



Tucson Police and Fire PSPRS Boards
P O Box 27210
Tucson, AZ 85726-7210
(520) 791-4282 (Voice)
(520) 791-2676 (Fax)

MEETING MINUTES

Tucson Fire PSPRS Board

Thursday, November 7, 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 901 633 955#

Mayor Romero called the Tucson Fire PSPRS Board meeting to order at 9:09 a.m.

1. ROLL CALL

Fire Board Members:

Present:	Regina Romero	Chair
	Anna Rosenberry	Member
	Jason Adler	Member
	Anthony D'Onofrio	Member

Also Present:

Mark Ewings	Police Board Member
Alon Hackett	Police Board Member
Steven Bossé	Board Attorney
Elizabeth Curbelo	Board Secretary
Tammy Webb	Local Board Office
Genesis Cubillas	Mayor's Office, City of Tucson

A Fire Board quorum was established with Mayor Romero, Ms. Rosenberry, Jason Adler and Anthony D'Onofrio who attended in person. Mr. Fimbres was absent/excused.

2. VOICE VS ROLL CALL

Mr. Bosse explained that there is no legal requirement for Roll Call votes. After a general discussion, Local Boards will continue with voice votes unless there's a dissent, at which time roll call will be considered.

2. POLICE CONSENT AGENDA: ITEMS A – D**A. MINUTES FOR APPROVAL – October 3, 2024****B. ELECTION TO PARTICIPATE IN DROP**

<u>Name</u>	<u>Yrs of Srv</u>	<u>Date</u>	<u>Eff. Date</u>
Cruz, Adaliz	20.286	10/20/2024	11/01/2024

C. 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>
None				

D. APPROVAL OF EXPENDITURES

<u>Company Name</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>	<u>Method</u>
Bossé Rollman PC	October Retainer	10/01/2024	\$400.00	Workday
Dr. Michael K Hardy	October Invoice	10/18/2024	\$300.00	Workday

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

3. FIRE CONSENT AGENDA: ITEMS A – C**A. MINUTES FOR APPROVAL- October 3, 2024****B. ELECTION TO PARTICIPATE IN DROP**

<u>Name</u>	<u>Yrs of Srv</u>	<u>Date</u>	<u>Eff. Date</u>
None			

C. APPROVAL OF EXPENDITURES

<u>Company Name</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>	<u>Method</u>
Bossé Rollman PC	October Retainer	10/01/2024	\$ 400.00	Workday

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

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Motion by Mr. Adler, seconded by Mr. D’Onofrio, that Fire Items A-C are adopted as written.

Motion **CARRIED** by a roll call vote 4-0.

4. APPLICATION FOR DISABILITY PENSION

Fire - Attachments

<u>Name</u>	<u>Ret Date:</u>	<u>Eff Date:</u>	<u>Application Type</u>
None			

No additions or deletions at this time

5. APPLICATION FOR DISABILITY PENSION

Police - Attachments

<u>Name</u>	<u>Ret Date:</u>	<u>Eff Date:</u>	<u>Application Type</u>
Mechtel, Ramon	N/A	N/A	Accidental

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

6. DISABILITY PENSION REVIEW OF IME REPORT

Fire - Attachments

<u>Name</u>	<u>Ret Date:</u>	<u>Eff Date:</u>	<u>Application Type</u>
None			

No additions or deletions at this time

7. DISABILITY PENSION REVIEW OF IME REPORT

Police - Attachments

<u>Name</u>	<u>Ret Date:</u>	<u>Eff Date:</u>	<u>Application Type</u>
Lansdale, Nicole	N/A	N/A	Annual IME
Marcotte, Douglas	N/A	N/A	Annual IME
Hayes, Kevin	N/A	N/A	Annual IME

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

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8. PAY RATE ADJUSTMENT FOR TAMMY WEBB

