



MINUTES

Highlands Fire District PSPRS Local Board

February 8, 2022 Regular Meeting
1:00 PM

Fire Station 23, Board Room
3350 Old Munds Hwy, Flagstaff, Arizona 86005

Call to Order:

A meeting of the PSPRS Local Board was called to order at 1:00 PM.

Board Members:

Membership PSPRS Local Board. Mr. Brad Bippus serves as the Highlands Fire District Fire Board's designee and chairperson of the Local Board. Citizen members to the Local Board include Mr. Scott Talboom and Ms. Jayme Jones, whose terms expire on March 30, 2022 and March 30, 2024 respectively. Local Board members elected by secret ballot include Captain Chris Pond and Firefighter Lance Kohl, whose terms expire on March 30, 2022 and March 30, 2024 respectively.

Attendance:

Mr. Brad Bippus, Chairperson; Ms. Jayme Jones, Secretary; Captain Chris Pond, and Firefighter Lance Kohl attended the meeting; Mr. Scott Talboom was absent.

Secretary:

Ms. Jayme Jones serves as Secretary to the PSPRS Local Board and was present to record the minutes.

Welcome:

Chairperson Bippus welcomed members of the PSPRS Local Board; there were no visitors attending.

Approval of Minutes:

October 6, 2021 Meeting Minutes. The Local Board reviewed the minutes of the October 6, 2021 Regular Meeting. A **MOTION** was made by Firefighter Kohl and was seconded by Captain Pond to accept the minutes as presented; the motion was unanimously **APPROVED**.

**Discussion and
Possible Action:**

A. Discuss Local Board membership.

Ms. Jones Informed the Local Board that Mr. Talboom's and Captain Pond's terms of office on the Local Board will expire on March 30, 2022. Mr. Talboom has expressed interest in serving another term; the Fire Board is expected to approve his appointment at the February 15, 2022 Fire Board meeting. A secret ballot election will occur in March to elect a PSPRS member to serve.

B. Discuss legislative change related to PSPRS.

Ms. Jones presented information summarizing HB2381 effective on January 1, 2022. The Local Board acknowledged the changes to their responsibilities. Chairperson Bippus requested Ms. Jones send a memo to PSPRS Local members to inform them of procedural changes to apply for retirement benefits. Ms. Jones informed the Local Board that there is an online PSPRS Conference on February 17, 2022 and will email registration information.

C. Discuss training requirement per A.R.S. § 38-847 (C).

Ms. Jones informed the Local Board of the requirement to complete the PSPRS Board-prescribed local board training within 180 days after appointment or election. The training is expected to be available online. Ms. Jones will send information about the training when it becomes available.

**D. Review the actuarial valuation per A.R.S. § 38-847(D)(7);
presentation of HFD Actuarial Valuation Summary as of June 30,
2021.**

Ms. Jones provided a summary of the FY 2021 Actuarial Valuation. She informed the Local Board that because of the action taken by the Fire Board to pay-off the PSPRS Unfunded Liability, the report is not reflective of the current status. Ms. Jones informed the Board that currently the Funded Status is about 109%; however, the District has a 25 year obligation to pay-off Certificates of Participation (COPs) that were issued in July of 2021.

E. Review financial condition of the fund per A.R.S. § 38-847(D)(8).

Ms. Jones provided a summary of the Comprehensive Annual Financial Report (CAFR) as of June 30, 2021. She informed the Board that the condition of the fund has improved significantly in the last several months. According to PSPRS website, there was a record-setting amount of additional employer contributions and a record-setting 27.8 percent return on investments for the 2021 fiscal year.

F. Consideration to approve Model Uniform Rules per A.R.S. § 38-847(F).

Ms. Jones informed the Local Board is required to incorporate the model uniform rules for local board procedure issued by PSPRS Board of Trustees. Ms. Jones presented the Model Uniform Rules for the board's review. After discussion, a **MOTION** was made by Captain Pond and was seconded by Firefighter Kohl to approve the Model Uniform Rules as presented; the motion was unanimously **APPROVED**.

G. Discuss hiring independent legal counsel per A.R.S. § 38-847(N).

Ms. Jones informed the local Board that legal counsel must be retained. The Local Board discussed potential avenues for hiring legal counsel. Ms. Jones suggested issuing an RFQ similar to Central Arizona Fire and Medical Authority. She informed the Local Board the District would be responsible for the costs associated with retaining legal counsel. Chairperson Bippus suggested the Fire Board also discuss potential options. Ms. Jones will add include this issue on the Fire Board Agenda for further guidance.

Closing Comments:

There were no further comments.

Adjournment:

A **MOTION** was made by Ms. Jones and was seconded by Firefighter Kohl to adjourn; the motion was unanimously **APPROVED**. The meeting adjourned at 1:25 PM .

Respectfully submitted,

Jayne Jones, Secretary PSPRS Local Board

Pursuant to A.R.S. § 38-847(G) ...Not later than twenty days after taking action, the local board shall submit to the board of trustees the minutes from the local board meeting that include the name of the member affected by its decision, a description of the action taken and an explanation of the reasons and all documents submitted to the local board for the action taken, including the reports of a medical board...

Pursuant to A.R.S. § 38-847(H)(2). The applicant-board of trustees receives notification of the local board's original action as prescribed by subsection G of this section by email or certified mail.

Pursuant to A.R.S. § 38-847(M) ...The secretary of the local board shall keep a record and prepare minutes of all meetings ... and forward the minutes and all necessary communications to the board of trustees as prescribed by subsection G of this section...

Email to localboards@psprs.com

OR Mail to Attn: Fund Manager

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