

**BRIGETTE K. SMITH**  
Executive Secretary



**JAY HUGHES**  
Board Chair

STATE OF WASHINGTON  
**BOARD FOR VOLUNTEER FIREFIGHTERS & RESERVE OFFICERS**  
PO Box 114•Olympia WA 98507•(360) 753-7318•FAX (360) 586-1987•Toll Free (877) 753-7318  
*Website:www.bvff.wa.gov*

December 11, 2014

A special meeting of the Board for Volunteer Firefighters and Reserve Officers was convened at 1:03 P.M. in Suite #207 in the James R. Larson Forum Building by Chair Jay Hughes. Chair Hughes, Board Member Martin Spani, and Board Member Miland Walling, all appeared by phone. Executive Secretary Brigette Smith was present in person. Board Member Mark Watenpaugh was excused due to a conflicting engagement, and it was anticipated that Member VanCamp would appear by phone as soon as possible.

FIRST HEARING OF THE PUBLIC

No public was in attendance.

AGENDA ITEMS

Secretary Smith informed the Board that the notice of the special meeting and the agenda had been posted on the Board's Website for several days and that notices of the meeting were also placed on each entrance to the James R. Larson Forum Building and the Office's Headquarters in accordance with the requirements of the Open Public Meetings Act.

The Board reviewed all comments received, all work documents, and legal advice regarding the Board's proposed Billing Procedures WAC 491-05.

Member VanCamp joined the meeting via phone at 1:06 P.M.

The Board reviewed and discussed the non-substantive changes made to the procedure at the Board's request at the October Meeting.

It was moved by Spani, seconded by VanCamp, and carried that WAC 491-05 be adopted as presented with the changes. Secretary Smith was directed to submit the CR-103 as soon as possible to meet the required deadline before withdrawal.

SECOND HEARING OF THE PUBLIC

No public was in attendance.

There was a motion by VanCamp, seconded by Spani, and carried that the meeting be adjourned at 1:08 P.M.

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Brigette K. Smith, Executive Secretary