- Has been completed

Ms. Rosenberry talked about how while Ms. Webb's pay increase had been approved by the City Manager and processed since the last Local Boards meeting, there is concern by the City Manager that it's possible that this pay adjustment has created pay inequities for similar positions in other City of Tucson (COT) departments. He does not agree with the assertion that local boards have the discretion to make decisions on pay changes as well as deciding on an effective date without the approval of anyone else. The City Manager appreciates that the Local Boards identified a pay rate that fell within the pay range suggested by the COT Human Resources (HR) department. However, he would like to meet with the Tucson Police and Tucson Fire Local Board members after the first of the year to discuss and agree on how future pay increases will be handled and what the Local Board and City of Tucson Authority is when it comes to these issues. Mr. Bosse suggested to conduct this meeting via a study session. Mr. Adler requested that for future recruitments or future salary adjustments for the Local Boards office staff, the Local Boards be provided with a report of salaries in similar positions across the City of Tucson to ensure that a fair salary is decided upon.

9. ADMINISTRATIVE ASSISTANT RECRUITMENT

- Recruitment for part-time v full-time
- Recruitment sub-committee members selection
- Discussion of Administrative Assistant hiring process

Ms. Rosenberry explained to both the Tucson Police and Tucson Fire Local Board members that she had confirmed with the Budget Office that the approved budget for the local board office staff was comprised of 2 full-time and 1 part-time employees. Mr. Adler commented that he recalled that the budget was for 3 full time employees. Mr. Bosse stated his recollection was that the boards approved 3 full-time positions this past summer. After some discussion, it was decided that the upcoming recruitment for the Administrative Assistant will be posted as a part-time position with the understanding that this will be revisited in the future to determine if the Administrative Assistant should be a benefits eligible full-time position instead. Should that be the case, Mr. Adler asked if the incumbent would easily transition to a full-time position without an additional recruitment. Ms. Rosenberry confirmed that no recruitment would be required, and the current incumbent needs to agree to going full-time.

The sub-committee discussion determined that the sub-committee members will be comprised of Ms. Curbelo, Mr. Adler, Mr. Hackett and Ms. Webb.

Ms. Curbelo informed the Tucson Police and Tucson Fire Local Board members that she had met with Ms. Tellez from COT HR regarding the recruitment and hiring process. Ms. Curbelo shared with the Local Board members the suggested timeline for the hiring process with the

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understanding that it can change depending on a variety of factors including the committee members and applicant availability during the upcoming holidays.

Ms. Romero stated that Ms. Curbelo should take the lead and work with the sub-committee to move forward with the recruitment and once a candidate is selected, make a job offer pending Local Board approval. Ms. Romero further stated that it's best to be cautious and recruit for a part-time administrative assistant at this time considering the future budget situation for the City of Tucson. Ms. Curbelo in conjunction with the sub-committee will make a recommendation to hire a candidate that will be the best fit for the Local Boards office.

Ms. Rosenberry explained that for the recruitment to be setup in the "WorkDay" system recruitment section, approvals need to be setup to make the recruitment process work logistically. To do so and to make sure all tweaks are caught in the system to advertise the recruitment correctly, the Local Board office staff will be moved temporarily from Tucson Fire to the City of Tucson Business Services Unit in the Workday system.

Mr. Hackett stated that Ms. Curbelo should request and complete training required to serve on a hiring committee.

10. FUTURE AGENDA ITEMS

- Mr. Bosse legal services rate increase→ need to reflect in FY26 budget
- PSPRS Local Boards budget and hiring authority discussion with City Manager meeting
- Status report on Administrative Assistant recruitment

11. FUND/OFFICE INFORMATION

- Ms. Curbelo informed both the Police Board and Fire Board members that the Local Boards office will be closed the following days:
 - Veteran's Day Holiday on 11/11/2024
 - Thanksgiving Day Holiday weekend Thursday and Friday 11/28-11/29

12. CALL TO AUDIENCE

13. 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 **December 5, 2024** in Fire Central **Room 262**, Tucson Fire Department, 300 S. Fire Central Place, Tucson, AZ.

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