



STATE OF WASHINGTON

LAW ENFORCEMENT OFFICERS' AND FIRE FIGHTERS'  
PLAN 2 RETIREMENT BOARD

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**SPECIAL BOARD MEETING**

**December 17, 2003**

**Minutes**

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The Law Enforcement Officers' and Fire Fighters' (LEOFF) Plan 2 Retirement Board met in Senate Conference Rooms A, B and C in the John A. Cherberg Building on the Capitol Campus in Olympia, Washington from 9:00 a.m. – 3:00 p.m. on December 17, 2003.

**Board Members Present:**

Doug Cochran  
Michael Edwards  
Kelly Fox, Chair  
Pat Hepler  
Mark Johnston  
Maureen Morris  
Dave Moseley  
Senator Linda Evans Parlette  
Jack Simington, Vice Chair  
Representative Geoff Simpson

**Board Members Not Present:**

Ted Campbell

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Kelly Fox, Chair, called the meeting to order at 9:15 a.m.

**(1) November 19, 2003 Board Meeting Minutes**

*It was moved that the November 19, 2003 Board meeting minutes be adopted as written. Seconded.*

**MOTION CARRIED UNANIMOUSLY**

**(2) Actuarial Value Market Corridor Legislation**

Matt Smith, State Actuary, reviewed and discussed the bill language and fiscal note for the "Actuarial Value Market Corridor" legislation to be recommended to the Legislature by the Actuary's Office in the upcoming legislative session. The SCPP voted in the affirmative to move this legislation forward for consideration to the Legislature in the 2004 Legislative Session.

*It was moved to adopt the smoothing corridor legislation as recommended by the Actuary's Office for consideration by the Legislature in the 2004 Legislative Session. Seconded.*

**MOTION CARRIED UNANIMOUSLY**

**(3) Adoption of Supplemental Contribution Rate**

Steve Nelsen, Interim Director, discussed the independent audit results of the State Actuary's valuation of the supplemental contribution rate due to the passage of HB 1205 (Fish and Wildlife Officers into LEOFF) during the 2003 Legislative Session.

*It was moved to adopt the State Actuary's recommended rate increase for LEOFF Plan 2 to become effective February 2004, if the Department of Retirement Systems gives the necessary 30-day statutory notice to employers. Seconded.*

**MOTION CARRIED UNANIMOUSLY**

Staff will notify the Department of Retirement Systems of the adopted rate increase.

**(4) Duty-Related Disability Withdrawals**

Mr. Nelsen discussed the draft legislation and bill summary for "Duty-Related Disability Withdrawals"

*It was moved to accept and forward the "Duty-Related Disability Withdrawals" legislation as drafted to the Legislature for consideration in the 2004 Legislative Session. Seconded.*

**MOTION CARRIED UNANIMOUSLY**

**(5) Survivor Benefits for Duty-Related Deaths**

Mr. Nelsen discussed the draft legislation and bill summary for "Duty Survivor Benefits".

*It was moved to accept and forward the "Duty Survivor Benefits" legislation as drafted to the Legislature for consideration in the 2004 Legislative Session. Seconded.*

**MOTION CARRIED UNANIMOUSLY**

**(6) Board Member Time Loss**

Mr. Nelsen provided background on current statutory language, which allows reimbursement to Board members for reasonable travel and expenses. He went on to present draft language, which would allow the Board to reimburse employers for expenses incurred to meet employee coverage requirements when Board members are unable to work their scheduled shift.

*It was moved that staff research estimated costs and that the Administrative Committee amend the draft legislative language to include rules and/or policies surrounding what can be included for reimbursement to employers. Seconded.*

**MOTION CARRIED UNANIMOUSLY**

**(7) Board Member Lobbying**

Ms. Suzanne Shaw, Assistant Attorney General, provided an overview of rules surrounding Board member lobbying. Ms. Shaw recommended that Board members keep track of any lobbying efforts to be reported to the Public Disclosure Commission on a quarterly basis.

*It was moved that the Board authorize the Director to testify on behalf of the LEOFF Plan 2 Retirement Board to the Legislature on bills approved by the Board. Seconded.*

**MOTION CARRIED UNANIMOUSLY**

It was also decided that Board members should identify whom they are testifying on behalf of when testifying before the Legislature or in discussions regarding Board approved legislation.

**(8) Administrative Update**

**Work Plan** – Mr. Nelsen reviewed the “Work Plan” modeled after the 16 statutory duties of the Board.

*It was moved that the Board adopt and provide authorization for the Director to move forward with the “Work Plan recommendations” as written. Seconded.*

**MOTION CARRIED UNANIMOUSLY**

**Budget** – The Board discussed current and projected future allotment allocations.

*It was moved to extend authorization of the current budget through April 2004 or until changed by Board action. Seconded.*

**MOTION CARRIED UNANIMOUSLY**

**Process for Bringing Forward Legislative Agenda Items** – No changes were made to the “Process for Considering New Benefit Proposals” handout from the November 19, 2003 Board meeting. The Board agreed to utilize the process noted.

**(9) Parliamentary Rules of Order**

Copies of the “Parliamentary Rules of Order” were distributed to Board members. The Board discussed that it would be used as a guide to conduct LEOFF Plan 2 Board meetings.

**(10) 2004 Meeting Schedule**

The Board reviewed the “2004 Regular Board Meeting Schedule for 2004” handout. The January 28, 2004 meeting was canceled and the November meeting moved from November 11 to November 10, 2004. Discussion of having an evening meeting on February 25, 2004 ensued with the decision to reschedule it to occur from 7:00 p.m. – 9:00 p.m.

The decision was also made to let the rest of the 2004 meeting schedule stand, with the exception of the canceled January meeting and the change in time in February. The Board agreed to decide at a later date if meetings during session were needed.

**(11) Public Comment**

There were no comments from the public.

**Next Meeting**

The next meeting of the LEOFF Plan 2 Retirement Board is scheduled for February 25, 2004 from 7:00 p.m. – 9:00 p.m. (location to be determined) and announced at a later date.

The meeting adjourned at 2:11 p.m.