

BRIGETTE K. SMITH
Executive Secretary



JAY HUGHES
Board Chair

STATE OF WASHINGTON
BOARD FOR VOLUNTEER FIREFIGHTERS & RESERVE OFFICERS
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June 27, 2014

A special meeting of the Board for Volunteer Firefighters and Reserve Officers was convened at 9:00 A.M. in Suite #207 in the James R. Larson Forum Building by Chair Jay Hughes, with Board Member Mark Watenpaugh, Board Member Miland Walling, Board Member Martin Spani, Board Member Brian VanCamp, Assistant Attorney General Dawn Cortez, Tamara Warnke (Washington State Firefighters Association), Tammi Donovan (Mason Co. FPD #13), Madison Burke (Attorney General's Office), and Executive Secretary Brigette Smith present.

Secretary Smith asked that the Board rearrange the agenda so that the executive session move to the end of the New Business to accommodate the visitor's schedules. It was moved by Watenpaugh, seconded by Spani, and carried that the agenda be rearranged as requested.

The Board reviewed the April 18, 2014 Regular Meeting Minutes. It was moved by VanCamp, seconded by Watenpaugh, and carried that the minutes be approved.

FIRST HEARING OF THE PUBLIC

No one wished to speak.

OLD BUSINESS

Secretary Smith updated the Board on the status of the WAC for provider billing. She filed the CR-102 on June 2, 2014, which is required by law. It is scheduled for a hearing after the October Board Meeting at 3:00 pm in room 207 of the James R. Larson Forum Building. So far, she has received no written or verbal feedback to date.

Secretary Smith informed the Board that the accountability audit is progressing, but will not be complete by the end of June, as originally agreed to with the State Auditor's Office. Much of the delay is due to the additional work requested by the Board due to additional risk from key employee turn-over. Secretary Smith believes that the biggest take-away so far is the need for the Board to adopt another WAC that will address over-payments or under-payments of pensions after the death of a pensioner.

Secretary Smith asked the Board to hold-over a discussion on the research done by AAG Kheyap regarding the Board's ability to set a minimum amount payable for buy-backs. AAG Kheyap is out of state attending training and was unable to provide an update for this meeting.

Secretary Smith informed the Board that she was working with Executive Secretary Roger Ferris to identify departments that paid for presumptive disease physicals to learn specific details about the costs, the frequency, and the scope of those physicals. AAG Kheyap is researching with DRS regarding the cost to provide the benefit.

NEW BUSINESS

With the 2015 Legislative Session starting in six months, it is a budget year. Secretary Smith informed the Board that most agencies were being asked to look at a 20% budget cut. Because of the McCleary decision, where the state must fully fund education, the state's general fund is depleted. Any agencies that use general fund money will be facing major cut-backs. Luckily, the BVFF uses no general fund money, so it has not yet been asked to submit plans for a 20% budget cut. Secretary Smith informed the Board that, while she had no plans to ask for major increases in the BVFF budget, she would be submitting funding requests for the SSDI subscription that is the next item on the agenda and for a proposed

increase in the amount charged by the Office of the State Actuary. Although the OSA has informed Secretary Smith that they intend to ask for an increase, they have not yet determined the actual increase they are hoping for.

Secretary Smith informed the Board that, for the past 10 years, the BVFF staff has used the Social Security Death Index to monitor the status of pensioners to try to diminish the amount that was overpaid to pensioners who were no longer living. A new federal law was recently passed that denied access to any records regarding the death of individuals within the last three years. As a result, the BVFF staff no long has the ability to verify pensioner status. There is a process where the agency can apply through the U.S. Department of Commerce for limited access to the Death Master File through Social Security. Secretary Smith applied for access on June 18, 2014, and was granted access on June 19, 2014. However, even though access has been granted, the agency must now purchase an annual subscription to actually access the information. The costs vary depending on the number of times that the information is run through the system, and the level of automation the agency seeks. Secretary Smith recommended that the agency purchase an Automated Batch Processing Annual Subscription with 100,000 queries. This would allow the staff to save a list of members that would be automatically checked by the program and the list could be checked monthly. This would save the staff time, and aid in stopping pensions in a more timely fashion that the staff is currently able to. It was moved by Walling, seconded by VanCamp, and carried, that Executive Secretary purchase the Automated Batch Processing Annual Subscription and write a budget request to increase the agency budget to cover the cost. Secretary Smith stated she would also verify that the subscription covered a year from the date of subscription instead of a calendar year.

The Board reviewed the Delegated Authority and Procurement and Contracting Risk Assessment completed by DES. Chapter 39.26 RCW states that DES is authorized to contract for all goods and services for the state, but that they can delegate some of that authority to the agencies. After talking with Secretary Smith and reviewing written documentation submitted by Ms. Smith, DES determined that the BVFF could have delegated authority to purchase commodities, services, and IT goods or services under \$50,000 per purchase event. Secretary Smith provided the Board with a copy of the determination letter.

The Board reviewed Pension Participation Exemptions submitted since the last meeting. It was moved by Spani, seconded by Walling, and carried, that the following members be granted an exemption:

- Daniel Valdez, Yakima Co. FPD #5, for the period of 6/18/14 through 9/9/14

The Board reviewed the following service level agreements and contracts:

- State Auditor’s Office to ensure the security and confidentiality of data removed from the BVFF worksite for the purposes of completing the audit
- Goodwill Industries for the Senior Community Service Employment Program

The Board reviewed Secretary Smith’s leave and pay records.

Secretary Smith informed the Board that there was an error with the billing for the Red Lion at the Washington Fire Chief’s Conference (Voucher # 00534). Apparently, there are times when the Red Lion shares information with a third-party vendor. They sometimes make the reservation and charge the card, rather than holding the room and charging upon check-out. The reservation confirmations look the same but, by state law, agencies are not allowed to pay in advance for goods and services. Unfortunately, that is what happened. When Secretary Smith contacted both Red Lion and the vendor, Reservation Counter, both refused to reverse the transaction and charge it correctly to Secretary Smith’s card. She has attached all supporting documentation to the invoice voucher, but the Board needed to be aware of the error. The Board reviewed and approved (VanCamp moved, Spani seconded) all the administrative expenditure vouchers numbered (00519 through 00563) and various travel vouchers.

There was a motion by Watenpaugh, seconded by Spani, and carried that the retirement pensions and lump-sum settlements listed below be approved effective on the listed dates (Member VanCamp excused himself from voting on Michael Bister’s retirement due to the potential conflict of interest):

		<u>Effective Date</u>	<u>Amount</u>
Almgren, Peter	Mukilteo	10/10/2013	3609.61 Lump
Beckley, Gregg	Adams #5	5/1/2014 J/S	242.10
Bister, Michael	Thurston #8	6/10/2014	300.00

