

BRIGETTE K. SMITH  
Executive Secretary



STATE OF WASHINGTON  
**BOARD FOR VOLUNTEER FIREFIGHTERS & RESERVE OFFICERS**

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January 27, 2012

The 230<sup>th</sup> regular 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, Board Member Mark Watenpaugh, Board Member Miland Walling, Board Member Martin Spani, Board Member Brian VanCamp, Tamara Donovan (Mason Co. FPD #13), and Executive Secretary Brigitte Smith present.

The Board reviewed the October 21, 2011 Regular Meeting Minutes. It was moved by Spani, seconded by Watenpaugh, and carried that the minutes be approved with the addition of Mark Watenpaugh to the list of attendees.

Secretary Smith asked that the Board adjust the agenda to move the executive session to the end of the agenda to give Assistant Attorney General Kyle Crews time to get to the Board Meeting after meeting with the judge in the case.

#### FIRST HEARING OF THE PUBLIC

There were no requests to speak.

#### OLD BUSINESS

Secretary Smith informed the Board that there had been no progress on the WSFFA workgroup, but that she had discussed it with TJ Nedrow. The workgroup is temporarily on hold while all of the organizations involved focus on the legislative session. He anticipates beginning meetings around May (depending on whether the session is still going then or not).

Secretary Smith submitted a Service Credit Documentary Evidence Submission Checklist as requested by the Board at the October meeting. The Board reviewed the form and liked it overall. It was suggested that it may help to have some directions to go with it. The Board also requested that she prepare a letter explaining the form and send the letter and form to all the departments as soon as it is ready. Secretary Smith stated that she'd make the changes, prepare the letter, and get it mailed out to all the departments before the April meeting.

#### NEW BUSINESS

Secretary Smith discussed the new state-wide narcotic drug policies. The BVFF & RO is required to use the L&I guidelines for auditing claims. This, in effect, makes the BVFF & RO follow the policies for narcotic drugs since we have to adjust our payments according to theirs. In addition, doctors are used to following L&I rules, so deviations are confusing for the providers. After discussion, it was moved by VanCamp, seconded by Watenpaugh, and carried that Secretary Smith and her staff be directed to draft a Board policy regarding narcotic drugs that follows the state's policy, with the exception of continued use after maximum medical improvement (MMI). Secretary Smith was directed to consult with the Attorney General's Office and seek legal advice on whether the Board is required to adhere to that part of L&I policy or not.

Secretary Smith outlined the staff's procedures that are used when a member turns 65. Members can retire any time after they vest a pension, but they have to wait until at least age 60 before they can draw. If they would like to draw the full amount available to them, they would have to wait until age 65 to draw. Once a member reaches age 60, the staff assumes that they have not contacted the office to begin their retirement paperwork because they want to wait and draw at age 65. However, if they reach age 65 and the staff has not heard from them, the office sends a letter to their last fire department of record, along with a copy of their retirement papers, and asks that the department locate them and remind them that they are now eligible to draw the full amount of their earned retirement. It is then up to the department to try to locate the member. If the department is unable to locate the member, they can contact us and we will try to search



through several websites to find the member. Board staff frequent even tries to call people that appear to be relatives in an attempt to locate them. If all attempts to locate a member fail, the money stays in the fund until we are contacted. In most cases, the member is located. There are very few cases when the Board is unable to locate a retiree. However, it is ultimately the member's responsibility to either keep their fire department updated with any address changes, or their responsibility to contact the Board directly to initiate the retirement process.

Secretary Smith informed the Board that the agency was forced to suspend operations for a couple of days due to the severe storm that struck the agency on January 18<sup>th</sup> and 19<sup>th</sup>. In addition to the suspended operations, there were several days when there was no power to the Forum Building, and no power to Department of Enterprise Services (DES) buildings. As a result, the BVFF & RO staff has noticed that some accident report cards that were filed online between January 17<sup>th</sup> and January 20<sup>th</sup> have not been received in our email. In addition, DES was changing over servers in December. During that time, the staff became aware that the accident card system link stopped working altogether at some times, and worked only intermittently other times. After working with DES, the problem was finally fixed on December 22<sup>nd</sup>, and it was pinpointed that the problem began on December 7<sup>th</sup>. It was moved by Watenpaugh, seconded by Spani, and carried, that Executive Secretary Smith be granted the ability to administratively approve accident cards that miss the 90 day requirement where there is proof that they were submitted either between December 7<sup>th</sup> and December 22<sup>nd</sup>, or January 17<sup>th</sup> and January 20<sup>th</sup>. Any other accident cards that do not meet the 90 day requirement that were not submitted within those timeframes would need to continue being reviewed by the State Board.

The Board reviewed a request from Skagit Co. FPD #13 to allow them to substitute the president of one of their firefighter association presidents for the "other commissioner" on their local board of trustees to ensure that there is no chance for an open public meetings act violation since they only have a three member board of commissioners. It was moved by Watenpaugh, seconded by VanCamp, and carried that they be allowed to make the substitution as requested.

Secretary Smith informed the Board of a complaint regarding the reporting practices of Long Beach Fire. She has contacted the department and requested documentation for several of their members. The department is being very cooperative and she foresees no problems working with them to ensure that members are being reported correctly. She stated that she would keep the Board updated, but would hope to have the majority of the research done by the April meeting.

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

- Adrienne C. Jensen, Yakima Co. FPD #5 for the period of 1/1/11 through 12/31/11

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

The Board reviewed and approved (Walling moved, Spani seconded) the administrative expenditure vouchers numbered (2481 through 2500 and 00001 through 00037) and various travel vouchers.

There was a motion by VanCamp, seconded by Walling, and carried that the retirement pensions and lump-sum settlements listed below be approved effective on the listed dates:

		<u>Effective Date</u>		<u>Amount</u>
Ayers, Floyd J	Douglas #2	1/3/11	J/S	156.20 @ age 65
Bentzen, Ingrid	King #44	10/1/11		300.00 @ age 65
Benz, Rose M	King #46	12/1/12		70.00 @ age 65
Block, Geraldine	Stevens #1	12/29/11		5474.58 Lump
Bloom, Gene	Spokane #3	1/25/12		3368.97 Lump
Brose, L Robert Jr.	Lewis #15	12/3/11	J/S	71.15 @ age 65
Broughman, John	Klickitat #7	11/4/11		53.20 @ age 62
Bunch, Larry W	Garfield #1	11/29/11		276.00 @ age 64
Caryl, Delmar	Clallam #3	12/1/11		300.00 @ age 65
Clark, Ronald D	Ilwaco	11/7/11		77.00 @ age 65
Connor, Robert W	Klickitat #3	1/13/12	J/S	248.70 @ age 65

Creel, William A	King #39	1/26/10	70.00 @ age 65
Crouchley, Carolyn A	Clark #14	10/19/11	4331.53 Lump
Duncan, Martin	Okanogan #7	1/25/12	300.00 @ age 65
Elder, Gil	Riverside FA	12/12/11	5,865.34 Lump
Enderby, Chester W	Klickitat #7	9/30/11 J/S	248.70 @ age 65
Faubion, Joseph H	Thurston #3	10/31/11	300.00 @ age 65
Fichtenberg, Arnold P	Spokane #9	1/16/12	300.00 @ age 65
Fitts, Joel	Wahkiakum #3	10/1/11 J/S	248.70 @ age 65
Fleming, Karen	Wahkiakum #1	12/29/11 SURV	2987.45 Lump
Fritchle, Timothy	Adams #2	9/20/11	220.40 @ age 62
Gardner, Gordon Jr.	Whitman #10	1/4/12	220.00 @ age 65
Garrison, Jesse	Lewis #8	7/25/11	300.00 @ age 65
Geary, Nancy	Newport	8/21/10 SURV	248.70 @ age 65
Geelynse, John A	Lynden	10/4/11 J/S	250.50 @ age 65
Gormley, Dale	Douglas #1	8/27/11 J/S	130.57 @ age 65
Gottardi, Henry A	Snohomish #21	6/5/11 J/S	120.98 @ age 61
Hagen, Carmel R	Kirkland	11/28/11	70.00 @ age 65
Hamblin, Curt	Okanogan #2	11/8/11	1760.31 Lump
Hamilton, Christopher B	Thurston #7	5/18/11	252.00 @ age 63
Hardison, Donald G	Mason #13	9/13/11	300.00 @ age 65
Harrington, Sandra	Anacortes	11/23/11 SURV	585.24 Lump
Harris, Robert W	Spokane #3	1/1/12	228.00 @ age 62
Harrison-Moore, Nada	Pacific #1	7/4/11	132.60 @ age 61
Hermansen, Gunnar B	No. Kitsap F&R	12/9/11	84.00 @ age 65
Holybee, John R	Pend Oreille #4	11/2/11 J/S	200.40 @ age 65
Huges, William K	Port Angeles	5/30/11 J/S	186.50 @ age 62
James, J Cathern	GH #4	10/19/11	3850.25 Lump
James, Larry	Pateros	12/31/11 J/S	248.70 @ age 65
Kramer, Ken	Okanogan #8	1/1/11	150.00 @ age 65
Kaufman, Forrest	Cowlitz #2	11/23/11	3609.61 Lump
Iversen, William R	Mason #12	12/7/11 J/S	250.50 @ age 65
Kinney, Larry O	Redmond	10/28/11	1974.94 Lump
Kulig, Joseph	Lewis #10	1/1/12	300.00 @ age 65
Laes, Gene R	Clallam #5	9/25/11	187.50 @ age 65
Leslie, William O	Klickitat #1	8/8/11	142.50 @ age 62
Loney, Darrell	Walla Walla #6	11/1/11 J/S	227.40 @ age 65
Lord, Robert C	Skagit #5	1/1/12	300.00 @ age 65
Macpherson, Raymond L	Port Orchard	2/22/11	300.00 @ age 65
Marcil, Stephen F	Castle Rock	8/19/11	117.00 @ age 60
Makinson, Pamela M	Walla Walla #5	12/8/11	117.00 @ age 60
McCloy, Richard	College Place	10/1/11	300.00 @ age 65
McKay, Joyce	Klickitat #7	8/1/11	180.00 @ age 65
McPhail, Michael	Pierce #6	12/21/11	3850.25 Lump
Mertz, Victor A	Jefferson #1	8/9/11	73.50 @ age 65
Milbourn, Herbert Jr.	Skagit #8	1/25/12	4090.89 @ age 65
Miller, F Pete	Metaline Falls	11/23/11	250.00 @ age 65
Miller, N Price Jr.	Pierce #5	1/12/12	300.00 @ age 65
Mitchell, Donald A	Cent. Whidbey F&R	5/2/11	67.62 @ age 64
Morrell, Robert N	Kittitas #1	12/7/11	6136.01 Lump
Morrison, Elizabeth	Lewis #1	1/23/12 SURV	157.50 @ age 63
Morton, Robert E	Whitman #5	10/5/11	300.00 @ age 65
Myhre, Kenneth	Whatcom #1	1/1/12 J/S	224.11 @ age 64
Naccarato, Douglas A	Spokane #4	10/17/11	122.40 @ age 61
Nance, David L	Millwood	5/6/10	63.00 @ age 65
Newcomer, Patricia J	Lewis #8	9/23/11	210.00 @ age 65
Nichols, Michael C	Odessa	11/3/11	300.00 @ age 65
Nygaard, Steven	Klickitat #7	9/8/11	228.00 @ age 62
Olson, Victoria A	Grays Harbor #4	11/10/11	300.00 @ age 65

