MINUTES OF THE
PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM

GLENDALE LOCAL FIRE BOARD

May 25, 2011 – 9:00 a.m.
City Hall, 4th Floor Conference Room
5850 W. Glendale Ave.
Glendale, AZ

MEMBERS PRESENT: Mayor Elaine Scruggs, Present Telephonically
Larry Clark, Citizen Board Member and Acting Chair
Mark Manor, Fire Board Member, Present Telephonically

STAFF PRESENT: Lupe Sierra, Deputy Human Resources Director and Acting Board Secretary
Nick DiPiazza, Chief Deputy City Attorney
Patty Frey, Deputy Fire Chief
Marcia Zientek, Human Resources Support Staff

MEMBERS ABSENT: City Manager Ed Beasley, Board Member

Call to Order

Larry Clark, Acting Chair, called to order the Local Fire Board meeting at 9:00 a.m.

Review and Approval of the April 27, 2011 Local Fire Board Meeting Minutes

The minutes of the April 27, 2011 Local Fire Board meeting were reviewed. Mayor Elaine Scruggs moved to accept the minutes as presented. Mark Manor seconded the motion. The Board voted and passed the motion unanimously.

Review and Approval of Application for Retirement from Deferred Retirement Option Plan ("D.R.O.P.") – Edward E. Lewis

The Local Fire Board reviewed Edward E. Lewis' D.R.O.P. retirement application. Edward E. Lewis, Fire Engineer, has 28 years of credited service. He had elected to participate in the D.R.O.P. for a period of sixty (60) months beginning on May 31, 2006. On or after this date, employee and employer contributions ceased to be made into the Public Safety Personnel Retirement System ("PSPRS."). He was required to terminate employment with the City of Glendale Fire Department on or before May 31, 2011. Edward E. Lewis has been a member of the PSPRS since February 27, 1978.

Mark Manor motioned to approve the D.R.O.P. retirement application submitted by Edward E. Lewis, Fire Engineer. Mayor Elaine Scruggs seconded the motion. The Board voted and passed the motion unanimously.

Review and Approval of Application for Retirement from Deferred Retirement Option Plan ("D.R.O.P.") – Michael Stein

The Local Fire Board reviewed Michael Stein's D.R.O.P. retirement application. Michael Stein, Fire Captain, has 25 years of credited service. He had elected to participate in the D.R.O.P. for a period of sixty (60) months beginning on May 31, 2006. On or after this date, employee and employer contributions ceased to be made into the Public Safety Personnel Retirement System ("PSPRS."). He was required to terminate employment with the City of Glendale Fire Department on or before May 31, 2011. Michael Stein has been a member of the PSPRS since March 16, 1981.

Mark Manor motioned to approve the D.R.O.P. retirement application submitted by Michael Stein, Fire Captain. Mayor Elaine Scruggs seconded the motion. The Board voted and passed the motion unanimously.

Review and Approval of Application for Normal Retirement – David Graybill, Jr.

The Local Fire Board reviewed David Graybill, Jr.'s Application for Normal Retirement. David Graybill, Jr., Fire Fighter, has completed 21.211 years of credited service. He was scheduled to retire from the Glendale Fire Department on April 28, 2011. He has been a member of the Public Safety Retirement System since February 12, 1990.

Mark Manor made a motion to approve the Application for Normal Retirement submitted by David Graybill, Jr., Fire Fighter. Mayor Elaine Scruggs seconded the motion. The Board voted and passed the motion unanimously.

New Business

The Board was given a copy of *The PSPRS Local Board Newsletter* which indicated a change in the submission and approval of PSPRS applications. Lupe Sierra, Deputy HR Director, advised that all applications must be approved by the Local Fire Board before being sent to PSPRS for processing. Mayor Scruggs asked how this differs from what is presently being done. Ms. Sierra responded that, in the past, the applications for the retirements have been able to be signed by the Board Secretary, who is Alma Carmicle, and then sent to the Public Safety Personnel Board to begin the process. Ms. Sierra added that now the rules are changing and these applications must be approved by the Board before Ms. Carmicle can sign them and before they can be sent to PSPRS. Mayor Scruggs recalled that under the old process the paperwork could be signed and the processing begun so that the member could start receiving benefits. However, as she understands it, under the new rules, everything would have to wait until a Board meeting and that minutes would be attached showing the vote. Ms. Sierra stated that was correct. Nick DiPiazza, Chief Deputy City Attorney, added that, while it could mean a delay in the processing of the applications by the PSPRS, he noted that everything would be retroactive to the date submitted on the application. Mr. DiPiazza stated that the Human Resources department works very hard to ensure that members' paperwork is processed quickly once it is received, and that a Board meeting is held whenever there are actions to be taken. He also stated that the Fire members will need to prepare their applications in a timely fashion to ensure that there is adequate time for the processing to be done. Mayor Scruggs then noted that the Board needs to be very careful to schedule meetings so that payments to the individuals are not held up.

As an informational point, Mr. DiPiazza advised the Board that the Fire Department conducted a secret ballot to elect a new Board member to replace the Board member who resigned. This ballot was consistent with A.R.S. 38-847 and Joe Hester was elected. Mr. Hester will appear on the next board agenda to be sworn in.

Adjournment

Larry Clark, Acting Chair, asked for a motion to adjourn the meeting. Mayor Elaine Scruggs made a motion to adjourn the meeting. Mark Manor seconded the motion. Larry Clark, Acting Chair, adjourned the Local Fire Board meeting at 9:15 a.m.

Submitted by:

L Sierra

Lupe Sierra
Acting Board Secretary