

CITY OF SURPRISE
Public Safety Personnel Retirement System Commission Meeting -
Fire

16000 N. Civic Center Plaza
Surprise, AZ 85374

Wednesday, February 13, 2019 @ 9:00 AM
COUNCIL OVERFLOW ROOM

Amended item #1 February 11, 2019 at 9:30 AM



- A. Call To Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Current Events and Reports
- E. Staff Reports
- F. Public Safety Retirement Commission- Fire 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 Discussion and action pertaining to approval of PSPRS
Local Board-Fire January 9, 2019 meeting minutes. Human Resources

REGULAR AGENDA ITEM - NON-PUBLIC HEARING:

- 2. Internal Consideration and action pertaining to acceptance of one
(1) new Firefighter into the PSPRS System. Human Resources
- 3. Internal Consideration and action pertaining to the acceptance of
the amended PSPRS membership date for four (4) Firefighters into the PSPRS System. 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: Amended Item #1 February 11, 2019 at 9:30 AM

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 Meeting - Fire

Council Meeting Date: February 13, 2019
Submitting Department: Human Resources
Staff Recommendations:

Contact Person:
District: Internal

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

Agenda Wording:

Discussion and action pertaining to approval of PSPRS Local Board-Fire January 9, 2019 meeting minutes.

Motion:

I move to approve the PSPRS Local Board-Fire January 9, 2019 meeting minutes.

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:

1. DRAFT PSPRS MEETING MINUTES-Fire-2019.01.09
-



**PUBLIC SAFETY RETIREMENT SYSTEM
CITY OF SURPRISE LOCAL BOARD – FIRE**
Draft Minutes, Wednesday, January 9, 2019
16000 North Civic Center Plaza, Surprise, Arizona 85374

The following are the minutes from the PSPRS City of Surprise Local Board – Fire Meeting held at 9:00 a.m. on Wednesday, January 09, 2019. The meeting was held in City Hall, Council Overflow Conference Room.

Call To Order:

Chair Gwaltney called the meeting to order at 9:01 a.m.

A. Roll Call: Scott Gwaltney, Chairperson & Citizen Board Member - Present
Don Jeffery, Citizen Board Member – Present
Rick Valdez, Vice-Chair & Employee Board Member – Present
Christopher Preest, Employee Board Member – Present
Ken Broadfoot, Citizen Board Member – Absent

In attendance: Chanda Washington, Board Administrator
Lindsey Steinhoff, Human Resources
Donna Meuse, Human Resources
Cynthia Kelley, Board Attorney
David Niederdeppe, Board Attorney

B. Current Events Reports: None

C. Staff Reports:

Ms. Washington discussed Ken Broadfoot has decided to resign from the board and she is working with the City Clerk's office regarding the Mayor appointing a replacement; however, he will need to continue to serve until his replacement has been selected but Ms. Washington wasn't sure if Mr. Broadfoot would be able to attend future meetings.

Ms. Washington let the board know next month we have one employee who reached their 91st day of employment and will need to be evaluated for entrance into PSPS, but there are no other items for that meeting, so far.

Ms. Washington let the board know the City of Surprise has changed the system in which agenda items are created so the agendas they see have a little different format/look.

Call to the Public: None

Consent Agenda:

#1 Approval of PSPRS Local Board - Fire December 12, 2018 meeting minutes. -

Approved

Motion: Jeffrey
Second: Preest

Opposed: None

Scott Gwaltney- voted yes
Chris Preest- voted yes
Don Jeffrey- voted yes
Kenneth Broadfoot- absent
Rick Valdez- voted yes

Regular Agenda

#2 Consideration and action pertaining to the acceptance of Jerald L Clark into the Deferred Retirement Option Plan (DROP) effective January 27, 2019-

Approved

Motion: Valdez
Second: Preest
Opposed: None

Scott Gwaltney- voted yes
Chris Preest- voted yes
Don Jeffrey- voted yes
Kenneth Broadfoot- absent
Rick Valdez- voted yes

#3 Discussion and action pertaining to the revised local board procedures drafted for and presented to the City of Surprise Fire PSPRS Local Board- **Approved contingent change made to page 5 section D, under #4 No Pre-Existing Condition to add language to the end of the sentence** “and the employee will receive a copy of their pre-employment physical”.

