



Tucson Police and Fire PSPRS Boards
P O Box 27210
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MEETING MINUTES Tucson Fire PSPRS Board Thursday, February 1, 2024 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 359 955 72#

Mayor Romero called the Tucson Fire PSPRS Board meetings to order at 9:02 a.m.

1. ROLL CALL

Fire Board Members:

Present:	Regina Romero	Chair
	Paul Fimbres	Member
	Anna Rosenberry	Member
	Nathan Weber	Member
	Jason Adler	Member

Also Present:	Mark Ewings	Police Board Member
	Alon Hackett	Incoming Police Board Member
	Steven Bossé	Board Attorney
	Michael Jesse	Board Secretary
	Susanna Horn	Local Board Office
	Tammy Webb	Local Board Office
	Genesis Cubillas	Mayor's Office, City of Tucson
	Robert McCusker	Tucson Police Retiree
	Kevin Zinn	Tucson Police Department

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

**2. PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM LOCAL BOARDS
CANVASS OF SPECIAL ELECTION RETURNS**

Certified copy of the returns from the Tucson **Police** Public Safety Personnel Retirement System Board mail ballot special election held December 14, 2023 through January 5, 2024.

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

3. ROLL CALL

Police Board Members:

Regina Romero	- Chair
Paul Fimbres	- Member
Anna Rosenberry	- Member
Mark Ewings	- Member
Alon Hackett	- Member

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

4. POLICE CONSENT AGENDA: ITEMS A – E

A. MINUTES FOR APPROVAL –January 04, 2024

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>
Sheldon, Paul	NSR out of DROP	01/25/2024	02/01/2024	\$4,002.21
Reese, Timothy	NSR out of DROP	01/11/2024	02/01/2024	\$5,110.71
Garza Jr., Robert	NSR	01/29/2024	02/01/2024	TBD

C. ELECTION TO PARTICIPATE IN DROP

<u>Name</u>	<u>Yrs of Srv</u>	<u>Date</u>	<u>Eff. Date</u>
Ewings, Mark	20.517	01/31/2024	02/01/2024
Alexander, Matthew	25.084	01/31/2024	02/01/2024

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.

FIRE MINUTES
02/01/2024

APPROVED
03/07/2024

D. DROP EXTENSION APPROVALS

<u>Name</u>	<u>End Date</u>	<u>Extension Approval Date</u>
Vipond, Mitchell	01/31/2024	12/22/2024
Bonanno, William	02/29/2024	10/04/2023
Martinez, James	10/31/2024	11/16/2023
Scott, James	04/12/2024	11/15/2023
Knowlton, John	03/31/2024	09/08/2023
Malovich, John	08/31/2024	09/01/2023
Barrett, Shane	01/31/2024	12/08/2023

E. APPROVAL OF EXPENDITURES

<u>Company Name</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>	<u>Method</u>
Bossé Rollman PC	February Retainer	02/01/2024	\$ 400.00	Workday

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

5. FIRE CONSENT AGENDA: ITEMS A – E

A. MINUTES FOR APPROVAL- January 04, 2024

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>
Lee, Karen	Death of retiree spouse	12/29/2023	01/01/2024	TBD
Campillo, Edmund	Death of retiree spouse	01/10/2024	02/01/2024	TBD

C. ELECTION TO PARTICIPATE IN DROP

<u>Name</u>	<u>Yrs of Srv</u>	<u>Date</u>	<u>Eff. Date</u>
Elam, Travis	26.343	01/27/2024	02/01/2024

D. DROP EXTENSION APPROVALS

<u>Name</u>	<u>End Date</u>	<u>Extension Approval Date</u>
Contreras, Ray	06/30/2024	01/22/2024
Dashiell, Ray	06/30/2024	01/18/2024

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Bossé Rollman PC	February Retainer	02/01/2024	\$ 400.00	Workday

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

6. APPLICATION FOR DISABILITY PENSION-

Police - Attachments

<u>Name</u>	<u>Ret Date:</u>	<u>Eff Date:</u>	<u>Application Type</u>
Zinn, Kevin	N/A	N/A	Accidental
McCusker, Robert	01/12/2023	02/01/2023	Accidental

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

7. FUND/OFFICE INFORMATION

- Board Secretary – Assignment of Role

Mr. Jesse told the Police and Fire Boards know that with his retirement the role of Board Secretary needs to be assigned to someone else. Mr. Jesse told the Boards that the role can be filled in a variety of ways to include the local board chair, a board member from one police and one fire or one of the two local board office staff. Mr. Jesse said that since Ms. Horn had previously held the role she should be nominated. Mr. Bossé said that both the Phoenix and Pima County boards have an assistant board secretary in addition to Board Secretary should the board wish to have that option in place as well.

Motion made by Mr. Adler, seconded by Mr. Ewings, to nominate Ms. Horn as Board Secretary and Ms. Webb as Assistant Board Secretary effective March 2, 2024 due to Mr. Jesse’s upcoming retirement.

Motion **CARRIED** unanimously (7-0) in a joint vote of the Police Board and the Fire Board.

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- Local Board Office Staffing

Mr. Jesse said the subcommittee met to discuss the current and future needs of the office and what would be needed to move forward following his retirement. Mr. Jesse told the Boards that Ms. Horn has been with the Local Board office almost eleven years and Ms. Webb for close to two and a half years. Based on one idea from the subcommittee, the most efficient way to proceed might be to give the current office staff the opportunity to be promoted and bring in a lower-level staff member to assist. Mr. Jesse noted that the subcommittee spoke with Ms. Horn and Ms. Webb individually and both expressed an interest in interviewing for the Lead Pension Analyst position.

Mayor Romero asked that before Mr. Jesse continued, she felt that the process should be conducted through the Human Resources department for it to be fair and unbiased. She thought the Lead Pension Analyst position should open for both Ms. Horn and Ms. Webb to apply along with others outside the office who may have a potential interest. Mayor Romero deferred to Ms. Rosenberry as to the best way to proceed. Ms. Rosenberry said that she was unaware that this discussion was going to take place. Mr. Bossé said that after the meeting the prior month it had been mentioned, however, Ms. Rosenberry said that she had not attended the meeting and had missed the information.

Mr. Bossé said the local pension boards are unique in that they are both independent yet have an attachment to the city. Mayor Romero felt that it was appropriate that Ms. Rosenberry help lead the process given that her role includes Human Resource oversight. Ms. Rosenberry stated the positions had civil service protection. Mr. Jesse stated that the local board staff were appointed, and Board members are independent to proceed how they would like. Mr. Weber added that in his fourteen-year term serving on the Fire Board, it has always been at the Board's discretion to manage the hiring of their staff and setting their budget. He said that the board has always collaborated with the City and Human Resources department to ensure that any process was transparent and due diligence was done. Ms. Rosenberry said that she along with her team and the City Manager have a misunderstanding of how the staff is appointed by the local board and would like to meet with her team to move forward. Ms. Rosenberry said that there were no notes from the committee included in her binder and was concerned that a motion had just been made to assign the role of Board Secretary. Ms. Rosenberry was reminded that no motion was going to be made on this discussion item and Mr. Weber added that it was only to allow for a smooth transition of operations upon Mr. Jesse's

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retirement. Mr. Adler also commented that the board secretary was a role and not a staff position. Mr. Bossé also said that at the January Board meeting there had been

a discussion on the reassignment of the Board Secretary role and that it would be on the February agenda.

