

The following are the minutes from the PSPRS City of Surprise Joint Board Fire and Police Board Meeting held at 9:00 a.m. Wednesday, March 11, 2020. The meeting was held in City Hall, Council Overflow Room.

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
Ian Murton, Police Department – Present
Severin Hall, Police Department – Present
Christopher Preest, Fire Department – Present
Rick Valdez, Fire Department – Present (*absent during roll call*)

Jim Conner, Citizen Board Member – Absent

In attendance: Vicki Moss, Human Resources Manager
Carrie O'Brien, Board Attorney
Ariana Reyna, Sr. Human Resources Analyst

C. Pledge of Allegiance – Completed

D. Current Events Reports - None

E. Staff Reports

Vicki addressed the Board in explaining that the City Clerk's office provided instructions for how the attestation should be displayed on the Board Minutes. She clarified the process for signing approved meeting minutes. She stated that the Chairperson is solely responsible for signing meeting minutes once the Board has approved them. Typically, if the Chair is not present then the Vice Chair will sign off on minutes. If neither the Chair nor Vice Chair attend then the Board can come to a consensus on which member will sign off on meeting minutes.

Vicki then introduced newly hired Sr. HR Analyst, Ariana Reyna, to the Board who will be assisting with PSPRS functions.

F. Call to the Public – None

Consent Agenda:

1. Consideration and Action pertaining to the review and approval of the February 12, 2020 Joint Local Fire and Police Board Meeting Minutes

Motion: Chandler Brown

Second: Christopher Preest

Opposed: Police Board Member Ian Murton stated that there are two things that were not properly documented in Meeting Minutes: order of procedures

issues of second signing and issues related to the attorney as being appointed and not chosen by the Board.

Vicki agreed to make changes in Meeting Minutes. Carrie advised the Board that since the minutes had previously been approved, there now needs to be a motion to add the amended information and approve minutes as ready.

Motion: Rick Valdez

Second: Severin Hall

Opposed: None

Regular Agenda:

2. Discussion and Consideration from the Joint Subcommittee pertaining to the comparison of the bylaws of the PSPRS Local Fire and Police bylaws to the PSPRS Model Rules

Vicki explained the order of the bylaws within the packet. She stated that there are unmarked copies of bylaws for Fire and Police and that the last marked tab is a complete redlined version for both. There were inquiries from both Christopher and Ian related to subcommittee bylaws and a process for appointment of the attorney and Board Secretary. Vicki clarified that there was a review of the bylaws for both departments but not of the subcommittee. Carrie clarified to the Board that they have legal authority to hire their own attorney. Christopher asked Carrie for an example of "Conflict" as stipulated in Section B, item #3 to which Carrie provided an example related to an internal investigation on an accidental disability. She further explained the order sequence, which ultimately dictates that state laws prevail.

Christopher inquired on Section B, item 5, which stipulates timeframe of adding items to an agenda. Currently, five (5) days is stated but wanted to know if there was verbiage needed to be added that would specify either calendar or business days. Carrie stated that it is up to the Board if it wants to add that language to bylaws.

Christopher asked about a member's pre-existing physical and current process for medical examination notification. He wanted to know how members were receiving this information and whether or not there was verbiage that instructed members to keep this notice during the duration of their employment. Vicki agreed to send an example of the letter sent to newly hired employees, which includes their medical examination notification, bylaws, and notice of the upcoming PSPRS meeting along with verbiage instructing them to retain records during the length of their employment. Vicki also confirmed that any notification of a pre-existing condition is currently being sent via certified mail.

Vicki then addresses the Police Board in recommending them to adopt a simplified one-page document that would clearly mark if a new member has a pre-existing condition.

Chandler asked if there is verbiage related to training for the PSPRS Board on bylaws. Carrie stated that there is pending legislation on revised model rules from PSPRS.

3. Discussion and Considerations from for the Joint Subcommittee pertaining to the retention of legal services from Carrie O'Brien

Carrie stepped out from overflow room for the Board to discuss item. Christopher stated that Procurement Manager Erik did a great, thorough, job explaining to the Board the process on going out to bid for legal counsel. The Board recognized that they could not meet without legal counsel being present. The Board agreed to table this item indefinitely until the subcommittee goes through the process of vetting and a final recommendation is made to the Board to hire legal counsel. Carrie reentered the overflow room at 9:25 am.

4. Discussion and Considerations from Subcommittee pertaining to the Board Secretary position

Ian states that this is the same process to follow, as with the Board Attorney and it's just an update until the subcommittee reconvenes. He mentioned that in trying to do a comparison with other municipalities, information was unattainable. He expressed ease with the pool of candidates available from the Human Resources Department particularly with Vicki and Ariana. He commented that down the road, the Board may come back and revisit this but that the Board did its due diligence in reviewing Ariana's background and that they are comfortable with the fact that she has served as Board Secretary in the past.

5. Presentation and discussion of disability retirement numbers of other comparable cities

Vicki stated that she went to the PSPRS website and printed disability numbers for 2019 to provide this data to the Board as requested in previous meeting. The Board questioned some of the figures and Vicki clarified that this data pertains to June 2019. Vicki mentioned that if needed, a representative from the Finance Department could be present to better explain what numbers mean. Mayor recommended for Andrea, Finance Department, to be present in April's meeting to explain data.

G. Other Business and Future Agenda Items

Revision of meeting minutes

Human Resources to follow up with the Board on pending items

Communicate with Andrea from the Finance Department on attending meeting in April

H. Executive Session – None

I. Adjournment

Motion to adjourn at 9:33 a.m. – APPROVED -

Motion: Christopher Preest

Second: Chandler Brown

Opposed: None