Mr. Preest asked, on page 5 section D those with pre-existing conditions will be mailed a copy of the pre-employment physical by certified mailed, but under #4 will those without pre-existing conditions be mailed a copy of their pre-employment physical by certified mail as well? Mr. Preest would like everyone to have a copy of the pre-employment physical because with their cancer coverage employees have to prove they didn't have cancer prior to approval of benefits. Mr. Preest asked if Ms. Washington if there is an issue with sending everyone a copy. Ms. Washington expressed this would have a high cost to the city to send all employees a copy via certified mail so the city was limiting the information that was being sent by certified mail. Ms. Washington explained there is a requirement for pre-employment physicals to be sent to the employee by certified mail if there is a pre-existing condition noted.

The board discussed they do not necessarily want a copy mailed certified to all employees, but they do want all employees to be provide a copy of their pre-employment physical. Ms. Washington suggested providing a copy at NEO on the employees 1st day. Mr. Preest was ok with this, as he just wants to ensure everyone has a copy of their own record, so they can prove they did not have cancer at the time of employment, if needed.

Mr. Valdez suggested there be a checklist or similar document the employee completes to show they received a copy of the pre-employment physical.

Mr. Preest asked for medical retirement are we pulling the pre-employment physical for the doctor to review. Ms. Washington said yes, this information is provided to the doctor, so they can determine if the applicant's condition occurred before or after their pre-existing condition (if applicable).

Mr. Preest asked about the accidental and ordinary retirement in the board procedures say we should review each case currently retired annually and determine if they should be sent for an IME for a medical determination if they can return back to work. Ms. Kelley said it is up to the discretion of the board if they send accidental and ordinary disability retirements for IMEs on an annual basis. Mr. Preest asked if we should put review of these retirements on the agenda once a year. Ms. Kelley said a list is usually provided that can be used for review.

Ms. Washington said we do not currently do this, but we can start. It was asked how many accidental and ordinary retirement does the City of Surprise currently have. Ms. Washington said we have two that she knows of, but would need to get the information from PSPRS for other cases prior to her employment with the City of Surprise.

Mr. Niederdeppe discussed the City of Phoenix reviews their list of current disability retirement cases on a yearly basis and some have no reason to be re-examined. Mr. Niederdeppe did mention that to end a pension, the City of Surprise would need to be willing to offer someone a job if the IME returned that they could work. Ms. Washington said she needs to check with HR to know if this is something we could do. Mr. Preest understood that it may not be an offer we would be able to make.

Mr. Jeffrey stated he was concerned with review and sending someone back to the doctor once the person had pensioned out. Mr. Jeffrey asked what gives the board the right to have someone go for another medical exam when the person is already receiving the pension benefits and the doctor already said they can no longer work. Mr. Preest said it is the state statute that we are able to do this. Mr. Jeffery was under the impression it was normal practice that once retired, no further action is taken. Mr. Preest said that is how it has been in the past, but was looking to see if the board should be doing more per statute.

Motion: Preest
Second: Jeffrey
Opposed: None

Scott Gwaltney- voted yes
Chris Preest- voted yes
Don Jeffrey- voted yes
Kenneth Broadfoot- absent
Rick Valdez- voted yes

#4 Review and Discussion of June 30, 2018 PSPRS Fire Actuarial report- No action needed

Ms. Washington gave an overview of the City of Surprise contribution rates, funding status and each section of the actuarial report for 2018. She also explained some of the changes from the 2017 actuarial report and improvements that have been made.

Mr. Niederdeppe said he and Ms. Kelley have looked at a number of PSPRS actuarial reports in the last few weeks and the City of Surprise has outstanding numbers.