Black, Monty H	Douglas #5	6/26/2014	228.00@age 62
Brock, James F	East CO F&R	1/28/2013	4572.18 Lump
Carlson, David N	NO Kitsap F&R	11/13/2011	73.50
Carter, Daniel L	Grays Harbor #15	5/1/2014 J/S	245.40
Caruthers, Emil D	Pacific #1	9/5/2013	77.00
Case, Toni	Whatcom #14	5/2/2014	57.12@age 61
Clark, John A	Whitman #6	7/26/2014	3609.61 Lump
Clausen, Kenneth	Spokane #12	1/23/2014 J/S	246.90
Costanti, Daniel J	Skagit #14	5/10/2014	300.00
Deleon, Judith	Snohomish #27	4/7/2014	3922.21 Lump
Deleon, Victor	Snohomish #27	4/7/2014	3922.21 Lump
Donnell, Vashina (Chris)	Clallam #4	3/3/2014 SURV	4804.70 Lump
Dore, Robert	Cowlitz- Skamania #7	5/1/2014 J/S	250.50
Egland, Harry	S Pend Oreille F&R	12/31/2013	1747.81 Lump
Foged, Jens P	Douglas #5	5/28/2014 J/S	187.64@age 62
Furth, Gerald E	Cosmoplis	6/5/2013	4331.53 Lump
Gockley, Paul R	Grays Harbor #4	3/27/2014	300.00
Hamilton, Dean	Burlington	4/11/2014	80.50
Hamilton, Jay	Lewis #5	4/6/2014	3116.71 Lump
Hamilton, Roger	Buckley	6/4/2014 J/S	186.50@age 62
Hawley, Roger	Whatcom #3	3/23/2014	202.50
Hay, Clifford	Jefferson #7	4/1/2014	280.00
Hay, Nikki F	Jefferson #7	4/1/2014	280.00
Heise, Dean W	Whitman #10	4/11/2014	300.00
Herron, Karon (John)	Franklin #2	10/20/2013 SURV	224.34
Howarth, Matt	Grays Harbor #5	4/25/2014	5853.27 Lump
Hughes, John	Mason #11	9/23/2011	4572.18 Lump
Hustman, Michael	Klickitat #3	5/4/2014	2526.73 Lump
Iversen, Peter	Snohomish #23	5/1/2014	280.00
Jacobson, Roy D	Walla Walla #7	6/7/2014	300.00
Jones, Michal	S Pend Oreille F&R	5/17/14	6136.01 Lump
Larson, Ronald J	Milton	11/27/2011	3850.25 Lump
Long, Harrie E	Whatcom #7	5/27/2014	300.00
Mains, Ronald	Yakima #7	2/12/2014 J/S	246.90
McCoy, James G	Wahkiakum #4	2/1/2014 J/S	162.83
McGowan, Marcene (Raymond)	King #10	8/20/2013 SURV	134.41
McKellar, Juanita K	Chelan CO Sheriff	5/27/2014	3609.61 Lump
Morasch, Robert A	Whitman #6	5/3/2014 J/S	248.70
Olsen, Iver	Spokane #3	4/1/2014	77.00
Peters, Terry L	Spokane #9	6/29/2014	300.00
Phillips, John H	Spokane #9	5/19/2014 J/S	246.90
Quinn, Michael	Whatcom #14	12/4/2012	3506.29 Lump
Risser, Peter	San Juan #3	1/1/2014 J/S	246.90
Roberts, Lee W	Benton #1	3/28/2014	4331.53 Lump
Roger, Jain	Chelan #4	4/21/2014	131.10@age62
Schleusner, James	Klickitat #8	1/1/2014	240.00
Schoppert, William	King #10	5/6/2013	3609.61 Lump
Shook, Russell	Franklin #1	1/1/2014 J/S	158.34
Sims, Diana	Ferry/Okanog #14	6/1/2014	230.00
Smith, Alfred	Jefferson #1	2/3/2014	4252.06
Smith, Rebecca K	San Juan #3	5/6/2014	77.00
Stevenson, Clifford	Douglas #3	4/15/2014	300.00
Teitzel, Fred W	Lewis #5	8/17/2006	2860.51 Lump
Thomas, JR, Hugh S	Grant #7	2/27/2014	180.00
Vanderwoude, Dale	Whatcom #17	2/19/2014	3128.33 Lump
Vanes, Dan	Snohomish #19	9/7/2013	1925.13 Lump
Woodworth, JR, John	Jefferson #6	7/24/2012	73.50

Yarnell, Herschel	Clark #3	11/11/2013	135.80
Yates, Michael	Riverside FA	12/3/2013	4090.89 Lump

The Board recessed for a short break for approximately 5 minutes at 10:08.

The Board reconvened at 10:12 and went into executive session at for approximately fifteen minutes to discuss litigation and personnel issues. The board reconvened at 10:22.

GOOD OF THE ORDER

Secretary Smith informed the Board that she hired a new temporary part-time employee to help with the annual posting. She has hired John McHugh, who actually spent some time as a Goodwill trainee with the agency before accepting a part-time position with the Washington Fire Chiefs. He now works for them in the morning and the BVFF in the afternoon.

Chair Hughes informed the Board that the Criminal Justice Training Commission was going to start tracking all Reserve Officers throughout the state. To date, they have not been tracked by any one agency or organization. The CJTC will require departments to report all current officers, and certify that they have completed polygraph and psychological exams by the end of October. This should help law enforcement and the BVFF to get an idea of how many RO's are actually in Washington.

AAG Cortez informed the Board that AAG Kheyap should be contacting the Board about completing Open Government Training because new rules were passed requiring that all agencies be able to certify that their members have been trained.

SECOND HEARING OF THE PUBLIC

No public was present.

There was a motion by Walling, seconded by VanCamp, and carried that the meeting be adjourned at 10:25 am.

Brigette K. Smith, Executive Secretary