Ms. Rosenberry and Mayor Romero, both felt it would have been helpful to have notes provided and have an official discussion to decide how to proceed. Mayor Romero said that even if the board is independent, she would like to discuss with Human Resources to ensure that it is a legitimate process. She asked that it be noted that item #7 did not have the appropriate notes she would need to decide based on the subcommittee meeting discussion. Mayor Romero requested that Ms. Rosenberry proceed with how to go about opening Mr. Jesse's position for a fair process to allow for current board staff, anyone within the city or the system to be able to apply. She asked Ms. Rosenberry to bring the information back to the board to allow for a decision on how they would like to proceed. Mr. Weber asked that given the uniqueness of the board that Mr. Bossé be part of these discussions and available to answer questions. Ms. Rosenberry said she was available to be part of the subcommittee. She requested if minutes were taken of the discussion. Mr. Jesse replied that since there was no quorum, minutes were not required. The item was listed on this agenda for the purpose of discussing with the board the office staff needs, roles and responsibilities and any training that may be needed along with any potential interest in Mr. Jesse's position.

Mr. Ewings' concern was that going through the city process and delaying the discussion for another month could leave a gap and create issues with the running of the Local Board office. His desire was that in having the discussion today, the board could be brought up to speed to avoid potential staffing issues that could arise. Mayor Romero felt confident that Ms. Horn and Ms. Webb could manage the workflow with their years of training and with the recent assignment of the board secretary role, until a decision could be reached on how to proceed. She felt that the need to go through Human Resources had to happen to allow for the opening of the position. Mayor Romero inquired if in the meantime the job description could be emailed to the board to see if they are comfortable with it. Mayor Romero said that she would like to see Mr. Jesse's job description along with his input before he retires. Mr. Jesse said that his job description already exists in the classification as Lead Pension Analyst with some modifications to allow for the PSPRS requirements. He also mentioned that the job descriptions in Workday seemed to be less involved than they were in the old Human Resources program. Mr. Bossé added that the roles of all the local board staff had been modified to fit within the parameters of the board's requirements. Ms. Rosenberry said that she would like to talk with the subcommittee and board staff. Mr. Bossé agreed and reminded her that this should be done individually to avoid a quorum. It was decided that Mr. Fimbres would leave the subcommittee and Ms.

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Rosenberry would speak with Mr. Adler and Mr. Ewings for more information. She confirmed that she would bring this information to the next board meeting so that the board could determine how to proceed. Mr. Weber again emphasized how important time was in getting Mr. Jesse's position along with future positions filled and allowing for time to

include them in the upcoming budget. Mayor Romero finished by saying that between this meeting and the March meeting the board would have a job description provided to them to decide on the process moving forward at the March meeting.

Mayor Romero asked that it be put on record that the board chair directs the conversation and if someone would like to speak, they request the floor so that clear and concise notes can be taken by the board secretary.

- Miscellaneous / Other

Mr. Jesse said that he had emailed everyone the information to register for the annual PSPRS conference on March 6th should they wish to attend. Mayor Romero asked what the topic was, and Mr. Jesse said there were various topics of discussion useful to the board. Mr. Weber recommended that all those that can attend should as there is a vast range of useful topics covered. Mayor Romero suggested that Ms. Webb and Ms. Horn attend. Ms. Rosenberry wanted to know if separate training was offered during the conference for local board members based on their board duties. Mr. Weber said they would speak to it, but that type of training is available on the PSPRS website.

Mr. Jesse stated that the Local Board Office had submitted the application to participate in the Fire Insurance Premium Tax Credit program again this year. The funds from this program serve as an offset to the employer pension contribution obligation for Tucson Fire Department.

Mr. Jesse said that he would be attending a retirement seminar the following week that Mr. Ewings had suggested to him.

Mr. Weber presented Mr. Jesse with a Certificate of Recognition from the Public Safety Personnel Retirement System recognizing him for his outstanding service with the boards. Mayor Romero thanked Mr. Jesse for his service to the PSPRS Boards and presented him with a Certificate of Appreciation. Assistant Chief Harris, on behalf of Chief Ryan, presented Mr. Jesse with a certificate on behalf of the Tucson Fire Department for his invaluable service to the department.

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8. 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 **March 7, 2024** in Fire Central **Room 262**, Tucson Fire Department, 300 S. Fire Central Place, Tucson, AZ.

Mayor Romero adjourned the Fire Board meeting at 10:01 a.m.

Michael J. Jesse, Board Secretary

Date

Regina Romero, Chair

Date

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