Mr. Valdez asked how PSPRS determines the interest percentage rate for the DROP and if PSPRS assesses the interest rate for DROP based on City of Surprise plan or all PSPRS employers in the system as a whole. Ms. Washington said the DROP interest rate is based on all employers and determined by the PSPRS Board of Trustees.

Mr. Preest asked if there is a goal for the City of Surprise to be 100% funded on the PSPRS plan. Ms. Meuse said we work with Finance on this evaluation and they strategically look at what we can do to improve our funding status, but there are some things that we cannot control.

Mr. Valdez asked how someone can access the actuarial reports. Ms. Washington said they are posted on the PSPRS website.

#5 Consideration and action pertaining to placing items on future agenda. – No Items requested

#6. Executive Session: Consideration and action to enter into Executive Session pursuant to A.R.S. 38-431.03 (A) (2) and (3) for consideration or discussion of material deemed confidential by law and/or discussion or consultation for legal advice with the board attorney regarding the local board procedures.

We did not go into executive session.

Adjournment:

Chairperson Scott Gwaltney accepted the motion to adjourn the meeting at 9:44a.m. – **Approved**

Motion: Gwaltney
Second: Jeffrey
Opposed: None

Scott Gwaltney- voted yes
Chris Preest- voted yes
Don Jeffrey- voted yes
Kenneth Broadfoot- absent
Rick Valdez- voted yes

Scott Gwaltney, Chairperson, Board Member – Citizen

Rick Valdez, Vice-Chairperson, Board Member – Fire Dept.

Christopher Preest, Board Member – Fire Dept.

Donald Jeffery – Board Member – Citizen

Ken Broadfoot – Board Member – Citizen

Chanda Washington, Board Administrator

DRAFT



CITY OF SURPRISE
Public Safety Personnel Retirement System
Commission Meeting - Fire

Council Meeting Date: February 13, 2019
Submitting Department: Human Resources
Staff Recommendations:

Contact Person:
District: Internal

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

Agenda Wording:

Consideration and action pertaining to acceptance of one (1) new Firefighter into the PSPRS System.

Motion:

I move to approve the acceptance of one (1) new Firefighter into the PSPRS System as follows:

Luis H. Garcia, effective 10/08/2018 with pre-existing condition

Background:

Luis H. Garcia is a Tier 2 member that is part of the Hybrid Defined Benefit & Defined Contribution retirement plan. The employee contribution rate is 11.65% of applicable gross wages per pay period and the employer contribution rate is 26.28% of applicable gross wages per pay period.

Objective Analysis:

N/A

Policy Compliant:

N/A

Financial Impact:

The employer contribution to PSPRS in the amount of 26.28% of the employee's applicable gross wages per pay period due to the Tier 2 Hybrid Defined Benefit & Defined Contribution retirement plan.

Budget Impact:

N/A

FTE Impact:

N/A

ATTACHMENTS:



CITY OF SURPRISE
Public Safety Personnel Retirement System
Commission Meeting - Fire

Council Meeting Date: February 13, 2019
Submitting Department: Human Resources
Staff Recommendations:

Contact Person:
District: Internal

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

Agenda Wording:

Consideration and action pertaining to the acceptance of the amended PSPRS membership date for four (4) Firefighters into the PSPRS System.

Motion:

I move to approve the acceptance of the amended PSPRS membership date for four (4) Firefighters into the PSPRS System as follows:

Douglas Richards, effective 1/4/2006
Kevin Johnston, effective 1/4/2006
Melissa R. King, effective 1/4/2006
Stephen Spirlong, effective 1/4/2006

Background:

In an audit of employees files, the City identified the service date and PSPRS membership date were different by five days regarding four employees. After reviewing the employees PSPRS contributions, the City confirmed a clerical error occurred and the PSPRS membership date for these employees should have been January 4, 2006. Therefore, the City is taking the necessary steps to have the PSPRS membership date corrected by having the employees complete a new PSPRS membership form and the PSPRS local board approve the amended PSPRS membership date.

Objective Analysis:

N/A

Policy Compliant:

N/A

Financial Impact:

N/A

Budget Impact:

N/A

FTE Impact:

N/A

ATTACHMENTS:
