



**PUBLIC SAFETY RETIREMENT SYSTEM
CITY OF SURPRISE LOCAL BOARD – POLICE**
Minutes, Wednesday, December 9, 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, December 9, 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 (*conference bridge*)
Ariana Reyna, PSPRS Board Secretary (*conference bridge*)
Connie Welsch, Human Resources Manager

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

Motion to Approve: Ian Murton
Second: Chandler Brown
Opposed: None

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



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Motion to Approve: Chandler Brown

Second: Ian Murton

Opposed: None

Regular Agenda:

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

The Board Secretary stated that this is the ongoing expenditure report that was requested by the Board. The Board Secretary mentioned that the cost illustrated for Police actually includes a recent IME cost incurred and that going forward she will make sure to keep legal counsel fees separate from any other costs incurred by the Board and depict these accordingly. Ian Murton asked the Board Secretary for the difference if the IME were to be subtracted from legal fees' cost. The Board Secretary stated that she could provide the Board with the cost for the IME and the Board conceded. The cost for the IME was \$4,475.00.

**4. 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 – APPROVED**

The Board Secretary provided the following background information: Police Officer recruits Tori R. Campbell and Katlyn 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.

Motion to Approve: Severin Hall – Tori R. Campbell **WITH** pre-existing Condition(s).

Second: Chandler Brown

Opposed: None

Motion to Approve: Severin Hall – Katlyn Gaddis **WITHOUT** pre-existing condition(s).

Second: Chandler Brown

Opposed: None



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- 5. 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 – APPROVED**

Chair Hall asked the Board Secretary if this was the form that Fire was using. The Board Secretary responded that this is a variation of what Fire currently uses as they have a two-page document in place and what is being currently presented is a combined version of the document in itself. The Board Secretary asked for suggestions or changes that she can implement at the direction of the Board. James Conner asked if both Fire and Police Boards were going to be using the same form or whether each Board would have its own individual form. Chair Hall stated that forms would differ for each Board. Discussion ensued amongst Board members on the purpose of this form, which is to document pre-existing condition(s) and whether they had a preference on having the same or different type of form being utilized by both Fire and Police Boards. Chandler Brown expressed that he did not mind if the form was different for Police because Fire already had their own form in place and this served its purpose whereas Police does not have a particular form but adding this one page would ease going through multiple pages of AZPOST application. It was agreed that the Board Secretary would include this as a cover page and still provide the entire AZPOST application and documents provided by the Police Department for review and consideration of new hires into the PSPRS system. Motion was made 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.

Motion to approve: James Conner

Second: Ian Murton

Opposed: None

- 6. 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 – ACCIDENTAL DISABILITY RETIREMENT APPROVED**

The Board Secretary mentioned that 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 on November 10th. IME findings are included in packet for the Board's



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review and consideration in regards to Mr. Burtrum's accidental disability application.

Motion to ENTER Executive Session: Severin Hall

Second: Chandler Brown

Opposed: None

DISCUSSION ENSUED DURING EXECUTIVE SESSION, WHICH TOOK PLACE FROM 10:10 A.M. – 10:21 A.M.

After the Board reconvened from Executive Session, a motion was made confirming that the the Board reviewed the Independent Medical Exam and based on report findings and Board's discussion, the accidental disability application for Police Officer Robert D. Burtrum was approved it was requested for the Board Secretary to submit retirement paperwork to PSPRS for processing.

Motion: Chandler Brown

Second: Ian Murton

Opposed: None

Chair Hall stated that the Board needed to complete the questions found in Form P5-LB-A. Connie Welsch read these aloud and documented the following responses from the Public Safety Retirement Commission – Police:

- Did the employee file the application after the disabling incident, or within one year of ceasing to be an employee?
Board's Response: YES
- Did (or will) the employee terminate by a reason of disability?
Board's Response: YES
- Did employment terminate based on a disciplinary issue?
Board's Response: NO
- If the member's period of DROP has ended, if applicable, did (or will) the employee terminate by a reason of disability?
Board's Response: N/A
- Is the employee still working a position within their job classification that the Local Board considers a reasonable range of duties position?
Board's Response: NO
- Has the employee refused a position within their job classification that the Local Board considered a reasonable range of duties?
Board's Response: NO
- Did the injury or condition occur prior to the current PSPRS membership date?
Board's Response: NO



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- Was the injury or condition the result of an event incurred during the performance of the employee's duty?

Board's Response: YES

G. Other Business and Future Agenda Items – None

H. Executive Session – None

I. Adjournment

Motion to adjourn at 10:24 a.m. – **APPROVED**

Motion: Chandler Brown

Second: James Conner

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, December 9, 2020**.

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