



CITY OF SURPRISE
Public Safety Personnel Retirement Commission - Fire Meeting
16000 N. Civic Center Plaza
Surprise, AZ 85374
Wednesday, January 9, 2019 @ 9:00 AM
COUNCIL CHAMBERS

- 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 December 12, 2018 meeting minutes. | Human Resources |
|----|----------|---|-----------------|

REGULAR AGENDA ITEM - NON-PUBLIC HEARING:

- | | | | |
|----|----------|---|-----------------|
| 2. | Internal | Consideration and action pertaining to the acceptance of
Jerald L. Clark into the Deferred Retirement Option Plan
(DROP) effective January 27, 2019 | Human Resources |
| 3. | Internal | Discussion and action pertaining to the revised local
board procedures drafted for and presented to the City of
Surprise Fire PSPRS Local Board. | Human Resources |
| 4. | Internal | Review and Discussion of June 30, 2018 PSPRS Fire
Actuarial Report. | 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 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. §38-401.03 (A)(2)); or
- discussion or consultation for legal advice with the city'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).

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 proposed new local board procedures.

I. Adjournment

SHERRY ANN AGUILAR, CITY CLERK, MMC

POSTED: December 31, 2018 at 3:22 PM, amended on 01/03/2019 @ 10:25 a.m., Agenda Format Adjustment.

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 Commission -
Fire Meeting

Council Meeting Date: January 9, 2019
Submitting Department: Human Resources
Staff Recommendations:

Contact Person:
District: Internal

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

Agenda Wording:

Discussion and action pertaining to approval of PSPRS Local Board- Fire December 12, 2018 meeting minutes.

Motion:

I move to approve PSPRS Local Board-Fire December 12, 2018 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-2018.12.12
-



PUBLIC SAFETY RETIREMENT SYSTEM
CITY OF SURPRISE LOCAL BOARD – FIRE
Draft Minutes, Wednesday, December 12, 2018
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, December 12, 2018. The meeting was held in City Hall, Council Overflow Conference Room.

Call To Order:

Chair Gwaltney called the meeting to order at 9:02 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 Excused

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

B. Current Events Reports: None

C. Staff Reports: Ms. Washington discussed several of the board members attended the PSPRS seminar last week. Information was presented regarding 1B DROP members at this seminar. PSPRS communicated that 1B employees that are contributing during the DROP period will need to have their contributions stop effective January 1st. PSPRS has decided to rollback some of the pension reform changes that were made due to previous litigations and overturning of different decisions that were made. Ms. Washington explained this will impact 8 employees who are currently in the DROP with the City of Surprise and are contributing as 1B members. Ms. Washington indicated the city sent out communication to all PSPRS members yesterday as well as direct communication to the 8 individuals who will have contribution changes.

Ms. Washington indicated PSPRS will be working with the city to refund the employee contributions and interest for 1B DROP sometime in April; however, amounts are not known at this time.

Mr. Gwaltney asked if the board has involvement with the refunds and Ms. Washington advised it is all done through the City's payroll processing. Mr. Gwaltney asked if this will be processed similar to the Hall case, Ms. Washington said yes.

Ms. Washington informed the board we may or may not have a meeting in January. Ms. Washington advised the board based upon the DROP changes she may have an employee who wants to enter into the DROP and it is also dependent if we have the information on the actuarial reports, since those were not available for this meeting. If the reports are not ready in time for the January meeting this discussion will have to be tabled again until they are ready.

Call to the Public: None

Consent Agenda:

#1 Approval of PSPRS Local Board - Fire November 14, 2018 meeting minutes. - **Approved**

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

Regular Agenda

#2 Consideration and action pertaining to the adopt the local board procedures as presented for the City of Surprise Fire PSPRS Local Board- **Tabled**

Ms. Washington explained she mentioned last meeting we are having board procedures reviewed, since changing attorney's we wanted to make sure our procedures are in line with what PSPRS requires as part of the responsibilities for the local board. Ms. Washington further explained that at the previous meeting our Board Attorneys recommended that we use PSPRS model procedures and then add in the specific information that applied to our board.

Ms. Washington informed the board that Ms. Kelley prepared a memo to explain the changes that were made rather than doing a red line version due to the various changes that were made. Ms. Washington advised the board the recommended local board procedures were sent to the board prior to the meeting to review the information.

Ms. Kelley indicated at the PSPRS Seminar Mr. Mineer recommended that local boards follow the PSPRS model procedures and just adopt the procedures to things that are particular to the local board. Ms. Kelley explained the model procedures have a few extra definitions that are not necessary for this local board because they added definitions to cover all kinds of different boards beside PSPRS, such as the CORP boards and several other boards. Ms. Kelley informed the board the memo is self-explanatory, but if the board had any questions, she would happy to address.

Mr. Preest asked for clarification on what definitions are being used and why. Ms. Kelley explained the definitions.

Mr. Preest indicated Section C #4 says Police Department and it should say Fire Department. Ms. Kelley said she will fix this. Ms. Meuse indicated Section C #1 also says Police and not Fire. Mr. Preest advised the Fire Board agreed to have section C #4 added to the procedures and wasn't sure what the Police Board decided to do. Ms. Washington said both boards agreed to the information.

Ms. Washington said we will need to do a search and replace because there are a few other areas that indicate Police and not Fire. Ms. Kelley said she had two version one for police and one for fire and she will make the updates to the fire board procedures.

Mr. Preest asked if information listed in Section C #4 once it was changed to state Fire, would the information still be pertinent to include at least one of the two Fire employee board members. Ms. Kelley said yes it would not change the intent.

Mr. Valdez asked if employee members meant any employee and Ms. Washington further explained that the employee members means voting members and staff is not considered a voting member.

Mr. Preest asked if there will be a separate Fire and Police local board procedures. Ms. Washington said yes.

Mr. Preest asked how will employees be notified on pre-employment physical. Ms. Washington said they are sent a letter via certified mail and they have 30 days to respond to add comments or information to their file, if wanted.

Mr. Preest asked if someone were to provide additional information to dispute the pre-employment physical would the board need a second physical or accept the information as is. Ms. Kelley said the additional information is just for the file. Ms. Washington explained the additional information would be presented to the board and no action would be required.

Mr. Valdez asked if they can accept the changes to the local board procedures now or if they should wait.

Mr. Preest asked to wait and look at them again once the updates have been made. This agenda item has been tabled till next meeting.

#3 Consideration and action pertaining to placing items on future agenda.

Chanda had direction from the city attorney's office because they review the agenda items that we need a motion for future agenda items. Ms. Kelley asked if we want that added to our procedures. Chanda indicated we do not need it in the procedures.

Mr. Gwaltney made a motion to review updated procedures with amendments made to the PSPRS Local Board procedures for fire at the next board meeting.

Motion: Gwaltney
Second: Preest
Opposed: None

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

Ms. Washington advised the board the next meeting would be on January 9th at 9am and if the PSPRS Actuarial Report is available for the January meeting.

#4. 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 9:23a.m. – **Approved**

Motion: Valdez
Second: Gwaltney
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



CITY OF SURPRISE
Public Safety Personnel Retirement Commission -
Fire Meeting

Council Meeting Date: January 9, 2019
Submitting Department: Human Resources
Staff Recommendations:

Contact Person:
District: Internal

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

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

Motion:

I move to approve the acceptance of Jerald L. Clark into the Deferred Retirement Option Plan (DROP) effective January 27, 2019.

Background:

N/A

Objective Analysis:

N/A

Policy Compliant:

N/A

Financial Impact:

The employer and employee contributions will cease effective January 27, 2019.

Budget Impact:

N/A

FTE Impact:

N/A

ATTACHMENTS:



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Contact Person:
District: Internal

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

Discussion and action pertaining to the revised local board procedures drafted for and presented to the City of Surprise Fire PSPRS Local Board.

Motion:

I move to approve and adopt the revised local board procedures as presented for the City of Surprise Fire PSPRS Local Board.

Background:

The PSPRS Board Attorney is providing a revised draft version of the local board procedures for the board to consider adopting, which will include the PSPRS model procedures, legislative changes for open meeting law and other pertinent information that is deemed necessary.

Objective Analysis:

Adopt the local board procedures as recommended by the PSPRS Board Attorney.

Policy Compliant:

N/A

Financial Impact:

N/A

Budget Impact:

N/A

FTE Impact:

N/A

ATTACHMENTS:



CITY OF SURPRISE
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Council Meeting Date: January 9, 2019
Submitting Department: Human Resources
Staff Recommendations:

Contact Person:
District: Internal

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

Agenda Wording:

Review and Discussion of June 30, 2018 PSPRS Fire Actuarial Report.

Motion:

N/A

Background:

The board will be reviewing the PSPRS actuarial report for Surprise Fire Department for June 30, 2018 and will be doing a comparison analysis from the prior year June 30, 2017 actuarial report to see the funding status. The board has requested to see the actuarial reports annually. The new actuarial report is 68 pages.

Objective Analysis:

Reviewing the June 30, 2018 PSPRS Actuarial Report for Surprise Fire Department.

Policy Compliant:

N/A

Financial Impact:

N/A

Budget Impact:

N/A

FTE Impact:

N/A

ATTACHMENTS:



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Submitting Department: Human Resources
Staff Recommendations:

Contact Person:
District: Internal

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

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 proposed new local board procedures.

Motion:

I move to recess to executive session for consideration or discussion of material deemed confidential by law and/or discussion or consultation for legal advice with the board attorney regarding the proposed new local board procedures.

Background:

N/A

Objective Analysis:

N/A

Policy Compliant:

N/A

Financial Impact:

N/A

Budget Impact:

N/A

FTE Impact:

N/A

ATTACHMENTS:
