

CITY OF SURPRISE
Public Safety Personnel Retirement System Commission - Police
16000 N. Civic Center Plaza
Surprise, AZ 85374

Wednesday, December 9, 2020 @ 10:00 AM
COUNCIL CHAMBERS



<https://bit.ly/3ofH7IX>

- A. Call To Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Current Events and Reports
- E. Staff Reports
- F. Public Safety Retirement Commission- Police Agenda

CALL TO THE PUBLIC:

INSTRUCTIONS: In order to address the Board\Commission, you will need to fill out a Call to the Public Form available at the front counter, and then turn it in to the Secretary before the meeting begins.

Note: A.R.S. 38-431.01(H) - During this time members of the public may address the Board\Commission only on issues within the jurisdiction of the Board\Commission which are not an item on the agenda. At the conclusion of the open call, the Board\Commission may respond to criticism, may ask staff to review the matter or may ask that the matter be put on a future agenda. No discussion or action shall take place on any item raised.

CONSENT AGENDA:

- | | | | |
|----|----------|---|-----------------|
| 1. | Internal | Considerations and possible action pertaining to the review and approval of the October 14, 2020 Public Safety Retirement Commission – Police Executive Session Meeting Minutes | Human Resources |
| 2. | Internal | Considerations and possible action pertaining to the review and approval of the October 14, 2020 Public Safety Retirement Commission – Police Meeting Minutes | Human Resources |

REGULAR AGENDA ITEM - NON-PUBLIC HEARING:

- | | | | |
|----|----------|---|-----------------|
| 3. | Internal | Review and discussion of FY 2020-2021 legal counsel fees | Human Resources |
| 4. | Internal | Consideration and possible action pertaining to the review of medical examination and the acceptance of two (2) new police officers (recruits): Tori R. Campbell and Katlyn Gaddis into the PSPRS system pursuant to A.R.S. § 38--859 | Human Resources |
| 5. | Internal | Considerations and possible action for the implementation of a preexisting condition report form presented by the Board Secretary as to accurately identify a physical or mental condition that existed prior to the member's date of membership in the system pursuant to A.R.S. § 38--859 | Human Resources |

6. Internal Discussion and possible action to enter Executive Session and review the Independent Medical Exam report and medical records exempt from public inspection regarding the accidental disability application for Police Officer Robert D. Burtrum 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: Wednesday, December 02, 2020 @ 3:04 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
Commission - Police

Council Meeting Date: December 9, 2020
Submitting Department: Human Resources
Staff Recommendations:

Contact Person:
District: Internal

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

Agenda Wording:

Considerations and possible action pertaining to the review and approval of the October 14, 2020 Public Safety Retirement Commission – Police Executive Session Meeting Minutes

Motion:

I make a motion to approve the Executive Session Minutes for the Public Safety Retirement Commission – Police meeting held on October 14, 2020

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:



CITY OF SURPRISE
Public Safety Personnel Retirement System
Commission - Police

Council Meeting Date: December 9, 2020
Submitting Department: Human Resources
Staff Recommendations:

Contact Person:
District: Internal

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

Agenda Wording:

Considerations and possible action pertaining to the review and approval of the October 14, 2020 Public Safety Retirement Commission – Police Meeting Minutes

Motion:

I make a motion to approve the meeting minutes for the Public Safety Retirement Commission – Police meeting held on October 14, 2020

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:

1. 10.14.2020 - Police Meeting Minutes DRAFT
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**PUBLIC SAFETY RETIREMENT SYSTEM
CITY OF SURPRISE LOCAL BOARD – POLICE**
Minutes, Wednesday, October 14, 2020
16000 N. Civic Center Plaza, Surprise, Arizona 85374

The following are the minutes from the City of Surprise Public Safety Retirement Commission – Police Meeting held at 10:00 a.m. Wednesday, October 14, 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 10:00 a.m.

B. Roll Call: Skip Hall, Chairperson – Present
Chandler Brown, Citizen Board Member – Present
James Conner, Citizen Board Member - Present
Severin Hall, Police Department – Present
Ian Murton, Police Department – Present

In attendance: Paige Gearhart, Human Resources Manager
Cynthia Kelley, Board Attorney
Ariana Reyna, PSPRS Board Secretary
Connie Welsch, Human Resources Manager

C. Pledge of Allegiance – Completed

D. Current Events Reports - None

E. Staff Reports – Board Secretary introduced new HR Manager Paige Gearhart who was hired by the City of Surprise on October 5, 2020. Paige joins the City from San Diego and has extensive HR background. Paige will be working closely with HR Manager Connie Welch to transition HR management support for the PSPRS Boards.

F. Call to the Public – None

Consent Agenda:

- 1. Considerations and possible action pertaining to the review and approval of the September 9, 2020 PSPRS Local Police Board Meeting Minutes – APPROVED**

Motion to Approve: James Conner
Second: Chandler Brown
Opposed: None

Regular Agenda:

2. Review and discussion of FY 2020-2021 legal counsel fees – INFORMATION ONLY

The Board Secretary stated that during the September Joint meeting, the Board requested an ongoing budgetary summary of legal counsel fees incurred. The Board Secretary presented current and previous years' expenditures for Board's review. The Board has paid a total of \$2,226.15 for beginning of fiscal year to date. This is for information basis only and this will be presented on an ongoing basis. The Board Secretary asked if the Board had any questions or if they would like the information to be presented differently. James Conner mentioned that during the Fire Board meeting, it was requested that the information specify that this is a combined amount between both the Fire and Police Boards. Ian Murton then requested for a breakdown to show each Board separately to which Board Secretary agreed by acknowledging request.

3. Considerations and possible action to approve amendments as recommended by legal counsel for the reevaluation process for accidental disability recipients pursuant to A.R.S. § 38-844 (E) - APPROVED

Chair acknowledged the red-lined comments made by legal counsel. Cynthia Kelley addressed the Board and explained that she thought it was a great document as it was and the recommended changes she made were minor.

Motion to approve: Ian Murton

Second: Chandler Brown

Opposed: None

4. Considerations and possible action for the implementation of a preexisting condition report for recruitment of Police Officers as to accurately evaluate any physical or mental condition(s) that exist prior to a member's participation in the PSPRS – APPROVED

Chair mentioned that this was previously discussed as the Fire Board currently has a form they use for review of recruits. Motion made for the Board Secretary to move forward with the creation of a pre-existing condition form pertaining to new Police Officers as discussed and for this to be presented to the Board for approval consideration during the next meeting.

Motion to approve: Chandler Brown

Second: James Conner

Opposed: None

5. Review and discussion of current IME providers – INFORMATION ONLY

The Board Secretary addressed the Board stating that she provided information on work of scope and fees of IME providers that both Fire and Police Boards have selected. She also looked at vendor utilization records for reference. Integrated Medical Evaluations has not been used in the past by the City, however, a representative did reach out and stated that they are locally based in Arizona and provided a list of municipalities they work with. Mitchell MCN has been used twice for a total cost incurred of \$4,115. Managed Medical Review Organization has been used six times for a total cost incurred of \$20,275 specifically from August 2018 to December 2019.

Severin Hall asked how the Board would determine which IME provider, they would like to use. Cynthia Kelley stated that many Boards decide what doctor they need and the type of IME to be provided and that it is up to the staff to make the decision on where member will go for the IME. Severin Hall expressed that he was surprised that the Board had not used Integrated Medical Evaluations in the past, as they comprised a variety of doctors in their network. Chandler Brown acknowledged that he supported any local business. Discussion ensued on the location of where IME providers were based out from along with doctor network list for Integrated Medical Evaluations. Ian Murton mentioned that it would be beneficial for the companies to specify specific clinic locations in the valley to assess driving feasibility for member(s). James Conner stated that in the Fire meeting it was discussed that MMRO had an additional feature where they would review medical records and provide a comprehensive summary. Board members discussed same service offered by other IME providers and acknowledged that cost associated with this. Chair addressed the Board Secretary and stated that it would be helpful for the other IME providers to specify clinic locations as to make it more convenient for the member when driving for IME appointment.

6. Discussion and possible action to enter Executive Session and review medical records exempt from public inspection regarding the disability application for Police Officer Robert D. Burtrum – PRELIMINARY APPROVAL, MEMBER SENT FOR IME

Motion to ENTER Executive Session: Chandler Brown

Second: Ian Murton

Opposed: None

DISCUSSION ENSUED DURING EXECUTIVE SESSION, WHICH TOOK PLACE
FROM 10:13 A.M. – 10:31 A.M.



**PUBLIC SAFETY RETIREMENT SYSTEM
CITY OF SURPRISE LOCAL BOARD – POLICE**
Minutes, Wednesday, October 14, 2020
16000 N. Civic Center Plaza, Surprise, Arizona 85374

After the Board reconvened from Executive Session, motion was made confirming that the Board determined there was sufficient medical evidence presented to the Public Safety Retirement Commission – Police to move forward with ordering an Independent Medical Exam.

Motion: Ian Murton
Second: Chandler Brown
Opposed: None

G. Other Business and Future Agenda Items – None

H. Executive Session – None

I. Adjournment

Motion to adjourn at 10:32 a.m. – **APPROVED**

Motion: Severin Hall
Second: Ian Murton
Opposed: None

Meeting Minutes Approval:

Skip Hall, Chair

CERTIFICATION:

I, Ariana Reyna, Board Secretary and Sr. Human Resources Analyst – ADA & Leaves for the City of Surprise, Maricopa County, Arizona, do hereby verify that these are true and correct minutes of the Public Safety Retirement Commission – Police Meeting of **Wednesday, October 14, 2020.**

Ariana Reyna, Board Secretary for Public Safety Retirement Commission - Police



CITY OF SURPRISE
Public Safety Personnel Retirement System
Commission - Police

Council Meeting Date: December 9, 2020
Submitting Department: Human Resources
Staff Recommendations:

Contact Person:
District: Internal

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

Agenda Wording:

Review and discussion of FY 2020-2021 legal counsel fees

Motion:

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:



CITY OF SURPRISE
Public Safety Personnel Retirement System
Commission - Police

Council Meeting Date: December 9, 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 pertaining to the review of medical examination and the acceptance of two (2) new police officers (recruits): Tori R. Campbell and Katlyn Gaddis into the PSPRS system pursuant to A.R.S. § 38--859

Motion:

I make a motion to approve Tier 3 Police Officer Recruits into the PSPRS system as follows:

- Tori R. Campbell **WITH** _____ **OR WITHOUT** _____
pre-existing condition(s) as discussed and agreed by the Board.
 - Katlyn Gaddis **WITH** _____ **OR WITHOUT** _____
pre-existing condition(s) as discussed and agreed by the Board.
-

Background:

Police Officer recruits Tori R. Campbell and Kathlyn Gaddis have been hired with the Surprise Police Department effective 11/16/2020. During new hire orientation with Human Resources, they were informed of their Tier 3 status and 90-day waiting period before contributing into the PSPRS system. Police Officer recruits have been notified of the Board's review of medical records today.

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:



CITY OF SURPRISE
Public Safety Personnel Retirement System
Commission - Police

Council Meeting Date: December 9, 2020
Submitting Department: Human Resources
Staff Recommendations:

Contact Person:
District: Internal

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

Agenda Wording:

Considerations and possible action for the implementation of a preexisting condition report form presented by the Board Secretary as to accurately identify a physical or mental condition that existed prior to the member's date of membership in the system pursuant to A.R.S. § 38--859

Motion:

If approved:

I make a motion to approve the PSPRS Report for Preexisting Condition form presented by the Board Secretary and move forward with requesting the Police Department to incorporate this as part of the new hire recruitment packet going forward.

For Amendments:

I make a motion to decline the PSPRS Report for Preexisting Condition form presented by the Board Secretary and ask for the following amendments to be made: _____ and be presented in the next Board meeting.

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:



CITY OF SURPRISE
Public Safety Personnel Retirement System
Commission - Police

Council Meeting Date: December 9, 2020
Submitting Department: Human Resources
Staff Recommendations:

Contact Person:
District: Internal

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

Agenda Wording:

Discussion and possible action to enter Executive Session and review the Independent Medical Exam report and medical records exempt from public inspection regarding the accidental disability application for Police Officer Robert D. Burtrum

Motion:

IF APPROVED:

The Board has reviewed the Independent Medical Exam and based on report findings and Board's discussion, I make a motion to APPROVE the accidental disability application for Police Officer Robert D. Burtrum and request for the Board Secretary to submit retirement paperwork to PSPRS for processing.

IF DENIED:

The Board has reviewed the Independent Medical Exam and based on report findings and Board's discussion, I make a motion to DENY the accidental disability application for Police Officer Robert D. Burtrum. As required, the Board will send a letter to the member and the original application to PSPRS for their review.

Background:

During the October 14th meeting, the Board determined that there was sufficient medical evidence presented and moved forward with ordering an Independent Medical Exam for Mr. Burtrum, which he attended to on November 10th. IME findings are included in packet for the Board's review and consideration in regards to Mr. Burtrum's accidental disability application.

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:
