



Tucson Police and Fire PSPRS Boards  
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## MEETING MINUTES Tucson Fire PSPRS Board Thursday March 2, 2023 at 9:00 a.m.

Members of the Boards, staff, and the public were able to attend in person or remotely, through technological means, as permitted under Arizona law. *For members of the public that wanted to attend remotely, a Microsoft Teams conference call bridge was established so the meeting could be accessed via telephone.*

To access the meeting by telephone through the Microsoft Teams conference call bridge, members of the public could dial (213) 293-2303 then enter access code 347 927 085#

Mr. Fimbres called the Tucson Fire PSPRS Board meeting to order at 9:02 a.m.

### 1. ROLL CALL

#### Fire Board Members:

<b>Present:</b>	Regina Romero	Chair
	Paul Fimbres	Member
	Anna Rosenberry	Member
	Nathan Weber	Member
	Jason Adler	Member

<b>Also Present:</b>	Rob Brandt	Police Board Member
	Mark Ewings	Police Board Member
	Steven Bossé	Board Attorney
	Michael Jesse	Board Secretary
	Susanna Horn	Local Board Office
	Genesis Cubillas	Mayor's Office, City of Tucson

A Fire Board quorum was established with Mayor Romero and Mr. Weber attending remotely. Mr. Fimbres, Ms. Rosenberry and Mr. Adler attended in person.

Mayor Romero joined the meeting shortly after roll call.

**2. POLICE CONSENT AGENDA: ITEMS A – C****A. MINUTES FOR APPROVAL –February 02, 2023****B. PENSION PAYROLL – Additions and deletions to benefits**

<u>Name</u>	<u>Transaction Type</u>	<u>LDW</u>	<u>Eff Date</u>	<u>Ben Amount</u>
Stark, Warren	NSR out of DROP	02/10/2023	03/01/2023	\$3,052.48
Padilla, Vance	NSR	02/09/2023	03/01/2023	TBD
Polito, James	Retiree Death	01/05/2023	02/01/2023	(\$3,801.61)

**C. APPROVAL OF EXPENDITURES**

<u>Company Name</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>	<u>Method</u>
Bossé Rollman PC	March Retainer	03/02/2023	\$ 400.00	DA-23

**No action taken by the Fire Board on this Police Item.**

**3. FIRE CONSENT AGENDA: ITEMS A – D****A. MINUTES FOR APPROVAL February 02, 2023****B. PENSION PAYROLL – Additions and deletions to benefits**

<u>Name</u>	<u>Transaction Type</u>	<u>LDW</u>	<u>Eff Date</u>	<u>Ben Amount</u>
Engelenburg, Walter	NSR out of DROP	02/28/2023	03/01/2023	\$3,940.79
Lamanda, Emil	Retiree Death	02/05/2023	03/01/2023	(\$5,752.46)

**C. ELECTION TO PARTICIPATE IN DROP**

<u>Name</u>	<u>Yrs of Srv</u>	<u>Date</u>	<u>Eff. Date</u>
Ward, Michael	25.221	02/25/2023	03/01/2023

AUDIO RECORD ON FILE IN THE TUCSON POLICE AND FIRE PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM BOARDS' OFFICE LOCATED AT THE TUCSON FIRE DEPARTMENT, FIRE CENTRAL, ROOM 131, 300 S. FIRE CENTRAL PLACE, TUCSON, ARIZONA – AVAILABLE UPON REQUEST.

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**D. APPROVAL OF EXPENDITURES**

<u>Company Name</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>	<u>Method</u>
Bossé Rollman PC	March Retainer	03/02/2023	\$ 400.00	DA-23

**Motion** by Mr. Adler, seconded by Mr. Weber, that Fire Items A-D are adopted as written. Motion **CARRIED** by a roll call vote of 5-0

**4. FUND/OFFICE INFORMATION**

- FY 2024 Board Office Budget

Mr. Jesse presented the FY 2024 PSPRS Local Board Office preliminary budget request. He told the Police and Fire Boards this first draft was for discussion only. No action was to be taken at the meeting.

Mr. Jesse stated he included two columns that were used in the budget request for last year. He said one was the budget request developed by the Local Board office and the other was the budget request generated by the City of Tucson budgeting system. He explained the key difference was the City of Tucson budgeting system calculated personnel costs as if Ms. Horn was a full-time employee. The Local Board office calculated personnel costs using her actual 50% FTE status. Ultimately, the Police and Fire Boards adopted the version developed by the City if Tucson budgeting system for 2023.

Mr. Jesse commented that he also presented two columns for the FY 2024 budget request – one reflected the calculations developed by the Local Board office and the other reflected Mr. Jesse’s “best guess” as to what the City of Tucson budgeting system would generate. He noted that he added an item to the version developed by the Local Board Office – “Printing, Photograph, Reproduction”. That is because there were no board elections held in the current fiscal year. There will be in the elections in the next fiscal year. The previous amount budgeted in board election years was \$1,200. Mr. Jesse said he had increased this to \$1,500 in anticipation of higher costs. He said he also increased two other items. Office Supplies was increased from \$1,450 to \$1,600 and Postage was increased from \$450 to \$500.

Compared to the current budget, the new budget shows an increase of about \$14,000 primarily attributable to personnel costs. This reflects pay raises the City of Tucson implemented.

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Mayor Romero asked if the right most columns for preliminary budget should read FY 2024 instead of FY 2023. Mr. Jesse confirmed there was an error and it should, in fact, read FY 2024.

Mr. Jesse said since the board had no questions or comments he would work on gathering further information to prepare a possible final version for the next meeting.

- Organizational Structure Change for PSPRS Board Office

Mr. Jesse called the Police and Fire Board members' attention to the email he had received from Johanna Hernandez regarding the organizational structure of the PSPRS Local Board Office.

Mr. Jesse provided some background before moving into the details of the email. He explained to the Police and Fire Boards that the PSPRS Local Board Office budget had resided within Tucson Fire department until the current fiscal year. Effective the beginning of the current fiscal year, the PSPRS Local Board Office budget was moved to the General Government budget. However, that was the only move. Operationally, the Local Board Office remained part of the Tucson Fire organization – it was simply being funded by a different source. Tucson Fire still provided HR support, payroll support, and other support as needed.

The email indicates the new Workday system requires every employee sit in a supervisory organization. A supervisory organization structure does not exist within General Government. As position control is established in Workday, a decision was made to move Local Board staff positions to the Pension and Benefits supervisory organization under the civilian retirement plan administration. The email goes on to say it is not expected this would change anything about day-to-day operations or program management. Physically, the Local Board Office location would not change. It would remain within Tucson Fire headquarters.

Mr. Jesse did not know if this restructuring, for Workday purposes, would alter the workflow as to who provides the Board Office staff with human resource, payroll and other support.

Mr. Weber said that the Local Board Office is unique in that the Police and Fire Boards set the office budget, handle the hiring/firing of staff, set rates of pay for staff, and review the performance of their employees. He said that although budgeting and finances will stay under General Government, he would like to have a suggestion, from the Boards, that the supervisory organization remain under Tucson Fire, likely with Chief Lew Harris, as it is his team that currently provides

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support. He said all support and communication for day-to-day activities should be housed in the same place as the Local Board Office.

Mayor Romero asked Ms. Rosenberry for an explanation as to why the changes were made. Ms. Rosenberry said that her understanding is that Workday functions as the financial accounting and human resource record keeping systems. It is not meant to govern daily activities. The reason for the change was so that budget and cost is accurately captured under the pension cost center and not the Tucson Fire budget.

Ms. Rosenberry was unsure if the Local Board Office can remain under Tucson Fire for this reason, but would verify if the system was able to process a Tucson Fire supervisory organization assignment, then let the Police and Fire Boards know.

Mr. Bossé suggested tabling the topic until further information could be obtained. The boards agreed and will continue to discuss at next month's meeting.

- Miscellaneous / Other

There was nothing raised for discussion under this agenda item.

**5. ADJOURNMENT**

The next regular meeting of the Tucson Police and Fire Public Safety Personnel Retirement System Boards is scheduled for **9:00 a.m. on Thursday, April 6, 2023** in Fire Central **Room 262**, Tucson Fire Department, 300 S. Fire Central Place, Tucson, AZ.

Mr. Fimbres adjourned the Police Board meeting at 9:41 a.m.

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Michael J. Jesse, Board Secretary	Date	Regina Romero, Chair	Date

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