



**PUBLIC SAFETY RETIREMENT SYSTEM  
CITY OF SURPRISE LOCAL BOARD – JOINT**  
Minutes, Wednesday, October 16, 2024  
16000 N. Civic Center Plaza, Surprise, Arizona 85374

The following are the minutes from the Public Safety Retirement Commission – Joint Boards Meeting held at 9:30 a.m. Wednesday, October 16, 2024. The meeting was held in City Hall, Council Chambers.

**A. Call To Order**

Chair Hall called meeting to order at 9:30 a.m.

- B. Roll Call:** Skip Hall, Chair – Present  
Kim Drayden, Citizen Board Member – Present  
Ricardo “Rick” Valdez, Fire Member – Present  
Daniel “Dan” Anderson, Fire Member – Absent  
Richard Hernandez, Police Member – Present  
Michael Robbins, Police Member – Absent (*Excused*)  
*Citizen Board Member Vacancy*

**In attendance:** Cynthia Kelley, Legal Counsel  
Ariana Reyna, PSPRS Board Secretary

**C. Pledge of Allegiance** –Completed

**D. Current Events Reports** – None.

- E. Staff Reports** – Ariana Reyna informed the Local Board of the passing of Mr. James Conner. He passed away on September 30, 2024. She expressed her condolences to the family on behalf of the Local Board. She shared that Jim had continuously served the City in some capacity since 2015. She also stated that personally, it was a true honor and privilege to work with him. She praised him on being such a great man and acknowledged the great contributions he made where he served. She also recognized that he took such good care of both the Police and the Fire Local Boards. May he rest in eternal peace.

Ariana Reyna stated that a posting to fill the PSPRS Citizen Board Member vacancy is posted online. The closing date is Friday, October 18, 2024 at 5:00 p.m. She shared that thus far, the City had received four applications from people interested in serving in this role. The Nominations Committee interviews have been scheduled for Monday, October 28<sup>th</sup> at 3:00 p.m. Therefore, after the interviews take place, hopefully, the selected member could attend the November meeting. Rick Valdez asked Chair Skip Hall if he or if the Mayor-elect would be present at those interviews to provide guidance to the committee. Chari Skip Hall shared that he met with the Mayor-elect and discussed that



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someone needed to be appointed Chair of the Local PSPRS Boards, either himself or a designee. Chair Skip Hall shared that his preference was to have the interview process be as objective as possible, so he wasn't planning on attending for that reason. Rick Valdez asked if any of the PSPRS Board members could be in attendance, and it was confirmed that the meeting was open to the public so anyone could sit in during the interview process. Ariana Reyna will get more details from the scheduler and convey that there are Board Members interested in attending. Rick Valdez stated that he can provide insight into how the Board has run in the past and provide general feedback on current practices. Ariana Reyna shared that Legal Counsel had opined that to fill the vacancy, the normal process at the City to fill any commission vacancy could be followed and Chair Skip Hall agreed with this course of action. Chair Skip Hall is supportive of following the same process the City is accustomed to when it appoints other Members and referenced the Planning & Zoning Commission and the Parks & Recreation Commissions as examples. The parties being considered are interviewed by the subcommittee of the Council then the subcommittee brings a recommendation to the whole City Council to vote on the first Council meeting in November. The chosen candidate would be sworn in during that Council meeting. Chair Skip Hall asked Cindy Kelley for her opinion on whether he should attend and Cindy stated that if the committee is asking for his advice, they value his input as he had professional experience serving on the Board and he can answer procedural questions. Further details were discussed on the date, time, and location of the scheduled interviews.

Review of FY25 Legal Counsel and IME fees report was included for the Joint Board to review. Chair Skip Hall stated that the IME for the Fire Board was very expensive and attributed the cost to the review of medical records.

**F. Call to the Public - None**

**Consent Agenda:**

- 1. Considerations and action pertaining to the review and approval of the August 14, 2024, Public Safety Retirement Commission – Joint Meeting Minutes. - APPROVED**

**Motion:** Kim Drayden  
**Second:** Dan Anderson  
**Opposed:** None



**Regular Agenda:**

- 2. Considerations and possible action to schedule future Local PSPRS Fire, Police, and Joint Board meetings at the same time, per Legal Counsel’s recommendation. – APPROVED.**

Ariana Reyna stated that during the Joint Board Meeting held on August 14<sup>th</sup>, Local Board Members discussed the possibility of scheduling both the Fire and Police Board meetings at the same time as recommended by Counsel. The Board Meetings would not be combined per se, but both would be scheduled to start at the same time and the Board Members would decide which meeting proceeds first based on the agenda length and estimated end time. Cindy Kelley stated that it would be up to the Board Secretary to determine which Board would go first based on the amount of material and the shorter one would go first. The Local Board Members indicated that it would be efficient as there would not be any lag time in between.

**Motion:** Kim Drayden  
**Second:** Dan Anderson  
**Opposed:** None

- 3. Considerations and possible action to appoint Michele D. Fite as the new Local Board Secretary for Fire, Police, and Joint Boards pursuant to ARS 38-847. – APPROVED.**

Ariana Reyna mentioned that this was presented during the staff reports in the August Joint Board meeting and that she provided the Board Members with a copy of Michele’s resume for consideration. A motion was made to vote Michele D. Fite in as the new Local PSPRS Board Secretary effective November 1, 2024.

**Motion:** Dan Anderson  
**Second:** Richard Hernandez  
**Opposed:** None

**G. Other Business and Future Agenda Items – None.**

**H. Executive Session – None**



**I. Adjournment**

Motion to adjourn at 9:41 a.m. – **APPROVED**

**Motion:** Rick Valdez

**Second:** Kim Drayden

**Opposed:** None

**Meeting Minutes Approval:**

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

Sean Mattson, Chair  
Public Safety Retirement Commission – Fire

**CERTIFICATION:**

I, Michele Fite, Board Secretary and Human Resources Business Partner for the City of Surprise, Maricopa County, Arizona, do hereby verify that these are true and correct special session minutes of the Public Safety Retirement Commission – Joint Meeting of **Wednesday, October 16, 2024.**

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

Michele Fite, Board Secretary  
Public Safety Retirement Commission – Joint Boards