (1):**

- Steve Burns, Chief, Medina Police Department
  - Associate Member Since 05/2006

**TRANSFERS FROM ACTIVE TO ASSOCIATE (1):**

- Mark Langford
  - Active Member Since 03/2014

**ASSOCIATE MEMBERSHIP APPLICATIONS (18):**

- Michael Armstrong, Corrections Sergeant, Kent Police Department
  - Sponsored by: Ken Thomas, Chief, Kent Police Department
- Carmen Best, Deputy Chief, Seattle Police Department
  - Sponsored by: Kathleen O'Toole, Chief, Seattle Police Department
- Ed Campbell, Director of Corrections, Yakima County Department of Corrections
  - Sponsored by: Ken Irwin, Sheriff, Yakima County Sheriff's Office
- Scott Eastman, Sergeant, Lacey Police Department
  - Dusty Pierpoint, Chief, Lacey Police Department
- Jeffrey Horn, Deputy Chief, Bainbridge Island Police Department
  - Sponsored by: Matt Hamner, Chief, Bainbridge Island Police Department
- Derek Kammerzell, Assistant Chief, Kent Police Department
  - Sponsored by: Ken Thomas, Chief, Kent Police Department
- Steve Krouse, Chief Deputy, Garfield County Sheriff's Office
  - Sponsored by: Ben Keller, Sheriff, Garfield County Sheriff's Office
- Jon Law, Commander, Benton County Sheriff's Office
  - Sponsored by: Steve Keane, Sheriff, Benton County Sheriff's Office
- Ben Majetich, Captain, West Richland Police Department
  - Sponsored by: Brian McElroy, Chief, West Richland Police Department

- Stan McCall, Commander, Federal Way Police Department
  - Sponsored by: Andy Hwang, Chief, Federal Way Police Department
- Fred Neiman, Administrative Sergeant, Clark County Sheriff's Office
  - Sponsored by: Garry Lucas, Sheriff, Clark County Sheriff's Office
- David Rehaume, Assistant Chief, Othello Police Department
  - Sponsored by: Phil Schenck, Chief, Othello Police Department
- Roy Rhine, Lieutenant, Ridgefield Police Department
  - Sponsored by: Carrie Greene, Chief, Ridgefield Police Department
- Patrick Spak, Major, Bellevue Police Department
  - Sponsored by: Jim Montgomery, Chief, Bellevue Police Department
- Trent Stephens, Deputy Chief, Pierce Transit Department of Public Safety
  - Sponsored by: Paul Pastor, Sheriff, Pierce County Sheriff's Office
- Eric Talbot, Accreditation Manager, Quincy Police Department
  - Sponsored by: Bob Heimbach, Chief, Quincy Police Department
- Mike Wagers, Chief Operating Officer, Seattle Police Department
  - Sponsored by: Kathleen O'Toole, Chief, Seattle Police Department
- Alec Wrolson, Detective, Puyallup Tribal Police Department
  - Sponsored by: Joe Duenas, Chief, Puyallup Tribal Police Department

**AFFILIATE MEMBERSHIP APPLICATIONS (1):**

- Peter Rasmussen, Principal, Architects Rasmussen Triebelhorn
  - Sponsored by: Paul Pastor, Sheriff, Pierce County Sheriff's Office

**John Snaza made the motion to approve the membership applications and transfers as recommended by the Membership Committee. Ken Hohenberg seconded the motion. Motion carried.**

**2015 EXECUTIVE BOARD MEETING SCHEDULE—REMINDER**

- January 14, 2015, WASPC Office, Lacey
- March 18, 2015, WASPC Office, Lacey
- May 19, 2015, Spokane Convention Center, Spokane

President Olsen introduced SAC Montoya as a new member of the WASPC Executive Board. SAC Montoya is the recently appointed Special Agent in Charge of the FBI Seattle Field Office.

**ADJOURN:**

**John Snaza made the motion to adjourn the meeting. Mark Nelson seconded the motion. The meeting was adjourned.**