

CITY OF SURPRISE
Public Safety Personnel Retirement System – Fire Meeting
16000 N. Civic Center Plaza
Surprise, AZ 85374
Wednesday, July 15, 2020 @ 9:00 AM
COUNCIL CHAMBERS



NOTICE: In an effort to protect health and safety of city employees, residents, and visitors, the Council Chambers will be closed to the public during this meeting. The public may access the meeting by viewing a live stream or broadcast of the meeting. To watch live, please visit www.surpriseaz.gov/surprisetv, the Surprise City Gov Facebook page at www.facebook.com/cityofsurprise. Cox channel 11 and Century Link channel 8513 will also carry the meeting live.

For instructions on how to comment on agenda items and public hearings, please go to <https://bit.ly/2Yflf6D>

- A. Call To Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Current Events and Reports
- E. Staff Reports

Pursuant to A.R.S. § 38-847, a secret ballot election took place to fill the Fire vacancy for local board. Linda Stevens, City of Surprise Deputy City Clerk, assisted with the tabulation of ballots for vacancy. She certified that the count produced by PSPRS Board Secretary was true and correct. Rick Valdez was re-elected for a 4 year term effective 07/01/2020 - 06/30/2024.

Jim Conner went through the reappointment process as set forth by the City of Surprise City Clerk's office. He was presented by the Nominations Committee to City Council during the meeting held on June 16, 2020 and he was approved for reappointment with the PSPRS Fire Board with a term of July 1, 2020 - June 30, 2024

- F. Public Safety Retirement Commission- Fire Agenda

CALL TO THE PUBLIC:

Public comment will be taken through email or via phone. To submit email comments, including Call to the Public for non-agenda items, please email publiccomments@surpriseaz.gov. Comments for Call to the Public must be submitted prior to the start of the meeting. To comment on agenda items, emails must be submitted prior to the time(s) designated for public comment by the Board Chair during the meeting or before the agenda item has otherwise concluded.

To comment live by phone for Call to the Public for non-agenda items or for agenda items, please call 623-222-3542 prior to, or during, the meeting to have your name placed on a callback list. If you reach voicemail, please leave your name and phone number. The Board Secretary will call those wishing to comment from the dais during the meeting, and the call will be streamed through the Council Chamber audio system. Only calls received before Call to the Public for non-agenda items or before or during the time(s) designated for public comment by the Board Chair during the meeting on the subject agenda item will be accepted and streamed. No calls will be accepted after the time(s) designated by the Board Chair for public comment or after an agenda item has otherwise concluded.

CONSENT AGENDA:

REGULAR AGENDA ITEM - NON-PUBLIC HEARING:

- | | | | |
|----|--|--|-----------------|
| 1. | Internal | Consideration and action pertaining to the review and approval of the April 8, 2020 PSPRS Local Fire Board Meeting Minutes | None |
| | | | Human Resources |
| 2. | Internal | Consideration and possible action on previously approved DROP application for Fire Engineer George Reitz to adjust credited years of service to reflect 25.001 | Human Resources |
| 3. | Internal | Consideration and possible action pertaining to the enrollment of Fire Battalion Chief Wade L. Rodgers into the Deferred Retirement Option Plan (DROP) effective 9/20/2020 | Human Resources |
| 4. | Internal | Consideration and possible action to approve the selection panel to review responses of RFQ for Independent Legal Counsel. | Human Resources |
| G. | Other Business and Future Agenda Items | | |
| H. | Executive Session | | |

For information purposes: Upon a public majority vote of a quorum of the Public Safety Personnel Retirement Commission ("Commission"), the Commission may hold an executive session, which will not be open to the public, but for only the following purposes: discussion or consideration of records exempt by law from public inspection (A.R.S. §38-431.03(A)(2)); or discussion or consultation for legal advice with the Commission's attorneys (A.R.S. §38-431.03(A)(3)).

Confidentiality Requirements: Pursuant to A.R.S. §38-431.03(C)(D), any person receiving executive session information pursuant to A.R.S. §38-431.02 shall not disclose that information except to the Attorney General or County Attorney or by agreement of the Commission, or as otherwise ordered by a court of competent jurisdiction.

The Commission may vote to hold an executive session for the purpose of obtaining legal advice from the Commission's attorney on any matter listed on the agenda pursuant to A.R.S. § 38-431.03(A)(3).

I. Adjournment

SHERRY ANN AGUILAR, CITY CLERK, MMC

POSTED: July 9, 2020 at 2:30 PM

SPECIAL NOTE: PERSONS WITH SPECIAL ACCESSIBILITY NEEDS, INCLUDING LARGE PRINT MATERIALS OR INTERPRETER, SHOULD CONTACT THE CITY CLERK'S OFFICE @ 623.222.1200 OR TTY 623.222.1002, BY NO LATER THAN 24 HOURS IN ADVANCE OF THE REGULAR SCHEDULED MEETING TIME.



CITY OF SURPRISE
Public Safety Personnel Retirement System – Fire
Meeting

Council Meeting Date: July 15, 2020
Submitting Department: Human Resources
Staff Recommendations:

Contact Person:
District: Internal

Consent: No Regular: No Public Hearing: No Report/Discussion: No

Agenda Wording:

Pursuant to A.R.S. § 38-847, a secret ballot election took place to fill the Fire vacancy for local board. Linda Stevens, City of Surprise Deputy City Clerk, assisted with the tabulation of ballots for vacancy. She certified that the count produced by PSPRS Board Secretary was true and correct. Rick Valdez was re-elected for a 4 year term effective 07/01/2020 - 06/30/2024.

Motion:

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:



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Consent: No	Regular: No	Public Hearing: No	Report/Discussion: No
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Agenda Wording:

Jim Conner went through the reappointment process as set forth by the City of Surprise City Clerk's office. He was presented by the Nominations Committee to City Council during the meeting held on June 16, 2020 and he was approved for reappointment with the PSPRS Fire Board with a term of July 1, 2020 - June 30, 2024

Motion:

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:



CITY OF SURPRISE
Public Safety Personnel Retirement System – Fire
Meeting

Council Meeting Date: July 15, 2020
Submitting Department: Human Resources
Staff Recommendations: None

Contact Person:
District: Internal

Consent: Yes Regular: No Public Hearing: No Report/Discussion: No

Agenda Wording:

Consideration and action pertaining to the review and approval of the April 8, 2020 PSPRS Local Fire Board Meeting Minutes

Motion:

I make a motion to approve the PSPRS Local Fire Board Meeting Minutes for April 8, 2020

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:

1. PSPRS - Fire Board (DRAFT) Minutes - 4-8-2020
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**PUBLIC SAFETY RETIREMENT SYSTEM
CITY OF SURPRISE LOCAL BOARD – FIRE**
Minutes, Wednesday, April 8, 2020
16000 N. Civic Center Plaza, Surprise, Arizona 85374

The following are the minutes from the PSPRS City of Surprise Fire Board Meeting held at 9:00 a.m. Wednesday, April 8, 2020. The meeting was held in City Hall, Council Chambers. Due to COVID-19, the public was able to stream meeting live.

A. Call To Order

Chair Hall called meeting to order at 9:00 a.m.

B. Roll Call: Skip Hall, Chairperson – Present
Chandler Brown, Citizen Board Member – Present
James Conner, Citizen Board Member - Present
Christopher Preest, Fire Department – Present
Rick Valdez, Fire Department – Present

In attendance: Vicki Moss, Human Resources Manager
Carrie O'Brien, Board Attorney (*conference bridge*)
Ariana Reyna, Sr. Human Resources Analyst

C. Pledge of Allegiance – Completed

D. Current Events Reports - None

E. Staff Reports – None

F. Call to the Public – None

Consent Agenda:

- 1. Considerations and Actions pertaining to the review and approval of the March 11, 2020 PSPRS Local Fire Board Meeting Minutes**

Motion to Approve: Chandler Brown

Second: Christopher Preest

Opposed: None

Regular Agenda:

- 2. Discussion and action pertaining to the acknowledgement of Redemption of Prior Service with Rural Metro pursuant to A.R.S. Section**

38858 for George Reitz as described in the PSPRS letter dated February 6, 2020

Motion to Approve: Rick Valdez

Second: James Conner

Opposed: None

- 3. Considerations and Actions pertaining to the enrollment into the Deferred Retirement Option Plan (DROP) for George Reitz –** Vicki Moss addressed the Board and explained that George Reitz submitted his paperwork to enter into DROP on 02/26/2020. During the March 11, 2020 PSPRS Local Board meeting, the Board voted to table the acceptance of DROP pending verification of prior service. Mr. Reitz was previously employed by the City of Surprise Fire Department from 07/19/1999 -10/19/1999 for a total of .255 years of credited service. Mr. Reitz purchased 4.891 years of credited service from Rural Metro. Mr. Reitz began working for the City of Surprise Fire Department again as of 03/13/2000 through current for a total of 25.039 years of credited service.

Motion to Approve: Christopher Preest

Second: Chandler Brown

Opposed: None

G. Other Business and Future Agenda Items

Discussion on upcoming term expiration for Citizen Board Member Jim Connor and Fire Board Member Ricardo Valdez. Both terms are set to expire on June 30, 2020.

Ariana Reyna addressed the Board and acknowledged that there will be a secret ballot election process as usual for Rick's term expiring in June, 2020.

Ariana Reyna mentioned that she has been in contact with City Clerk regarding the reappointment process for citizen members per the City Code. Since as a City, there are many term expirations for other boards and commissions coming up for June 2020, the City Clerk will start this process during this month of April. City Clerk stated that she needs to be informed about members who wish to seek reappointment so that she can timely distribute and collect reappointment applications. Ariana Reyna then asked Citizen Board Member Jim Conner if he will be seeking reappointment with the PSPRS Board to which Jim Conner

answered that he already received an application from the City Clerk's Office secretary. He already filled it out and sent it back to her.

**Discussion pertaining to establishing a process to review and approve
Executive Session Meeting Minutes**

Ariana Reyna explained that during the March 11, 2020 Fire Board meeting, this process was inquired on. It was discussed that the Board could enter E-session to discuss previous meeting E-session minutes then exit E-session and approve minutes during public session. However, it was unclear on how the distribution of meeting minutes would take place. She questioned if Board members would get to see minutes prior to meeting or would these be reviewed for the first time and discussed during the following PSPRS Board meeting.

Carrie O'Brien addressed the Board and explained that the Board has two options: one would be not to do anything with Executive Session meeting minutes. However, she believes that this Board would want to review and approve them. The Board would be able to review those Executive Session meeting minutes in Executive Session then exit and approve those minutes during public meeting. Chair Hall shared that Council gets a summary of Executive Session Meeting Minutes in writing at the next Council meeting, they review and sign them, then give them back to the City Clerk. These are not discussed and no action is taken. Christopher Preest asked how errors are fixed to which Chair Hall explained that these are communicated to City Clerk, she makes correction and re-distributes. The Board entered into discussion about the process of handling of Executive Session Meeting Minutes and retaining audio vs. maintaining meeting minutes. They also discussed options on distributing and approval. Carrie O'Brien continues to clarify that there are two circumstances where the Board would have to disclose audio recording or provide Executive Session Meeting Minutes: in the event that Attorney General is investigating Open Meeting Law complaint or a new Board Member wanted to review the work of the Board on any given matter.

The Board moved forward to provide a summary of the Executive Session Meeting Minutes and retain the audio. It was decided that Executive Session Meeting Minutes would be distributed via (secure) email. Any corrections would have to be communicated to Board Secretary. At the public meeting, the only agenda item would be to approve Executive Session Meeting Minutes from previous meeting, no discussion.



H. Executive Session – None.

I. Adjournment

Motion to adjourn at 9:15 a.m. – APPROVED -

Motion: Chandler Brown

Second: James Conner

Opposed: None

DRAFT



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Meeting

Council Meeting Date: July 15, 2020
Submitting Department: Human Resources
Staff Recommendations:

Contact Person:
District: Internal

Consent: No Regular: Yes Public Hearing: No Report/Discussion: No

Agenda Wording:

Consideration and possible action on previously approved DROP application for Fire Engineer George Reitz to adjust credited years of service to reflect 25.001

Motion:

I make a motion to approve amended DROP application for Fire Engineer George Reitz to show one (1) pay period of leave without pay resulting in a reduction of credited years of service to accurately reflect 25.001 years

Background:

PSPRS notified City of Surprise of a missed pay period in the contribution history for Fire Engineer George Reitz. Human Resources corroborated this information by pulling old payroll records. This resulted in a reduction in his previously approved credited years of service of 25.039 which had been approved during the PSPRS Local Fire Board meeting in 03/11/2020.

With the correction made including one (1) pay period of leave without pay, his credited years of service accurately reflect at 25.001. George Reitz was notified of the correction and new forms were signed and sent to PSPRS for processing.

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:



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Staff Recommendations:

Contact Person:
District: Internal

Consent: No Regular: Yes Public Hearing: No Report/Discussion: No

Agenda Wording:

Consideration and possible action pertaining to the enrollment of Fire Battalion Chief Wade L. Rodgers into the Deferred Retirement Option Plan (DROP) effective 9/20/2020

Motion:

I make a motion to approve the enrollment of Fire Battalion Chief Wade L. Rodgers into the Deferred Retirement Option Plan (DROP) effective 9/20/2020

Background:

Battalion Chief Wade L. Rodgers filled out a DROP application and submitted all documentation as required by PSPRS. As of 09/20/2020, BC Rodgers is eligible to enter the DROP with an accumulated 25.153 years of service, all with the City of Surprise. BC Rodgers has designated a 60 month period to participate in DROP which establishes his separation date from employment on or before 09/30/2025.

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:



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Staff Recommendations:

Contact Person:
District: Internal

Consent: No Regular: Yes Public Hearing: No Report/Discussion: No

Agenda Wording:

Consideration and possible action to approve the selection panel to review responses of RFQ for Independent Legal Counsel.

Motion:

I make a motion to designate _____ to the selection panel to review responses of RFQ for Independent Legal Counsel

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:
