



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

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

- A. Call To Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Current Events and Reports
- E. Staff Reports

Discussion and action pertaining to the internal process of notification for newly hired Fire personnel for acceptance by the PSPRS Board.

- 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. | Citywide | Discussion and action pertaining to approval of PSPRS Local Board - Fire October 9, 2019 meeting minutes. | Human Resources |
|----|----------|---|-----------------|

REGULAR AGENDA ITEM - NON-PUBLIC HEARING:

- | | | | |
|----|----------|---|-----------------|
| 2. | Internal | Consideration and action pertaining to a vote to appoint Kirsten Riege as Board Secretary. | Human Resources |
| 3. | Internal | Consideration and action pertaining to the approval of one (1) new Firefighter into 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: November 6, 2019 at 12:45 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 - Fire

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

Contact Person:
District: Citywide

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

Agenda Wording:

Discussion and action pertaining to the internal process of notification for newly hired Fire personnel for acceptance by the PSPRS Board.

Motion:

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:



CITY OF SURPRISE
Public Safety Personnel Retirement System - Fire

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

Contact Person:
District: Citywide

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

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

Motion:

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

Background:

N/A

Objective Analysis:

N/A

Policy Compliant:

N/A

Financial Impact:

N/A

Budget Impact:

N/A

FTE Impact:

N/A

ATTACHMENTS:

1. Draft PSPRS MEETING MINUTES-Fire-2019.10.9
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**PUBLIC SAFETY RETIREMENT SYSTEM
CITY OF SURPRISE LOCAL BOARD – FIRE**
Draft Minutes, Wednesday, October 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. Tuesday, October 9, 2019. The meeting was held in City Hall, Council Overflow Conference Room.

Call To Order:

Rick Valdez called the meeting to order at 9:00 a.m.

A. Roll Call: Scott Gwaltney, Chairperson & Citizen Board Member – Excused
Don Jeffrey, Citizen Board Member – Present
Jim Conner, Citizen Board Member – Excused
Rick Valdez, Vice-Chair & Employee Board Member – Absent
Christopher Preest, Employee Board Member – Present

In attendance: Kirsten Riege, Interim Board Secretary
Sam Coffmann, Board Attorney
Brad Burns, Board Attorney
Donna Meuse, Human Resources

B. Pledge of Allegiance: Completed

C. Current Events and Reports: None

D. Staff Reports: Mrs. Riege introduced herself to the board. Mr. Coffmann and Mr. Burns also introduced themselves to the board, giving a brief history of their experience working with municipalities.

Call to the Public: None

Consent Agenda:

#1. Discussion and action pertaining to the approval of PSPRS Local Board – Fire September 10, 2019 Meeting Minutes. **-Approved**

Motion: Preest
Second: Jeffrey
Opposed: None

Scott Gwaltney- absent
Rick Valdez- voted yes
Don Jeffrey- voted yes
Jim Conner- absent
Christopher Preest- voted yes

Regular Agenda:

- #2.** Consideration and action pertaining to the acceptance of one (1) new Firefighter into the PSPRS System as follows:

Shaun E. Cooper, effective 09/09/2019 with pre-existing condition – **Tabled**

Mr. Preest asked if Mr. Cooper had received a copy of his physical examination and an invitation to attend the board meeting. HR could not confirm that Mr. Cooper received a copy. Mr. Coffmann stated that Mr. Cooper also needs to sign a HIPAA form prior to open forum discussion of his examination results.

Mr. Preest made motion to table this agenda item until the next meeting to ensure notification to Mr. Cooper.

Motion: Preest
Second: Jeffrey
Opposed: None

Scott Gwaltney- absent
Rick Valdez- voted yes
Don Jeffrey- voted yes
Jim Conner- absent
Christopher Preest- voted yes

- #5.** Other Business and Future Agenda Items – None

- #6.** Executive Session- the board did not go into executive session at this meeting

Adjournment:

Mr. Preest made a motion to adjourn the meeting at 9:23 a.m. – **Approved**

Motion: Preest
Second: Jeffrey
Opposed: None

Scott Gwaltney- voted yes
Don Jeffrey- voted yes
Jim Conner- voted yes
Rick Valdez- absent
Christopher Preest- voted yes



Scott Gwaltney, Chairperson, Board Member – Citizen

Donald Jeffery, Board Member – Citizen

Jim Conner, Board Member – Citizen

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

Christopher Preest, Board Member – Fire Dept.

Kirsten Riege, Interim Board Secretary



CITY OF SURPRISE
Public Safety Personnel Retirement System - Fire

Council Meeting Date: November 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 a vote to appoint Kirsten Riege as Board Secretary.

Motion:

I move to approve the appointment of Kirsten Riege as Board Secretary.

Background:

The position of Board Secretary is currently filled in an interim capacity by Kirsten Riege.

Objective Analysis:

N/A

Policy Compliant:

N/A

Financial Impact:

N/A

Budget Impact:

N/A

FTE Impact:

N/A

ATTACHMENTS:



CITY OF SURPRISE
Public Safety Personnel Retirement System - Fire

Council Meeting Date: November 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 approval of one (1) new Firefighter into PSPRS system.

Motion:

I approve the acceptance of one (1) new firefighter into PSPRS system as follows:

Shaun E. Cooper, effective 09/09/2019 with pre-existing condition

Background:

Shaun Cooper is a Tier 3 member coming to the City of Surprise from another PSPRS employer. His Tier 3 status and initial PSPRS membership date will remain based upon the retirement plan made with his previous employer. However, the Fire Local Board will need to acknowledge his effective date with the City of Surprise and PSPRS contributions beginning as of 09/09/19.

The employee contribution rate is 9.94% of applicable wages per pay period and the employer contribution rate is 17.40% of applicable gross wages per pay period.

Objective Analysis:

N/A

Policy Compliant:

N/A

Financial Impact:

The employer contributions to PSPRS in the amount of 17.40% of the employee's applicable gross wages per pay period due to the Tier 3 Defined Benefits Hybrid retirement plan.

Budget Impact:

N/A

FTE Impact:

N/A

ATTACHMENTS:



CITY OF SURPRISE
Public Safety Personnel Retirement System - Fire

Council Meeting Date: November 13, 2019
Submitting Department: Agenda Creation
Staff Recommendations:

Contact Person:
District: Citywide

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

Agenda Wording:

Executive Disclaimer (PSPRS)

Motion:

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:
