

# **POLICE PENSION BOARD POLICIES**

(Revised July 15, 2025)

## **MEETINGS**

Regular meetings will be held monthly at a time and location designated by the Board.

## **REMOTE BOARD MEETING PARTICIPATION**

A member of the Pension Board may attend and participate in all or part of the Pension Board's regular, special, or emergency meetings by speakerphone or other form of telephonic communication by which the member can hear what is said at the meeting and be heard by other persons attending the meeting. However, a member who is physically present must preside over the meeting.

A teleconference member will be counted to constitute a quorum, provided the member is actively online at the beginning of the meeting and remains on the line through discussion and voting on all action items. The teleconference member must be active online for the entire discussion on all action items for his vote to be counted.

A member who plans to attend a meeting by telephonic means is required to notify the Board Secretary 24 hours prior to the scheduled meeting so that all telephonic equipment can be procured, set up, and the phone-in time established.

## **CLOSED SESSION**

When the Board needs to exercise its quasi-judicial authority for purposes of deliberating a pensioner's request for medical/dental/vision benefits, it may hold a closed session as recognized under the Washington Open Public Meetings Act, Chapter 42.30 RCW.

The Board may hold a closed session at any time and for any duration without public notice. A closed session does not require the presence of the Agency's counsel in order to be valid under state law.

A closed session should be used for all quasi-judicial deliberations where a pensioner's identifying information is coupled with sensitive medical information. Desensitized and/or de-identified medical information can be discussed in an open session so long as the identity of the pensioner is not revealed.

RCW 42.30.110, which provides the basis for lawful executive sessions, does not include a provision for discussions involving protected medical information, and should not be relied upon as a justification for the private deliberations of the Board.

## **CONFLICT OF INTEREST**

Voting on any item in which the Board Member has a conflict of interest is permissible,

provided the member declares such interest.

## **BOARD SECRETARY**

Per RCW 41.20.020, the secretary for the Police Pension Board shall be the City Clerk. Work time required for the Police Pension Board will be allocated to the City Clerk's salary.

The Board Secretary shall:

- Protect as confidential all Protected Health Information (PHI) as required by the Washington Health Care Information Act, Chapter 70.02 RCW, and the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Disclosures of PHI shall be only as authorized by law, to include release to the Board for purposes of official Board business or release to the pensioner upon request.
- Prepares an agenda and agenda packet containing minutes of the previous meeting, financial reports, claims vouchers, and other material relevant to the agenda items. The agenda packet will be distributed to the Board members on the Thursday prior to the meeting. The secretary will omit any confidential information from the agenda and agenda packet materials and will bring such information to the Board meeting for reference, if necessary.
- Maintain Board Member records on the state-required Open Government Training Act including:
  - ✓ Date a new Board Member completes the training (within 90 days of being elected to the Police Pension Board).
  - ✓ Alert the Board Members every four years when the training is required to be repeated and record the completion date of that training.
  - ✓ Provide instructions to the Board Member on how to take the training on the Washington State Attorney General's Office website or another accredited entity.

## **ELECTIONS**

The Board shall conduct elections per RCW 41.20.010 for a Representative to the Police Pension Board.

## **BUDGET**

The Finance Director prepares the annual Police Pension Board's budget and presents it to the Board for approval. The Board's budget is part of the City's annual budget that is presented to the City Council for final approval. The Police Pension fund balance is to be maintained at the 1994 year-end level of \$371,426.

## **CLAIMS**

All medical, dental, and vision claims must be submitted to the pensioner's primary, secondary, and tertiary insurance carriers before any remaining balance is submitted to the Board for consideration of approval.

Claims for medical, dental, or vision services, Medicare, or other related claims, must be

presented for payment within six months of the date the expense was incurred. Claims past the six-month period will not be paid, unless the claim was delayed by Medicare, the City of Richland's health care plan, tertiary insurance, the service provider, or due to an event outside the pensioner's control. Under these circumstances, a claim may be submitted to the Board for authorization with a letter of explanation for the late submittal.

In the event a bill is not submitted in a timely fashion, leading to a finance or interest charge or a charge for a missed appointment, the Board will not pay for the additional charges and such charges will become the pensioner's responsibility to pay. The Board Secretary will provide an explanation for non-payment of such charges in the remittance to the service provider and pensioner.

All claims shall be submitted with a Claim Form that has been completed per the instructions on the form, to the Board Secretary, by the last day of each month, for approval of payment at the next month's Board meeting.

All claims will be presented to the Board for approval at the monthly Board meeting. The claims log will be signed by the Board Chair and Board Secretary and paid on the City's check run the week following the Board meeting.

### **IN-NETWORK PROVIDER**

Pensioners are encouraged to utilize in-network medical and dental providers and in-network providers who accept Medicare. If a pensioner chooses an out-of-network provider or a provider that does not accept Medicare, the bill may not be paid or paid in full by the Board.

### **INSURANCE PREMIUMS**

Monthly medical and dental insurance premiums will be paid by the Board.

### **NOTIFICATION OF CITY OF RICHLAND PENSION AMOUNT CHANGES**

The City of Richland (COR) will notify pensioners/surviving spouses of any wage adjustments to their COR pension amount due to actions by the Department of Retirement Systems, Police Guild Collective Bargaining Agreements, or the Compensation Plan for Unaffiliated Staff.

### **ACUPUNCTURE**

Acupuncture must be administered by a medical doctor or a licensed acupuncturist, under the guidance of a medical doctor.

The Board authorizes:

- Twelve (12) visits, per calendar year
- Pre-approval by the Board is required for more than twelve (12) visits, per calendar year. A letter from the physician, describing the reason more than twelve acupuncture visits per year are needed, must be submitted to the Board.

## **ADULT CARE**

The Board will utilize the most current Cost of Care Survey in the region the member resides, as a guideline to determine the level of payment for Adult Care. Each case will be reviewed by the Board on an individual basis.

Adult Care is defined as adult day-care facilities; home health care; rehabilitation facilities; assisted living facilities; and nursing home facilities.

If home health care is approved by the Board, it must be provided by a local home care service responsible for all scheduling and staffing. Detailed invoices that include the nature of the work provided and the duration of such work must accompany any submission for payment.

## **DEATH BENEFITS**

\$1,000 death benefit, per RCW 41.20.090. The Board secretary is authorized to process payment for a death benefit pursuant to RCW 41.20.090 upon receipt of confirmation of the death of an eligible member. The benefit will be presented to the Board at the next scheduled meeting for formal approval.

## **DENTAL**

The Board authorizes:

Maximum dental benefit of \$4,000 per calendar year, to be covered under the City of Richland dental plan. Dental services and procedures include, but is not limited to:

- Routine examinations
- Routine x-rays
- Cleanings
- Fillings
- Tooth extractions

Crowns, bridges, dentures, and partials may be replaced every 60 months if unserviceable and cannot be repaired.

Approval of replacements and repairs will be based upon information provided by a licensed dentist.

Personalization or decoration of any dental device or dental work, or services performed primarily for cosmetic reasons will not be covered by the Board.

## **Orthodontia**

Orthodontic work that has a direct relationship to an identifiable physical disorder requiring medical treatment and is prescribed by a dentist or doctor, will be considered by the Board. A letter from the dentist or doctor describing the reason for orthodontic work for a physical disorder, including a treatment plan, must be submitted to the Board for pre-authorization.

Orthodontic work that is considered a cosmetic disorder that may be alleged to cause incidental emotional discomfort, is not covered by the Board.

### **ERECTILE DYSFUNCTION MEDICATION**

The Board authorizes payment of erectile dysfunction medication, with no restrictions on medicine dosage, if prescribed by a physician.

### **HEARING AIDS**

The City of Richland provides a hearing aid benefit through its health plan and contracted provider. Pensioners are encouraged to utilize benefits available through the contracted provider. If services and devices are obtained from a non-contracted provider, the Board requires that both the services and hearing aids be obtained from a state-licensed audiologist.

The following hearing aid benefits are available through the City of Richland's health plan:

- \$5,000 maximum benefit every 36 months
- Maximum of 2 devices within a 36-month period
- Includes testing and fitting of hearing aid devices

The Board may approve hearing aid repairs on a case-by-case basis, contingent upon the provider submitting documentation that explains the necessity of the repair.

Replacement batteries and other associated costs will be covered at the pensioner's expense.

### **MASSAGE THERAPY**

The Board authorizes:

- \$25 per visit, maximum of two (2) visits per month
- Pre-approval by the Board is required if more than two (2) massage therapy visits are prescribed by a physician. A letter from the physician, describing the reason more than two massage therapy appointments per month are needed, must be submitted to the Board.

### **MEDICARE PREMIUMS**

Members will be reimbursed for the base Medicare Part B premiums upon presentation of verification of enrollment to the Board.

### **MENTAL HEALTH**

Mental health treatment must be by a licensed mental health therapist, psychologist, or psychiatrist.

## **NATUROPATHIC SERVICES**

Naturopathic Physicians are not classified under the RCW 41.26 and therefore, are not covered under minimum medical.

## **PHYSICAL EXAMS**

The Board authorizes a \$400 maximum payment, per calendar year.

## **PRESCRIPTION PRE-AUTHORIZATION**

Any pensioner filling a drug prescription that requires pre-authorization based on FDA guidelines and/or the City of Richland's current healthcare benefits administrator is required to follow the process set forth by the healthcare benefits administrator.

## **PREVENTATIVE IMMUNIZATIONS**

The Board authorizes covered immunizations, including screenings and boosters as needed, are annual flu vaccine; H1N1 vaccine; hepatitis B; shingles vaccine; pneumonia vaccine; or other immunizations, prescribed by a physician.

## **PHYSICAL THERAPY**

Physical therapy, past the maximum days provided by the City of Richland's current health care benefits plan, must be pre-approved by the Board. A letter from the physician, describing the reason why more physical therapy appointments are necessary beyond the maximum days provided by the current health care benefit plan, must be submitted to the Board.

## **SUBSTANCE USE DISORDER - Alcohol\Drug\Tobacco**

The pensioner is required to complete the substance use disorder program offered by the City of Richland's health care benefits plan before an out-of-network plan can be submitted to the Board for authorization.

A one-time treatment each for alcohol, drug, and smoking cessation programs must be submitted to the Board for pre-approval. The Board will determine compensation by the average cost of each treatment in the surrounding region. Travel expenses to and from the treatment are not included.

## **SURVIVOR BENEFIT**

The Board determined that it still has the obligation to calculate the benefits under RCW and subtract the amount paid by LEOFF, and the statute does not allow for a reduction of those benefits for any reason. Accordingly, if a retired member selects a survivor option, the Board will have the obligation to pay the difference under the excess of benefits calculation.

## **TRAVEL EXPENSE REIMBURSEMENT**

The Board uses the City of Richland's most current travel policy for travel and meal expenses. A pensioner's travel plans must be submitted to the Board for pre-authorization before traveling for

official Board business or for medical treatment.

## **VISION**

The Board authorizes:

- One eye examination, per calendaryear
- One pair of eyeglass lenses OR a maximum payment of \$200 for contact lenses, per calendar year
- Eyeglass lenses may include:
  - anti-scratch coating
  - anti-glare coating
  - color tinting, if prescribed by a doctor
  - transition lenses, if prescribed by a doctor
- A maximum payment of \$150 for frames, per calendar year
- Broken eyeglass, lenses, and frames will not be replaced.
- Sunglasses will only be covered if they are prescribed by a physician for the treatment of a specific medical condition. A letter from the physician prescribing the sunglasses must be submitted to the Board for pre-approval.