Osmonovich, Ivan	Kittitas #7	11/13/11	300.00 @ age 65
Owens, David W	Cle Elum	12/6/11	180.00 @ age 60
Peterson, Karen L	Vashon Island Fire	7/9/11	300.00 @ age 65
Peterson, Richard A	Chelan #1	10/1/11	195.00 @ age 65
Popejoy, Jan	Yakima #12	1/1/12	300.00 @ age 65
Potter, James M	Mason #4	11/5/11	300.00 @ age 65
Raistakka, Anita	Wahkiakum #3	12/29/11	4090.89 Lump
Ross, Maija L	Pacific #4	12/13/11	195.00 @ age 65
Saunders, Don A	Adams #6	1/8/10	300.00 @ age 65
Schindler, Judith L	Clallam #6	1/1/12 J/S	157.69 @ age 65
Schindler, Kenneth A	Clallam #6	1/1/12 J/S	155.44 @ age 65
Schmidt, Ernest H	Spokane #10	12/1/2011	235.20 @ age 63
Schmitt, William A	Klickitat #13	11/23/11	3368.97 Lump
Selig, Linda K	Vashon Island Fire	11/4/11	73.50 @ age 65
Shank, Dean	Franklin #3	10/1/11	61.74 @ age 63
Smearman, Cleonia	Benton #4	4/14/10 J/S	55.42 @ age 65
Smith, Francis G	San Juan #3	11/18/11	77.00 @ age 65
Smith, Glen R	Skagit #8	1/23/12	252.00 @ age 63
Sparks, Lloyd W	Grant #10	1/1/12	300.00 @ age 65
Sweeney, Kenneth L	Chelan #7	11/15/11	300.00 @ age 65
Todd, William	Chelan #8	11/1/11	300.00 @ age 65
Townsend, Edward	Walla Walla #8	10/1/11	300.00 @ age 65
Udell, Cheryl A	Zillah	4/02/07 SURV	185.49 @ age 62
Vandelac, Raymond	King #45	1/25/12	2406.41 Lump
Vradenburg, Keith W	Chelan #8	1/1/12 J/S	252.30 @ age 69
Wardenaar, Ray	Grant #11	6/1/11	300.00 @ age 65
Welch, Kathy	Cosmopolis	9/30/11 SURV	150.52 @ age 65
Whidden, Lyle L	Clallam #6	1/1/12	112.50 @ age 60
White, Don	Klickitat #9	11/3/11	2640.47 Lump
Wood, Ronald	Spokane #5	1/1/12 J/S	248.70 @ age 65
Wood, Tom	Stevens Sheriff	11/3/11	3116.71 Lump
Wynee, Patricia B	Medical Lake	1/25/12	2887.69 Lump

The Board recessed at 10:23 a.m. for an executive session for approximately 10 minutes to discuss litigation.

The Board reconvened the regular meeting at 10:41 a.m.

SECOND HEARING OF THE PUBLIC

No one present wished to speak.

There was a motion by Spani, seconded by Walling, and carried that the meeting be adjourned at 10:42 a.m.



Brigette K. Smith, Executive Secretary