

# WASHINGTON ASSOCIATION OF SHERIFFS & POLICE CHIEFS

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Serving the Law Enforcement Community and the Citizens of Washington



## EXECUTIVE BOARD MEETING MINUTES November 15, 2016 | Campbell's Resort | Chelan, WA 3:45 to 5:00 p.m.

### CALL TO ORDER

President Ken Hohenberg opened the meeting at 3:47 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 Bob Torgerson, Aberdeen PD	Chief Ken Thomas, Kent PD
Sheriff John Turner, Walla Walla County	Chief Dusty Pierpoint, Lacey PD
Mark Couey, Director, Special Investigations Unit, Office of the Insurance Commissioner	Sheriff Brian Burnett, Chelan County
Sheriff Mark Nelson, Cowlitz County	Chief John Batiste, Washington State Patrol

The following WASPC staff were attendance:

- Mitch Barker, Executive Director
- James McMahan, Policy Director
- Mike Painter, Professional Services Director
- Kim Goodman, Chief of Staff
- Ned Newlin, Jail Services Liaison
- Jamie Weimer, Member Outreach....
- Deb Gregory, Executive Assistant

The following guests were in attendance:

- Sue Rahr, Executive Director, CJTC
- Ed Holmes, Chief of Police, Mercer Island PD
- Eric Olsen, Chief of Police, Kirkland PD (retired)
- Rick Campbell, Cheney PD
- Bob Metzger, Chief of Police, Pasco PD
- Joe Nole, Jefferson County Sheriff's Office
- Art Frank, Jefferson County Sheriff's Office
- Dave Stanko, Sheriff, Jefferson County Sheriff's Office
- Michael Knutson, Federal Bureau of Investigation, Seattle
- Carol Cummings, Chief of Police, Bothell PD
- Rob Sofie, Life Member, Retired
- Brian Johnston, Monroe PD
- Henry Simon, Bothell PD

- Colleen Wilson, Chief of Police, Port of Seattle PD
- Cherie Harris, Chief of Police, Kirkland PD
- Curt Lutz, Director, Chelan County Regional Justice Center
- Andrew Hamilton, Chief of Police, Kelso PD
- Nattalie Cariker, Chief of Police, Brewster PD
- W. T. Pierson, Auburn PD
- Bob Lee, Chief of Police, Auburn PD

#### Presidential Remarks & Introductions – President Ken Hohenberg

President Hohenberg welcomed everyone to the meeting and noted there were some great meetings today. The challenge is always keeping everyone's attention with timely presentations and information and believes that was accomplished today. He complimented Campbell's Lodge and its staff for doing a great job of taking care of us.

He noted that at the end of the regular E-Board agenda, the Board will recess and go into executive session for about 20 minutes to discuss a personnel matter. The Board will reconvene to conclude any business that may be necessary.

#### Approval of the 9/15-16/2016 E-Board Retreat and Regular Meeting Minutes

**Motion:** Sheriff Mark Nelson moved to approve the retreat notes and regular meeting minutes as submitted. Chief John Batiste seconded. The motion to approve carried.

#### Finance & Personnel Committee Report

Chief Robert Torgerson, WASPC Treasurer presented the Finance and Personnel Committee report.

#### ***Financial Statements presented through September 30, 2016 (compared to entire 2015) 75% of year***

- Page 1 – Statement of Financial Position
  - Cash – Adequate on-hand cash for day to day operations.
  - Prepaid Expenses - \$755K includes portions of annual fees for the Jail Booking and Reporting System (JBRs) and Offender Watch payments that are applicable to 2017.
  - Liabilities – zero balance in long term debt (shows building mortgage pay-off)
- Pages 2-3 Income and Expenses
  - Revenues and Expenses are lower in 2016 compared to 2015, but both are proportionate.
  - Grant Revenue & Grant Award Expenses - \$1.2M in expenses and revenues for sex offender address verification program for third quarter posted in early October.
  - Sales and Other Revenue and Professional Fees expenses – Critical Incident Mapping at 30% of 2015 levels. This is due to program suspension in 2<sup>nd</sup> quarter (legislative cuts and re-funding)
  - Professional fees expense also include fees for the Jail booking and reporting system, victim notification system, sex offender website/Offender Watch system. These fees are paid annually in July/August.

- Gain/Loss on Investments – We have seen recovery in our investment account. This is demonstrated in both the interest and gain/loss on investment line items.

**Motion:** Director Mark Couey moved to approve the presentation of financial statements. Chief Ken Thomas seconded. The motion carried.

### ***2017 General Fund Budget***

The budget is for WASPC membership programs, correctional services and the general operating budget. On November 14, 2016, the Finance and Personnel Committee met and reviewed each program budget in detail. Today, WASPC staff presented the summary to the Executive Board for approval.

#### Notes:

- Correctional Services continues to provide revenues to the association to support our member service programs; i.e., legislative support, accreditation and conferences.
- Critical Incident Mapping Services (Sales/Other Revenue) We budgeted conservatively for 2017 to include only revenues and expenses related to the FY13-15 new and remodeled carry forward schools. These schools are currently covered in our OSPI contract. Revenue forecast reductions are presented in the Sales line item and also in the Other Revenue line item (our administrative fee for the mapping)
- Conference – Higher forecast for conference revenues. In 2017 we will increase the vendor booth fees from \$500 to \$750. This should increase our revenues \$30K.
- Interest/Investment Income - Increased our forecast for investment revenue. We expect the modest gains to continue in 2017.
- Professional Fees – Overall reduction to this line item due to fewer new and remodel mapping services (less \$97K). Line item also includes \$45k increase to general professional services. We continue to have increased legal expenses for contract negotiations with vendors, public record requests and additional audits. We work to charge as much as possible back to the state when we are able.
- WASPC Grants Committee – Added line item for contribution to the newly formed Grants Committee. Startup forecast at \$30K contribution.
- Telephone - 2015 switchover to new carrier resulted in lower on-going charges.
- Supplies – Our internal capitalization policy is to expense items under our \$2500 threshold. We have been replacing older laptops and workstations. This equipment is expensed in the current fiscal period as supplies rather than being capitalized over 3 years.
- 2017 budget does not include any mortgage interest expense
- Forecast to have less of a state funding shortfall in 2017. We have been working to reduce expenditures in the mapping (now school safety) program and plan to only continue the program into the next biennium if it is fully funded.
- Other considerations regarding the upcoming state budget that could have an impact to our general fund budget:
  1. 24/7 DUI Monitoring Program (legislative cancellation of the program)
  2. Sex Offender Address Verification Program (pursue re-instatement of the 3% administrative fee rather than the current 1%)

**Motion:** Chief Ken Thomas moved to approve the 2017 General Fund budget as presented. Chief Dusty Pierpoint seconded. The motion carried.

In addition to the 2017 General Fund budget approval, the E-Board was asked to approve WASPC vouchers to date.

Chief Robert Torgerson presented vouchers for the period of 9/16/2016 through 11/15/2016 for approval. Vouchers are numbered 38074 through 38255 in the amount of \$1,099,205.00. Chief Bonnie Bowers asked that the E-Board receive a list of vouchers they will be asked to approve at each Board meeting at least 24 hours in advance. Kim Goodman responded that she will run a report for the Board prior to each meeting for advance review.

**Motion:** Chief John Batiste moved to approve the list of vouchers as submitted. Director Mark Couey seconded. The motion to approve carried.

#### School Safety RFI

Mitch provided the Board with a brief history of the school mapping program. After the departure of a WASPC employee previously responsible for managing the program, and the appointment of another individual to manage it, WASPC has been taking a long, hard look at the program and what it should look like if there is full funding for it to continue.

WASPC will be issuing a Request for Information to interested potential vendors to find out what type of technology might be available to use in conjunction with our current program or as a replacement of the existing school mapping program. David Corr, the School Safety Program Manager, has been in meetings around the state with users of the program to get feedback on what they like or what they would propose changing. Information from the RFI will be presented to the legislature, and if approved, a formal RFP will be issued.

Chief Pierpoint asked if the program is one we want to continue with. WASPC has been hearing this same question from users. We have been working with the existing vendor to correct some of these issues. Contacts have been made with the Office of the Superintendent of Public Instruction and the Department of Emergency Management to determine if either would be interested in taking over the program. Neither are.

#### Conference Scholarship Program Update

At the September Board retreat, there was discussion about expanding the number of scholarships WASPC can award at each conference. Under current policy, we can only award two. Staff is seeking more flexibility in making awards depending on the number of requests it receives. The Board was presented with some draft changes to the current scholarship language. Mitch Barker suggested some additional edits as follows:

Third paragraph under History, the last sentence will be revised to remove the duplicate words "will be".

Under the Approval Process, first paragraph, last sentence, it was recommended that the draft language be further amended to read “The WASPC President shall ~~make~~ **cause** notification ~~to the successful applicant(s)~~ **be made to all applicants**.”

**Motion:** Chief John Batiste moved to approve the revisions to the Conference Scholarship Program as further amended by Mitch Barker. Chief Bonnie Bowers seconded. The motion to approve the amended language as submitted by Mitch Barker carried.

#### Approval of Accredited or Reaccredited Agencies

Mike Painter, WASPC Director of Professional Services presented the list of accredited and reaccredited agencies as approved by the Accreditation Commission earlier today.

#### Initial Accreditation:

- Pasco PD
- Sequim PD
- Office of the Insurance Commissioner, Special Investigations Unit

#### Reaccreditations:

- Auburn PD
- Ellensburg PD
- Grays Harbor County Sheriff’s Office
- Issaquah PD
- Kirkland PD
- Lake Forest Park PD

Redmond PD was not approved for reaccreditation. The Board will see Redmond again in 2018.

**Motion:** Chief John Batiste moved to approve the agencies as presented by Mike Painter. Sheriff Mark Nelson seconded. The motion to approve as presented by Mike Painter carried.

#### Approval of Proposed Resolution: 21<sup>st</sup> Century Policing

Chief Ed Holmes of Mercer Island PD, and Co-Chair of the Public Trust Committee, presented a proposed resolution which recognizes the fact that we will use the President’s 21<sup>st</sup> Century Policing Report as our template moving forward. There are six areas represented by six pillars. Not every single pillar will represent every single agency or area of the state. It further recognizes that as an Association, we will support the President’s 21<sup>st</sup> Century Policy report, regardless of who is the sitting President. Chief Strachan believes this is an important statement for us to make. The Public Trust Committee will use this as its template going forward.

**Motion:** Chief Robert Torgerson moved to approve the proposed resolution for submittal to the Resolutions Committee and then the general membership at Thursday’s General Business meeting. Chief John Batiste seconded the motion. The motion carried.

### Public Trust Committee Charter

Chief Ed Holmes presented the current draft of the Public Trust Committee charter and noted it has been through several iterations. Chief Holmes along with Co-Chair Sheriff Casey Salisbury are seeking the Board's approval of the committee's charter.

**Motion:** Chief Dusty Pierpoint moved to approve the committee charter as presented. Chief Bonnie Bowers seconded. The motion carried.

### HB 1448 Model Police on Police Referrals/Suicide Reports

Mitch Barker, WASPC Executive Director, gave a brief history of the bill which deals with law enforcement agencies making specific notification to mental health providers when they come into contact in the field with someone they believe to be suicidal. The bill passed in the 2016 legislative session and stated a requirement that WASPC develop and adopt a model policy. The requirement came without full funding in which to do so. WASPC responded that without full funding, it would not begin drafting such a policy. In October, emergency funding was made available in the full amount, which has required WASPC to move forward at a very aggressive and compressed time frame.

Four meetings are being scheduled across the state. Two have been held so far. One in Spokane and another in Kennewick. Two more are scheduled for Burien at the CJTC office, and the final in Vancouver. Chiefs John Vinson and Bob Metzger are the Co-Chairs of the Model Policy Committee. If anyone is interested in attending, they are open to the public.

As a result of the input received at each of the four meetings, WASPC staff will draft a model policy for consideration and approval during the spring 2017 conference in Spokane. Once adopted, the policy will be available to any member agency to assist in developing their own policies.

Chief Steve Strachan asked if there is any legislative expectation that all agencies will adopt the model policy. Mitch responded that he believes such a decision to adopt or not will be up to each agency.

### Approval of Membership

The WASPC Membership Committee submitted a list of active, associate and affiliate memberships for consideration and approval by the E-Board.

**Motion:** Sheriff John Turner moved to approve the list of membership applications as submitted. Chief Bonnie Bowers seconded. The motion to approve carried.

### Approval of the 2017 E-Board Meeting Schedule

It is proposed that the following dates be approved by the Board for their meeting schedule in 2017:

- January 10, 2017 – WASPC Office, Lacey, WA
- March 14, 2017 – WASPC Office, Lacey, WA
- May 23, 2017 – Spokane Convention Center, Spokane, WA

- September 14-15, 2017 – Leavenworth, WA
- November 14, 2017 – Campbell’s Resort, Chelan, WA

**Motion:** Chief John Batiste moved to approve the schedule as presented. Sheriff Mark Nelson seconded. The motion carried.

The Board recessed its regular meeting at 3:30 p.m. and went into Executive Session to discuss a personnel issue. The Board reconvened its regular meeting at 4:50 p.m.

**Motion:** Chief John Batiste moved to allow President Hohenberg to move forward with contractual negotiations as presented in executive session. Chief Dusty Pierpoint seconded. The motion carried.

The meeting adjourned at 4:52 p.m.

Respectfully submitted,

Deb Gregory  
Executive Assistant