



Meeting Minutes

LEOFF I Disability Board

City Hall
601 4th Avenue E
Olympia, WA 98501
Contact: Carl Watts
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Monday, March 12, 2018

5:30 PM

Room 112

1. CALL TO ORDER

Acting Chair Martin called the meeting to order at 5:30 p.m.

2. ROLL CALL

Present: 3 - Boardmember Jack Seward, Boardmember Caleb Martin and Boardmember Russ Gies

Excused: 2 - Chair Jim Cooper and Vice Chair Jessica Bateman

2.A. OTHERS PRESENT

Carl Watts, Personnel Analyst

3. APPROVAL OF MINUTES

3.A [18-0249](#) Approval of January 8, 2018 LEOFF 1 Disability Board Meeting Minutes

The minutes were approved.

4. BUSINESS ITEMS

4.A [18-0245](#) Case #02-18 Dental Request

Boardmember Gies moved and seconded by boardmember Seward to approve Case #02-18 dental request in the amount of \$4,532. The motion was approved unanimously.

4.B [18-0246](#) LEOFF 1 Firefighter Member's Policies and Procedures - Gym Memberships

Boardmember Gies moved and seconded by boardmember Seward to approve changing the language for fire members in the LEOFF 1 Policies and Procedures manual by adding the following language:

"Beginning January 1, 2018, LEOFF I Firefighters may submit gym membership claims. Claims must be submitted within one year from the date of service for up to 12 months of monthly dues. Staff can reimburse up to \$100 initiation fee and \$35/month for gym memberships with an invoice

showing charges for the member and a receipt showing payment.”

4.C [18-0031](#) 2018 LEOFF 1 Disability Board Policies and Procedures Manual Updates

The Board received two versions of the Policies and Procedures Manual revisions for review and final edits: one version was displayed with track changes and the other version was displayed with no markups for easier viewing. The Board will continue to work on the revisions working toward approving and adopting the final version of the Policies and Procedures Manual. Staff will communicate the adopted changes to all LEOFF 1 members, and they will be posted on the City’s website.

5. REPORTS

5.A [18-0248](#) LEOFF 1 Disability Board Expense Report for February 2018

The report was received.

6. OTHER TOPICS

Boardmember Seward proposed changing the way LEOFF 1 members submit claims for reimbursement by not requiring members to include an Explanation of Benefits (EOB) from insurance for a claim. The board members will discuss this topic in more depth at the next meeting.

7. ADJOURNMENT

The meeting adjourned at 6:10 p.m.