



WFCA BOARD MEETING MINUTES

The Board of the Washington Fire Commissioners Association held a regular meeting on Saturday, January 25, 2020 at the state association office in Olympia, Washington.

PRESENT

Members: President Brad Lothspeich, Vice President Dan Rankin, Secretary-Treasurer Lee Boling, Region 1 Director Jack Hensley, Region 2 Director Brad Langdell, Region 3 Director Dwight Vander Vorste (via telephone), Region 4 Director Les Riel, Region 5 Director Larry Kibbee, Region 6 Director Chris Elwell, Region 7 Director Mike Cathey, Region 8 Alternate Roy Rhine, Region 9 Director Gene Carmody and Immediate Past President Gerry Gustafson.

Guests: David Ellingson, Poulsbo Fire Department, Dale Mitchell, East Pierce Fire & Rescue, Jerry Preuss, South Kitsap Fire & Rescue and Ryan Spiller, Capitol Connection.

Staff: Roger Ferris, Anne Marvin, Sandy Babcock, Nora Eylenfeldt and Tori Pettis.

CALL TO ORDER

President Lothspeich called the meeting to order at 12:30 pm and led the group in the Pledge of Allegiance.

APPROVAL OF AGENDA & INTRODUCTIONS

President Lothspeich led introductions and Vice President Rankin moved and it was seconded to approve the agenda. **Motion carried.**

Special Presentation

Commissioner Ellingson presented Nora Eylenfeldt and Sandy Babcock with awards for their outstanding service and dedication, from the Kitsap County Fire Commissioners Association.

Firefighter Technical Review

Commissioner Ellingson gave a report on the committee's most recent meeting, referring to the report in the board packet.

APPROVAL OF MINUTES

Commissioner Riel moved and it was seconded to approve the October 23, 2019 regular board meeting minutes as submitted. **Motion carried.**

TREASURER'S REPORT

Finances: Commissioner Boling stated that the association was in good financial health, bringing in ample membership dues and ending 2019 at 4.06% under budget.

Disbursement Approval: Commissioner Boling moved and it was seconded to approve the WFCA's October-December 2019 disbursements, check numbers 26841 through 26972, totaling \$302,428.84. **Motion carried.**

HEALTH CARE REPORT

Committee Chair: Commissioner Hensley summarized the Health Care Committee's meeting from the day before. Anne Marvin stated 2019 went smoothly, with the experience ratio through December 2019 at 92.4%, all self-funded plans combined. Dental was successful during the year, running below budget at 93%. Ms. Marvin reported open enrollment was uneventful in 2019, with one new volunteer and a loss of 75 members and 17 employees overall. In addition the prescription drug benefit manager transition from Maxor Plus to CVS Caremark on January 1st went well. The WFCAs Health Care Program completed financial and accountability audits, getting deemed fair and in accordance with state laws by the State Auditor.

Program Manager: Anne Marvin introduced the topic of waiving the requirement of benefit coverage for those covered with other group health insurance. Commissioner Kibbee moved and it was seconded that if an employee or spouse has proof of group medical insurance, they can opt out of coverage, effective January 1, 2020. **Motion carried.**

Investment Officer: Roger Ferris talked about the financial statement and operating statement. The WFCAs is continuing to pull back from investing in government bonds and shifting to the Local Government Investment Pool. Commissioner Riel moved and it was seconded to approve fourth quarter health care (\$8,185,116.31) and dental (\$552,733.95) claims payments, and expenditures in the amount of \$100,567.20, check numbers 5196 through 5236. **Motion carried.**

EXECUTIVE DIRECTOR'S REPORT

Succession Plan: Mr. Ferris stated the WFCAs hired a new Communications Specialist, Tori Pettis, who started on December 10, 2019, and a new Finance Manager, Wendi Hill, who will start on February 4, 2020. The Association is finished hiring and confident moving forward in the future.

Program Manager: Roger Ferris introduced a policy amendment regarding vacation for employees. In order to incentivize the retention of new employees, the WFCAs will offer an additional week for first year employees and will raise time off by a day each year. Commissioner Hensley moved and it was seconded to adopt the policy amendment. **Motion carried** unanimously.

President Lothspeich proposed adding Human Resources duties to the position of Deputy Executive Director/Health Care Manager. With additional responsibilities to the position, supplementary compensation is appropriate. Commissioner Riel moved and it was seconded to increase Ms. Marvin's salary by \$200 a month. **Motion carried.**

COMMITTEE REPORTS

Executive: Vice President Rankin proposed implementing a consent agenda for the board of directors' meetings starting in April. Additionally, the board discussed holding meetings at 12:00 pm in order to finish earlier. Commissioner Boling moved and it was seconded to start future meetings at 12:00 pm rather than 12:30 pm. **Motion carried.** Lunch will be served at 11:30 am.

Legislative: Ryan Spiller outlined the legislative priorities for the WFCAs this year. Carrying over from last year is the Volunteer Firefighters Pension Enhancements, EHB 1912/SSB 5829. The other priority for the 2020 legislative session is the FMLA Exemption for Fire Commissioners, SB 6216. There are a few other bills for the session aimed at requiring improved communication between fire districts and the State Auditor.

Education: Commissioner Riel announced conference was well attended and the variety of classes were a success. He spoke about seminars and the educational topics to be covered this year such as PTSD and risk management.

Leadership Forum: Commissioner Mitchell spoke about the Forum's previous meeting and topics addressed. He touched on Fire Training Academy improvements, such as the finalization of the water

treatment facility and the implementation of WIFI. New burn buildings are in the works and will be starting construction this spring.

NAEFO REPORT

President Lothspeich stated anyone interested in becoming WFCFA representative should contact him.

JAMES R. LARSON FORUM BUILDING REPORT

Roger Ferris confirmed the Board for Volunteer Fire Fighters signed a five-year lease. Moving from suite 112 to 106, the tenants now reside in a larger space with higher rates and will supply the WFCFA with five years of added income. Additionally, the building had interest from a law firm, but they subsequently pulled their letter of interest and the space is back on the market. Mr. Ferris stated he will be putting together a new three-year maintenance plan, with a special focus on building security.

UNFINISHED BUSINESS

Vice President Rankin spoke about the Executive Director's evaluation, stating reviews were positive. Mr. Ferris worked hard and fulfilled goals of good financial stability for the WFCFA, and a succession plan.

NEW BUSINESS

Appointment of Region 8 Director. After discussing candidates, Commissioner Riel made a motion and it was seconded to appoint Larry Bartel (Clark County Fire & Rescue) as Region 8 Director. **Motion carried.**

2020 Committee & Other Appointments: President Lothspeich will announce his committee appointments at the next board meeting in April.

REGIONAL DIRECTORS' REPORTS

Regional directors reported on news and activities within their respective regions.

GOOD OF THE ORDER

Sandy Babcock and Nora Eyllenfeldt were recognized by the board for their years of service. They have made the reputable association into what it is today and will be sorely missed.

ADJOURN

There being no further business, the meeting was adjourned at 2:15 pm.

Submitted by:

Brad Lothspeich, President

Tori Pettis, Recording Secretary