

**NOTICE OF A REGULAR MEETING OF THE  
PUBLIC SAFETY PERSONNEL RETIREMENT BOARD OF THE  
TOWN OF CLARKDALE**

**Wednesday, September 11, 2013 at 4:30 P.M.  
Administration Conference Room, 39 N. 9<sup>th</sup> Street, Clarkdale, Arizona**

In accordance with Resolution #215 of the Town of Clarkdale, and Section §38-431.002 of the Arizona Revised Statutes,

NOTICE IS HEREBY GIVEN that the Public Safety Personnel Retirement Board of the Town of Clarkdale will hold a Regular Organizational Meeting on Wednesday, September 11, 2013 at 4:30 p.m. in the Town of Clarkdale Administration Conference Room, 39 N. 9<sup>th</sup> Street, Clarkdale, Arizona. Members of the Clarkdale Local Public Safety Retirement Board will attend either in person or by telephone, video or internet conferencing. Pursuant to A.R.S. §38-431.03, the Board may vote to recess the meeting and move into Executive Session on any item, which will be held immediately after the vote and will not be open to the public. Upon completion of Executive Session, the Council may resume the meeting, open to the public, to address the remaining items on the agenda.

Supporting documentation and staff reports furnished to the Board with this agenda are available for review on the Town website at [www.clarkdale.az.gov](http://www.clarkdale.az.gov) and the Town Clerk's Office.

The undersigned hereby certifies that a copy of this notice was duly posted on the Community Development Building bulletin board, located at 890 Main Street, Clarkdale, Arizona on May 2, 2013 at 1:00 p.m.

Dated this 5<sup>th</sup> day of September, 2013

<p><i>As a reminder, if you are carrying a cell phone, electronic pager, computer, two-way radio, or other sound device, we ask that you turn it off at this time to minimize disruption to this meeting.</i></p>
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All members of the public are invited to attend.

TOWN OF CLARKDALE

By

***Mary Ellen Dunn***

MARY ELLEN DUNN

DEPUTY TOWN CLERK

**ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR DISCUSSION AND POSSIBLE ACTION, UNLESS OTHERWISE NOTED.**

1. **CALL TO ORDER.**
2. **PUBLIC COMMENT.** The Local Board of the Public Safety Personnel Retirement System for the Town of Clarkdale invites the public to provide comments at this time.

Members of the Board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01(G), action taken as a result of public comment shall be limited to directing staff to study the matter for further consideration and decision at a later date. Persons interested in making a comment on a specific agenda item are asked to complete a brief form and submit it to the Board Secretary during the meeting. Each speaker is asked to limit their comments to five minutes.

### **NEW BUSINESS**

- 3. APPROVAL OF MINUTES OF THE LOCAL BOARD.** Approval of the Minutes of the Regular Meeting held May 8, 2013.
- 4. SECRET BALLOT.** Announcement of results of secret ballot election.
- 5. NEW CITIZEN APPOINTMENT.** There is a Board position vacancy which may be filled by a Clarkdale citizen. If anyone knows of someone who would be interested in filling this position, please have them complete an application and return to Mary Ellen Dunn at the Administration building.
- 6. BY-LAWS ADDITION.** Review, discussion and action required of addition to by-laws regarding officer trainee coverage.
- 7. ANNUAL FINANCIAL AND ACTUARIAL REPORTS.** Review and acceptance of new rates.
- 8. FUTURE AGENDA ITEMS –** Listing of items to be placed on a future Board agenda.
- 9. ADJOURNMENT.**

Reasonable accommodations may be requested by contacting Town Hall at (928) 639-2453 at least 72 hours in advance of the meeting.

**MINUTES of a REGULAR MEETING OF THE PUBLIC SAFETY PERSONNEL RETIREMENT BOARD OF THE TOWN OF CLARKDALE, HELD AT 4:30 P.M. ON WEDNESDAY, MAY 8, 2013 IN THE ADMINISTRATION CONFERENCE ROOM, TOWN HALL, 39 N. 9<sup>TH</sup> ST., CLARKDALE, ARIZONA**

**CALL TO ORDER – Meeting was called to order at 4:40 p.m. by Mayor Von Gausig.**

Board Members:	President	Doug Von Gausig
	Citizens	Amy Bayless, Vice Chair Ann Found (absent)
	Members	Tommy Nester Robert Church (absent)

Staff Members: Mary Ellen Dunn, Board Secretary

**ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR DISCUSSION AND POSSIBLE ACTION, UNLESS OTHERWISE NOTED.**

**PUBLIC COMMENT.** The Local Board of the Public Safety Personnel Retirement System for the Town of Clarkdale invites the public to provide comments at this time. Members of the Board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01(G), action taken as a result of public comment shall be limited to directing staff to study the matter for further consideration and decision at a later date. Persons interested in making a comment on a specific agenda item are asked to complete a brief form and submit it to the Board Secretary during the meeting. Each speaker is asked to limit their comments to five minutes.

**There was no public comment.**

**OLD BUSINESS**

**APPROVAL OF MINUTES OF THE LOCAL BOARD.** Approval of the Minutes of the Regular Meeting held February 20, 2013.

**Vice Chair Bayless moved to approve the Local Board minutes of the Regular Meeting held February 20, 2013. Officer Nester seconded the motion. The motion was approved unanimously.**

**APPROVAL OF ORGANIZATIONAL BY-LAWS.** Approval of By-laws as amended and reviewed at Regular Meeting of February 20, 2013.

**Officer Nester moved to approve the organizational by-laws as amended and reviewed at the meeting held February 20, 2013. Vice Chair Bayless seconded the motion and the motion carried unanimously.**

**NEW BUSINESS**

**ACCEPTANCE OF OFFICER PRE-EMPLOYMENT PHYSICALS.** Pre-employment physicals for all current Town of Clarkdale Police Officers must be accepted by the Board. Any pre-existing conditions will be referenced generally without specific confidential information.

The State Board of Trustees requires that each officer have a pre-employment physical. The physician's report must be reviewed for findings of pre-existing conditions. In this review, any pre-existing conditions must be noted for the record and procedures required by the Board By-Laws and Arizona statutes followed. Because the reviews and acceptance had not been formalized in a written fashion, the Board elected to appoint two (2) representatives to review the Pre-Employment Medical Reports for each officer for pre-existing conditions.

The representatives have now reviewed the reports and note for the Board that only one officer had a pre-existing condition which was noted and the officer has been notified.

**Officer Nester moved to formally accept all officers to the system with notice of the single pre-existing condition and that this acceptance is retroactive to the original membership date of each individual officer. Vice Chair Bayless seconded the motion. The motion was approved unanimously.**

**FUTURE AGENDA ITEMS** – The Board discussed the expiring terms of one officer and one citizen September 30, 2013. This will be addressed at the next meeting.

**ADJOURNMENT:** With no further business before the Board, Mayor Von Gausig adjourned the meeting at 4:45 p.m.

Submitted by:

Approved by:

\_\_\_\_\_  
Mary Ellen Dunn, Secretary

\_\_\_\_\_  
Doug Von Gausig, President

**CERTIFICATION**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the May 8, 2013 meeting of the local board of the Public Safety Personnel Retirement System of the Town of Clarkdale, Arizona held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

SEAL

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Mary Ellen Dunn, Board Secretary



# Staff Report

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Agenda Item:           **SECRET BALLOT RESULTS** – Results of the Secret Ballot election announced.

Meeting Date:           September 11, 2013

Prepared By:           Mary Ellen Dunn, Local Board Secretary

Background:           The Board Secretary distributed ballots to members of the Town of Clarkdale Police Department for the purpose of electing a member to fill the position that will expire September 30, 2013. Officer Tommy Nester was re-elected by secret ballot to fill this position and his new term will expire September 30, 2015.

Recommendation:    No Board action is required.



# Staff Report

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**Agenda Item:**           **ADDITION TO ORGANIZATIONAL BY-LAWS – Approval of Addition to PSPRS Organizational By-Laws.**

**Meeting Date:**           September 11, 2013

**Prepared By:**           Mary Ellen Dunn, Local Board Secretary

**Background:**           An addition to the By-Laws is required to define procedures of trainees' admission to the system. After discussion with the System's State Trustee office, it was discovered that the Town would have liability for disability payments for any trainee attending the Academy who is injured during training/attendance. If the disability is permanent, the Town would have on-going responsibility for disability payments for the remainder of the life of the trainee.

The State informed Staff that while some municipalities accept trainees into the system regardless of this liability, many elect to place the trainee on the regular Arizona State Retirement System until completion of the training.

**Recommendation:**   Staff recommends that the Board approve an addition to the PSPRS Organization By-Laws that states that officers-in-training make contributions to the Arizona State Retirement System until training is successfully completed, at which time trainees will be automatically accepted into the Public Safety Retirement Personnel System.



# Staff Report

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Agenda Item:           **REVIEW AND ACCEPTANCE OF NEW RATES** – The annual financial report and the annual actuarial report are reviewed and new rates accepted annually by the Board.

Meeting Date:       September 11, 2013

Prepared By:       Mary Ellen Dunn, Secretary

Background:       The State Board of Trustees requires that each year the Local Board review the most current annual financial report and annual actuarial report and formally accept the new rates.

Recommendation:   It is recommended that the Board formally accept the new rates determined by the System.