



WFCA BOARD MEETING MINUTES

The Board of the Washington Fire Commissioners Association held a regular meeting on Wednesday, October 23, 2019 at the Tulalip Resort in Tulalip, Washington.

PRESENT

Members: President Gerry Gustafson, Vice President Brad Lothspeich, Secretary-Treasurer Dan Rankin, Region 1 Director Jack Hensley, Region 2 Director Brad Langdell, Region 3 Director Dwight Vander Vorste, Region 4 Director Les Riel, Region 5 Director Larry Kibbee, Region 6 Director Chris Elwell, Region 7 Director Gene Dobry, Region 8 Director Dean Bloemke and Region 9 Director Gene Carmody.

Guests: Jerry Bragg (Sergeant-at-Arms), Ken Eakin (Yakima 12), Jim Farrell (Mountain View Fire & Rescue), Candy McCullough (Vashon Island Fire & Rescue & NAEFO President), Dale Mitchell (East Pierce Fire & Rescue), Bob Skaggs (WFCA Past President) and Ryan Spiller (Capitol Connection).

Staff: Roger Ferris, Anne Marvin, Nora Eylenfeldt and Shannon McMillan.

CALL TO ORDER

President Gustafson called the meeting to order at 9:00 am and led the group in the Pledge of Allegiance.

APPROVAL OF AGENDA

Commissioner Hensley moved and it was seconded to approve the agenda as presented. **Motion carried.**

INTRODUCTIONS & APPROVAL OF MINUTES

Following introductions, Commissioner Hensley moved and it was seconded to approve the July 13, 2019 regular Board meeting minutes. **Motion carried.**

TREASURER'S REPORT

Commissioner Rankin reviewed the third quarter operating statement and financial reports, noting the association is in good financial condition. He stated \$10,000 will be added to the equipment and operational reserve fund to cover the upcoming retirees' vacation payout. Commissioner Lothspeich moved and it was seconded to approve the WFCA's July-September 2019 disbursements, check numbers 26761 through 26839, totaling \$167,533.31. **Motion carried.**

HEALTH CARE REPORT

Committee Chair: Commissioner Hensley stated the committee met yesterday and deferred to the Health Care Manager for an in-depth report.

Program Manager: Ms. Marvin reported the experience ratio for the medical program as of September 30th, all plans combined, was 93%; dental was 92%. It was noted that Teladoc utilization is good. Commissioner Hensley moved and it was seconded that the Board approve continuation of Teladoc for 2020 at no increase over 2019 rates. **Motion carried.**

Pharmacy Benefit Manager: Effective January 1st, CVS will be the Plan's new pharmacy benefit manager and VSP Vision Care will be the new insurer for vision services. In mid-December, CVS will distribute welcome kits to participants that will include specific information and instructions for using their plan. New prescription drug cards will be mailed the end of December.

State Audit: Auditors were on site at the WFCB office and at TPSC—it was a good experience this year and the audit is nearly completed.

Health Care Contract Renewals:

- Parker, Smith & Feek (broker) had a rate pass the last two years—the committee recommended a rate increase of 3% for 2020.
- Trusteed Plans Service Corporation (claims administrator) had a rate pass last year—the committee recommended a rate increase of 3% for 2020.
- QBE (stop loss carrier)—the committee recommended that the Board approve QBE’s rate increase of 8.7% for 2020.
- Administrative Services—the committee recommended a rate pass for 2020 (\$25,000 per year).
- Building Management—the committee recommended a rate pass for the next three years (\$2,100 per month).

Commissioner Riel moved and it was seconded to approve 2020 contract renewals for the health care broker, claims administrator, stop loss carrier, administrative services and building management as recommended by the committee. **Motion carried.**

Investment Officer: Mr. Ferris referred to the financial statement provided. He noted that nearly \$1.5 million in bonds have been liquidated because interest rates are better through LGIP. Mr. Ferris will continue to watch rates. Commissioner Rankin moved and it was seconded to approve third quarter 2019 health care (\$8,024,685.11) and dental (\$503,860.80) claims payments, and expenditures in the amount of \$81,110.03, check numbers 5155 through 5195. **Motion carried.**

Mr. Ferris stated that Anne Marvin is doing an excellent job as Health Care Manager and Nora and Sandy have provided great support over the years. Ours is the premier self-funded health care program in Washington State and one of which we can all be very proud.

EXECUTIVE DIRECTOR’S REPORT

Correspondence: None.

Conference Report: Roger Ferris reported that there are 493 people pre-registered for conference, a new record exceeding 467 from 2015.

Succession Plan Update: Roger Ferris stated that he appreciated the assistance from Anne Marvin, Nora Eyllenfeldt and Sandy Babcock during the Communications Specialist hiring process. The Finance Manager position closes October 28th and we hope to fill the position by December 1st.

Board Policy Amendments: Roger Ferris recommended the Board consider amendments to Board Policies, one of which was a State Auditor suggestion to cap sick leave, the others to better align policy language with the newly created Employee Handbook, as follows:

- Under **Section VII, Personnel**,
 - D. Sick Leave: After the first sentence, **add:** Career employees’ unused accrued sick leave may be carried over with a maximum accrual of 1,040 hours. After the sentence, “Part-time employees shall accrue sick leave at the rate of one hour for each 40 hours worked,” **remove** Part-time employees may accrue no more than 40 hours of sick leave. Accrued sick leave may be used beginning on the 19th day after an employee is employed and **add:** Part-time employees may carry over no more than 40 hours of sick leave at the end of the calendar year. Accrued sick leave may be used beginning on the 90th day after an employee is employed.

- E. Change the first sentence **from:** *The Board of Directors or the Executive Director may require medical certification for excessive sick leave usage* **to:** *The Board of Directors or the Executive Director may require medical verification for sick leave usage that exceeds three consecutive workdays.*
- F. Compensatory Time. After the first sentence, change remaining section **from:** *All other career employees shall accrue compensatory time at a rate of 150%. Accrued compensatory time in excess of 240 hours shall be forfeited. Part-time employees shall not accrue compensatory time* **to:** *All other career employees shall accrue compensatory time at a rate of 1.5 hours for each hour of authorized overtime worked. Employees are required to use accumulated comp time prior to using vacation time unless doing so would cause forfeiture of vacation hours. The maximum amount of accrued compensatory time shall be 240 hours. Employees working authorized overtime after reaching that cap shall be paid an overtime rate of 150% of their regular hourly rate.*
- G. Executive Leave. In the first sentence, insert the word “paid” after the words “120 hours of”.

Commissioner Kibbee moved and it was seconded to approve the proposed amendments to the Policies as Established by the Board of Directors as outlined above. **Motion carried.**

COMMITTEE REPORTS

Executive: Commissioner Lothspeich stated the committee’s work on succession planning was a good opportunity to update job titles and descriptions. The new Employee Handbook, reviewed by Attorney Brian Snure was created, and policies and procedures were updated.

Salary Adjustments for 2020: Commissioner Riel moved and it was seconded to approve the following salary adjustments for 2020, as recommended by the Executive Committee: Shannon McMillan, 2.6% COLA; Jordon Murray, additional \$2,500 to base salary plus a 2.6% COLA; Sandy Babcock, 5% increase; Nora Eylenfeldt, 5% increase; Roger Ferris, 2.6% COLA and 2.4% merit pay for a total of 5%; Anne Marvin, change title to Deputy Executive Director/Health Care Manager with added duties (exempt employee), 2.6% COLA and 2.4% merit pay for a total of 5%. **Motion carried.**

Education: Commissioner Riel stated the committee met in June to set the curriculum for the 2019 conference. He will give a full report at the business meeting.

Legislative: Mr. Spiller stated the 2020 session is scheduled to last 60 days. Polling suggests the \$30 car tab initiative is likely to pass. If it does, much of the legislature’s work will focus on transportation issues. Among the WFCA’s priority issues this year: volunteer pension enhancements, exempting fire commissioners from the paid family leave act, enacting a permanent fire district benefit charge and implementing an insurance premium assessment for wildfires. The WFCA is set to host Legislative Day on January 28, 2020.

Leadership Forum: Commissioner Mitchell reported on the September Forum meeting, during which Melissa Gannie from the State Fire Marshal’s Office made a presentation regarding an upgrade of training programs offered in the state. Discussion was also held regarding the Fire Training Academy, the O86 fund, and strategies to gain support for operational funds.

Firefighter Technical Review: No report was submitted.

NAEFO: Commissioner McCullough thanked the Board for its support and sponsorship. She reported on the annual conference that was held last month in Las Vegas.

The Board recessed at 10:15 am and reconvened at 10:30 am.

JAMES R. LARSON FORUM BUILDING REPORT

Roger Ferris reported that there is a tentative five-year lease agreement with the Board for Volunteer Firefighters (BVFF) to move from Suite 112 to Suite 106. A leasing agent is actively showing vacant suites, but there is currently a glut of leasable space available in the Olympia market. AEG moved out of Suite 201 at the end of August. Mr. Ferris noted the interior common areas were recently painted.

UNFINISHED BUSINESS

None.

NEW BUSINESS

2020 Saturday Seminar Series: Commissioner Rankin moved and it was seconded to authorize the Education Committee to set the 2020 Saturday Seminar Series topic(s) in Chelan. **Motion carried.**

2020 Board Meeting Schedule: Commissioner Riel moved and it was seconded to adopt the following Board meeting schedule for 2020: Saturday, January 25, Saturday, April 18, Saturday, July 11 and Wednesday, October 21. **Motion carried.** The October meeting will take place at The Davenport Grand Hotel in Spokane (conference site), beginning at 9:00 am; all other meetings will take place at the association office in Olympia beginning at 12:30 pm, preceded by a noon lunch.

ADOPTION OF 2020 WFCA BUDGET

Commissioner Rankin presented the proposed 2020 budget. Discussion followed. Commissioner Lothspeich moved and it was seconded to approve the proposed 2020 budget. **Motion carried.**

REGIONAL DIRECTORS' REPORTS

Regional directors reported on activities within their respective regions.

GOOD OF THE ORDER

None.

ADJOURN

There being no further business, Commissioner Elwell moved and it was seconded to adjourn the meeting at 10:35 am. **Motion carried.**

Submitted by:

Gerald Gustafson, President

Roger Ferris, Recording Secretary