



**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**



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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



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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.



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H. Executive Session – None.

I. Adjournment

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

Motion: Chandler Brown

Second: James Conner

Opposed: None

Meeting Minutes Approval:

A handwritten signature in black ink, appearing to read "Skip Hall", is written over a horizontal line.

Skip Hall, Chair

CERTIFICATION:

I, Ariana Reyna, 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 PSPRS Local Fire Board Meeting of **Wednesday, April 8, 2020.**

A handwritten signature in blue ink, appearing to read "A. Reyna", is written over a horizontal line.

Ariana Reyna, Human Resources