

Washington Background Check (WBC) Advisory Board Initial Meeting Minutes
July 13, 2021 @ 2:00 p.m.

Board Attendees: Assistant Chief Marc Lamoreaux, Steve Strachan, Ms. Tina Browning, Mr. Brian Moreno, Sheriff Tony Hawley, Chief Kieth Siebert

Guests: Mr. Tom Wallace, Mr. Jim Anderson, Mr. Mario Buono, Ms. Jamie Weimer, Ms. Patty Thumann, Mr. Dan Kruger, and Ms. Amy Grayless

Presenters: Ms. Kateri Candee and Ms. Patty Thumann

Meeting began at 1400.

- Ms. Kateri Candee welcomed everyone to the meeting. Introduced Assistant Chief Lamoreaux, who replaced Assistant Chief Huss.
- Assistant Chief Marc Lamoreaux also thanked everyone for attending the meeting. Ms. Patty Thumann is taking on the role that Ms. Candee previously handled, as Ms. Candee is the new division commander.
- WBC Program update – A Centralized Firearms Background Check Program status update was provided. PowerPoint document is attached.
 - The Administrative Assistant 3 (AA3) position has been posted. Interviews will begin shortly.
 - The Assistant Division Commander position is ready to post, waiting for final HRD approval/paperwork.
 - A division phone number has been assigned.
- RFP Timeline – Ms. Patty Thumann gave a review of timeline. Document is included in the PowerPoint attachment.
 - 11639 – The decision was made that the division will not be doing annual rechecks (not cost effective).
 - Previously there was two organizational charts with the extra staff, we can move forward with using the accurate organizational chart.
 - This is a gated project under the oversight of the OCIO. Gate 2 has completed and Gate 3 has started. Received nine vendor proposals. The review group selected three vendors who held demonstrations last week. Ms. Candee is completing the reference checks on the three vendors.
 - Timeline is on tract (about a week off). About ready to start the negotiation.
 - Risks associated with the project have been identified.
- WSP Budget Overview – Mr. Mario Buono, BFS Analyst gave review of funding. Document is included in the PowerPoint attachment.
 - Expenditures as of July 2 – positive \$65,000.
 - The division budget has significant savings due to staffing

- Quality Assurance Report_– Provides positive and negative feedback to the team – particular focus on selecting a vendor for the system. This week is the oral interviews with vendors. The WSP process is excellent. Looking to ensure we are on track and focused.

- Open Discussion/Roundtable
 - Ms. Tina Browning – Inquired on who the vendors are.
 - Chief Kieth Siebert – Inquired if vendors have concern working with several stakeholders? Not so far.
 - Ms. Jamie Weimer – Based on FFL sent out this week, suggested sending out a simple explanation sheet to send out for any questions. Ms. Candee will work on this.
 - Assistant Chief Lamoreaux – Thanked Mr. Dan Kruger and expressed his appreciation for having him on the team.

The next WBC Advisory Board meeting will be **Tuesday, August 10, at 2:00 p.m.**, a calendar invite with the Zoom link will be distributed.

WBCAdvisory/aeg