



# NORTHWEST FIRE DISTRICT LOCAL PENSION BOARD

SERVING RESIDENTS OF THE NORTHWEST FIRE DISTRICT, THE FLOWING WELLS COMMUNITY AND THE  
TOWN OF MARANA

Administration/Prevention and Safety ○ 5225 W. Massingale Road ○ Tucson, AZ 85743

PH: (520) 887-1010 ○ FAX: (520) 887-1034

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## MINUTES OF THE NORTHWEST FIRE DISTRICT (NWFd) PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM LOCAL PENSION BOARD MEETING MINUTES

January 09, 2019

### CALL MEETING TO ORDER

The meeting was held in the Conference Room of the NWFd Administration/Prevention and Safety Building, 5225 W. Massingale Road, Tucson, Arizona 85743.

Bruce Kaplan, Chairman, called the meeting to order at 1:30 p.m.

### TAKE ATTENDANCE AND DETERMINE IF A QUORUM EXISTS:

Present: Bruce Kaplan, Chairman  
Patrick Pettigrew, Vice Chair  
Clinton Green, Board Member  
Robert Lozano, Board Member  
Michael J. Brandt, Board Member

Attendance was taken, and a quorum existed with five (5) voting members physically present.

Additional Attendees: Steve Bossé, Attorney for NWFd Local Pension Board, Patricia Aguilar, Local Pension Board Secretary, Norman (Brad) Bradley III, Fire Chief, Lisa McCoy, Human Resources Supervisor, Crystal Kasnoff, Executive Assistant to the Fire Chief/Clerk of the Board, and Ryder Hartley.

### SALUTE TO THE FLAG OF THE UNITED STATES OF AMERICA

Bruce Kaplan led the Pledge of Allegiance.

### REVIEW, AMEND, AND APPROVAL OF THE OCTOBER 29, 2018, LOCAL PENSION BOARD MEETING MINUTES.

Patrick Pettigrew made the following motion, seconded by Clint Green and approved unanimously:

Motion to approve the minutes of the October 29, 2018, Local Pension Board meeting.

## **BUSINESS**

### **WELCOME BRUCE KAPLAN TO HIS NEW POSITION AS THE LOCAL PENSION BOARD CHAIR REPLACING REBECCA AREND-HICKS, EFFECTIVE DECEMBER 11, 2018.**

Steve Bosse, Local Pension Board Attorney, on behalf of the Local Pension Board welcomed the new Chair, Bruce Kaplan.

No motion was made, information only.

### **REVIEW, DISCUSSION AND ACTION ON ELECTION OF AN OFFICER FOR VICE CHAIRMAN, WHICH IS DONE ANNUALLY BY THE PENSION BOARD.**

Steve Bosse, Local Pension Board Attorney, presented the item and stated that the annual election for a vice chair should be conducted at this meeting.

Clint Green made the following motion, seconded by Michael Brandt, and approved unanimously:

Motion to approve Patrick Pettigrew to continue as Vice Chairman for 2019.

### **POSSIBLE EXECUTIVE SESSION PURSUANT TO A.R.S. § 38-431.03(A)(2) FOR DISCUSSION AND CONSIDERATION OF RECORDS EXEMPT BY LAW FROM PUBLIC INSPECTION (LOCAL PENSION BOARD REVIEW OF MEDICAL RECORDS AND EXAMINATION RESULTS) AND RELATED TO THE NEXT AGENDA ITEM.**

Steve Bosse, Local Pension Board Attorney, explained that an Executive Session was not necessary as there was not any medical information to be reviewed for the next item.

### **REVIEW, DISCUSSION AND CONSIDERATION TO ACCEPT RYDER HARTLEY'S ACCIDENTAL DISABILITY RETIREMENT APPLICATION, EFFECTIVE JANUARY 31, 2019, AND DIRECT THE PENSION BOARD SECRETARY TO FORWARD THE ACCIDENTAL DISABILITY QUESTIONNAIRE CONTAINING THE LOCAL PENSION BOARD'S RESPONSES, THE FIREFIGHTER AND BATTALION (DEPUTY) CHIEF JOB DESCRIPTIONS, AND A COPY OF MR. HARTLEY' PENSION BOARD PRE-EMPLOYMENT EXAMINATION RESULTS TO THE PENSION BOARD'S CONTRACTED MEDICAL PHYSICIAN FOR AN INDEPENDENT MEDICAL EVALUATION; AND, CONFIRM ALL RELATED MEDICAL RECORDS HAVE BEEN RECEIVED BY THE SAME PHYSICIAN REFERRED TO IN THIS AGENDA ITEM, INCLUDED FOR BOARD REVIEW IS THE DISABILITY APPLICATION PROCESS FROM THE PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM MEMBER HANDBOOK, ARIZONA REVISED STATUTE §38-844, AND NORTHWEST FIRE DISTRICT PSPRS LOCAL PENSION BOARD PROCEDURES.**

Steve Bosse, Local Pension Board Attorney, presented on this item and explained that per the Local Pension Board's motion to direct the Local Board Secretary that the Disability Retirement Application and Accidental Disability Questionnaire would be sent to the Local Pension Board's contracted

Physician along with medical records from treating doctors, for an independent medical evaluation of the applicant.

Michael Brandt made the following motion, seconded by Patrick Pettigrew, and approved unanimously:

Motion to direct the Local Board Secretary to send in the appropriate paperwork to begin the independent medical evaluation of Northwest Fire District employee Ryder Hartley.

**REVIEW, DISCUSSION AND ACTION ON GIBRAN MERRY'S RETIREMENT APPLICATION FOR THE DEFERRED RETIREMENT OPTION PLAN (DROP), EFFECTIVE JANUARY 20, 2019.**

Steve Bosse, the Local Pension Board Attorney, recommended that this item be tabled to the next meeting as Gibran Merry's DROP packet was not ready since his last contribution needed to be processed.

Patrick Pettigrew made the following motion, seconded by Robert Lozano, and approved unanimously:

Motion to approve that the Agenda Item for Gibran Merry's DROP application be tabled until the next Local Pension Board Meeting.

**REVIEW AND DISCUSSION ON THE DECEMBER 04, 2018, NORTHWEST FIRE DISTRICT PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM LOCAL BOARD AND EMPLOYER SEMINAR IN PHOENIX, MATERIALS ARE ACCESSIBLE ON THE PSPRS.COM WEBSITE. PLACE THE CURSOR OVER THE LINK AND HOLD DOWN THE CTRL KEY AND CLICK.**

[PSPRS Local Board and Employer Seminar | PSPRS](#)

[www.psprs.com](http://www.psprs.com)

Robert Lozano, PSPRS Local Pension Board Member reported to the Board Members regarding the information presented at this conference.

No motion was made, information only.

**REVIEW AND DISCUSSION REGARDING THE UPDATED OPEN MEETING LAWS AND LOCAL BOARD RETIREMENT MANUAL DATED OCTOBER 2018, MATERIALS AVAILABLE ON THE PSPRS.COM WEBSITE.**

[http://www.psprs.com/uploads/sites/1/Arizonas\\_Open\\_Meeting\\_Law\\_10-2018.pdf](http://www.psprs.com/uploads/sites/1/Arizonas_Open_Meeting_Law_10-2018.pdf)

[http://www.psprs.com/uploads/sites/1/Local\\_Board\\_Retirement\\_Manual\\_for\\_PSPRS\\_and\\_CORP\\_10-2018.pdf](http://www.psprs.com/uploads/sites/1/Local_Board_Retirement_Manual_for_PSPRS_and_CORP_10-2018.pdf)

Steve Bosse, the Local Pension Board Attorney, presented on the changes between the previous and updated materials.

No motion was made, information only.

**REVIEW AND DISCUSSION OF 2019 CALENDAR FOR PENSION BOARD, BASED ON ANTICIPATED RETIREMENTS AND ANY OTHER CURRENTLY KNOWN EVENTS.**

Steve Bosse, Local Pension Board Attorney, and Patricia Aguilar, Local Board Secretary, shared with the Board upcoming retirements for 2019 and discussed possible future meeting dates with the Board.

No motion was made, information only.

**CALL TO THE PUBLIC**

None

Patricia Aguilar, Local Board Secretary will follow up with Local Pension Board Members to schedule the next Local Pension Board meeting.

**ADJOURNMENT**

Motion to adjourn the meeting was made by Clinton Green and seconded by Robert Lozano and approved unanimously.

The meeting adjourned at 2:04 p.m.