

# WASHINGTON ASSOCIATION OF SHERIFFS & POLICE CHIEFS

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*Serving the Law Enforcement Community and the Citizens of Washington*

EXECUTIVE BOARD MEETING  
ROOMS G-H | THREE RIVERS CONVENTION CENTER  
KENNEWICK, WASHINGTON  
MAY 24, 2016 | 5:00 PM



## CALL TO ORDER

President Casey Salisbury opened the meeting at 5:02 p.m. There was a quorum present with the following Board members in attendance:

Sheriff Casey Salisbury, Mason County	Chief Bonnie Bowers, Anacortes PD
Chief Ken Hohenberg, Kennewick PD	Chief Steve Strachan, Bremerton PD
Chief Ed Holmes, Mercer Island PD	Chief Ken Thomas, Kent PD
Sheriff John Turner, Walla Walla County	Chief Dusty Pierpoint, Lacey PD
Sheriff John Snaza, Thurston County	Sheriff Brian Burnett, Chelan County
Sheriff Mark Nelson, Cowlitz County	Mark Couey, Director, Special Investigations Unit, Office of the Insurance Commissioner

The following WASPC staff were in attendance:

- Mitch Barker
- James McMahan
- Kim Goodman
- Mike Painter
- Ned Newlin
- Deb Gregory
- Joan Smith

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Sheriff Salisbury called for a motion on approval of the March 16, 2016 meeting minutes.

**Sheriff John Snaza moved to approve the minutes as submitted. Chief Ed Holmes seconded. The motion carried.**

## REPORTS

### Finance & Personnel Report

- **Donation Request**—The CJTC has asked WASPC to contribute \$500 to the Chief for a Day celebration. WASPC has identified this as a project we support. The finance committee makes a recommendation we fund this request. **Chief Dusty Pierpoint moved to approve the \$500 donation to CJTC for Chief for a Day. Sheriff John Snaza seconded. The motion to approve carried.**
- **Audit** – Field work for our annual financial statement and A133 audit was completed on May 12<sup>th</sup>. We expect the report to be issued in June with no findings. The auditors met

with Mitch and Kim to discuss the new procurement requirements and other emerging issues.

- **State Auditor's Office** – Auditors will be onsite beginning May 31 to perform an accountability audit of the association. The audit will assess how local governments manage, use and safeguard public resources. It evaluates whether there is reasonable assurance the agency adheres to applicable state laws, regulations and its own policies and procedures. Additionally, records are audited to ensure public funds are accounted for and controls are in place to protect public resources from misappropriation and misuse. Our concern continues to be the authority for oversight outside of our state funded programs.
- **Finance statements: (Under Tab 2) Presented through March 31, 2016**
- Page 1 – Balance Sheet (Statement of Financial Position)
- Cash balance at month end is adequate for operations. The investment account is slowly recovering from the 2015 losses.
- Pages 2 & 3– Income Statement (Statements of Activities and Changes in Net Assets) & Functional Expenses
- Revenues and expenses at the end of the first quarter are as expected. Timing plays a significant factor to the comparison from prior years. This is due to the grant cycles for the various grants. Sex offender address verification grants (\$1.2 million per quarter) are paid in the month following quarter end. Traffic grants (\$435K) are awarded in January and reimbursements begin to come in late March/early April. SECTOR equipment is purchased later in the fiscal year (\$155K). Professional fees for the Jail Booking and Reporting System, Sex Offender Website, and Victim Notification system are paid annually and reported in January for financial statement presentation.
- **WASPC Conferences** We have 100+ exhibitors here at this year's conference. It's important for us to spend time visiting with the exhibitors. Their support helps us off-set the conference expenses as well as carrying forward profit to the Fall Conference in Chelan.

Chief Bowers requested a copy of the annual audit. As soon as it is available, copies will be provided to the Board.

Chief Thomas asked for a motion to approve the finance and personnel report. **Chief Bonnie Bowers moved to approve the Finance and Personnel Committee report as submitted. Director Mark Couey seconded. The motion to approve carried.**

### **Standing Committee Reports**

Standing Committee reports will be provided at the General Business meeting on May 26, 2016.

### **OLD BUSINESS**

#### **Best Practices for Command Level Staff Training**

Last year, the Board directed WASPC to replicate the training that was given to law enforcement CEO's in cooperation with the various risk management authorities in the state to command level staff. Two two-day command level staff trainings were given in late March in Lacey and early April in Kennewick. Applications to attend were strong with 25 candidates selected for each class. There will be a third command level training class for another 25 people given in

September at the WASPC office in Lacey. For those individuals who applied for the March class and were not selected due to space limitations, they will be offered first opportunity to attend the September class. More information will be forthcoming on dates.

There were very positive comments from attendees about the classes. Classes will hopefully continue into the future for both CEO's and command level staff.

## **NEW BUSINESS**

### **Approval of the WASPC Accreditation Commission Recommendations**

Mike Painter, WASPC Director of Professional Services, mentioned the Accreditation Commission's work earlier in the day to approve accreditations or re-accreditations for the following entities. With the Board's approval, awards will be made to each agency at the May 25, 2016 banquet as follows:

- Fife Police Department
- Lacey Police Department
- Bellingham Police Department
- Othello Police Department
- DuPont Police Department
- South Correctional Entity (SCORE JAIL)
- Franklin County Sheriff's Office

It is important to note that five of these seven organizations are newly accredited agencies.

**Sheriff John Snaza moved to approve the accreditations. Chief Ed Holmes seconded. Chief Dusty Pierpoint abstained the vote as his agency is one of those receiving accreditation. The motion to approve carried.** Sheriff Snaza commended Mike on the job he's done in working with these agencies to receive their accreditation.

### **Approval of the WASPC LEMAP Jail Standards**

The following items were discussed at the Professional Services Committee meeting held on May 24, 2016 with 80 committee members in attendance.

- **Update on Jail standards revision** – Mike Painter updated the committee on the progress made and the process used to update the Jail Accreditation standards and recommended they be approved by the committee. Summary of changes include:
  - 28 standards removed and/or consolidated with other standards
  - 78 text changes to standards
  - Numerous bullets removed
  - All standards were vetted through numerous WASPC jail stakeholders.

The committee unanimously approved all updates to the jail standards with all changes to the accreditation standards for jails requiring the approval of the WASPC Executive Board.

- **Law Enforcement standard revisions** – The committee discussed and approved modest changes to three law enforcement standards and added one additional standard that relates to clearing of evidence and property.
- **Application of standards during onsite assessments** - Mike asked the committee for direction on the application of standards related to Public Records dissemination and Bias Based Policing during the onsite assessment process. The committee provided him direction.
- **Final notes** – Mike updated the committee on Accreditation on-sites completed since the fall conference and pending on-sites that will be completed by October 1. Mike also updated the committee on current and pending LEMAP assessments and Executive Search processes.

Both Chiefs Bonnie Bowers and Ed Holmes requested a copy of the report. Mike will ensure the Board receives a copy and will route future changes to the Board in advance of seeking approval. After some additional discussion, Chief Jeff Myers, on behalf of the Professional Services Committee, recommended approval of these changes by the Executive Board.

**Chief Ed Holmes moved to approve the changes to the jail standards as recommended by the Professional Services Committee. It was seconded by Sheriff John Turner. The motion to approve the changes to the jail standards carried.**

#### **LEOFF 1 Legislative Issue**

Joyce Willms, Government Relations and Communications for the LEOFF 1 Coalition contacted Mitch in March seeking Executive Board support for the LEOFF 1 Coalition’s efforts to defend the integrity of the LEOFF 1 retirement fund. Two separate raid attempts have been made by the state Senate during this past regular session. The first attempt was to merge LEOFF 1 with the Teachers Retirement System Plan 1 and the second attempt was to take money out of the LEOFF 1 retirement system to balance the state’s budget.

The Coalition is asking WASPC to join them in opposing any changes when the legislature convenes in 2017. Mitch’s recommendation to the Board is that it not get involved in the retirement and pensions portions of any legislation. WASPC has historically stayed out of these types of issues. Mitch would rather WASPC stay silent on the issue. The Board agreed with this position. Mitch will respond back to Ms. Willms with the Board’s position on this matter.

#### **Approval of the Revised Grants Committee Charter**

The Grants Committee is a newly formed committee that met briefly last year to develop a charter that was approved by the Executive Board at their September 2015 retreat in Leavenworth. Since that time, the Grants Committee has made several updates to the charter that provide greater clarification to the general guidelines, and includes language that requests will only be accepted by Active members. The committee is now seeking approval from the Board to accept these revisions to the charter.

**Chief Ken Hohenberg moved to approve the revisions as submitted. Director Mark Couey seconded. The motion carried.**

### **Clarifying the Role of the WASPC LE Education and Training Committee**

CJTC Executive Director Sue Rahr said there has been some confusion over the role of CJTC vs. the WASPC LE Education and Training Committee role in determining training needs. CJTC often struggles to get input from their stakeholders, but when there are two different bodies and two different groups acting upon training needs, the message gets lost in translation. Ms. Rahr has discussed this issue with Committee Co-Chair Sheriff Ozzie Knezovich at length.

Ms. Rahr also expressed concern with some of the language in the LE Education and Training Committee charter. She requested that the Executive Board review the duties and responsibilities of the committee. To that end, she put together some recommendations that she would like to see added to the charter that would be helpful to CJTC. She does not want to end the LE Education and Training Committee but does want to clarify the role of the committee to help eliminate the confusion about roles and responsibilities between the two groups. Chief Jeff Myers of Hoquiam is the chair of the Criminal Justice Training Commission. He feels strongly that the committee should not be speaking on behalf of CJTC as it sometimes appears.

Sheriff Knezovich disagrees with Ms. Rahr and Chairman Myers about the role of the committee and what its responsibilities are and said they have never tried to speak on behalf of CJTC. There was disagreement over this issue.

Mitch Barker recommended that the LE Education and Training Committee continue to exist but that any recommendations it makes comes directly to the WASPC Executive Board who will vote on behalf of the membership on whether to forward those recommendations to CJTC.

Sheriff John Turner recommended that the committee charter be reviewed and recommendations for changes be discussed at the Executive Board's retreat on September 15-16 in Leavenworth. Chief Hohenberg agreed with that approach.

**Chief Ed Holmes moved that the charter language be revisited at the September retreat along with a review of the issues that have been brought up at this meeting. It was seconded by Chief Dusty Pierpoint. The motion carried.** Chief Steve Strachan said in the meantime, coordination between the committee and CJTC should continue.

### **GOOD OF THE ORDER**

#### **Approval of Membership**

Membership Committee Chair Chief Chuck Spoor of Raymond forwarded the Membership Committee recommendations on membership applications received since the last Board meeting. The committee is requesting that the Executive Board approve all applications as submitted with the exception of Chief Claude Cox of Mabton pending the outcome of his tribal certification revocation hearing. That hearing is scheduled for August 10, 2016 and it is believed that the hearing panel will have findings published prior to the conference in the fall where his membership application can again be considered.

**Chief Ken Hohenberg moved to approve the membership applications as submitted including the exception of Chief Claude Cox's pending the outcome of his tribal certification revocation hearing. Chief Dusty Pierpoint seconded. The motion to approve, with exception noted, carried.**

The next meeting of the Executive Board is September 15-16, 2016 at the Alpen Rose Inn in Leavenworth.

With no further business to discuss, the meeting was adjourned at 6:50 p.m.

Respectfully submitted,

Deb Gregory  
Executive Assistant, WASPC