

**NOTICE OF SPECIAL MEETING
SAN LUIS FIRE DEPARTMENT PUBLIC SAFETY PERSONNEL LOCAL RETIREMENT BOARD**

In accordance with §38-431.01 of the Arizona Revised Statutes of the State of Arizona, notice is hereby given to the Board and to the general public that the San Luis Fire Department Public Safety Personnel Local Retirement Board will hold a meeting at 8:00 a.m., **December 20, 2023**. The meeting will take place at the City Council Chambers, located at 1090 E. Union Street, San Luis, Arizona, 85349. Everyone from the public is invited to attend the open meeting.

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the City of San Luis does not discriminate on the basis of disability in the admission of or access to, or treatment of employment in its programs, activities, or services. For information regarding rights and provisions of the ADA or Section 504, or to request reasonable accommodations for participation in City programs, activities or services contact: ADA/Section 504 Coordinator, City of San Luis Human Resources Department, 1090 E. Union Street, San Luis, Arizona, 85349; (928) 341-8520.

Notice is hereby given that pursuant to A.R.S. §1-602.A.9, subject to certain specified statutory exceptions, parents have a right to consent before the State or any of its political subdivisions make a video or audio recording of a minor child. Meetings of the Board are audio and/or video recorded, and, as a result, proceedings in which children are present may be subject to such recordings. Parents, in order to exercise their rights, may either file written consent with the City Clerk to such recordings, or take personal action to ensure that their child or children are not present when a recording may be made. If a child is present at the time a recording is made, the City will assume that the rights afforded parents pursuant to A.R.S. §1-602.A.9 have been waived.

THIS NOTICE IS GIVEN BY:

/s/ Mary Barajas, HR Coordinator

AVISO DE JUNTA ESPECIAL

Junta Local de Jubilaciones del Personal de Seguridad Pública del Departamento de Bomberos de San Luis

De acuerdo con los Estatutos del Estado de Arizona A.R.S. §38-431.01, se le informa a los miembros de la Mesa Directiva y al público en general que la Junta Local de Jubilaciones del Personal de Seguridad Pública del Departamento de Bomberos de San Luis, tendrán una junta a las **8:00 a.m.** el día **20 de Diciembre, 2023**. La junta se llevará a cabo en la Sala del Cabildo, ubicada en el 1090 E. Union Street, San Luis, Arizona, 85349. El público está invitado a la junta.

De acuerdo con el Acta de Americanos con Discapacidades y la Sección 504 del Acta de Rehabilitación del 1973, la Ciudad de San Luis, Arizona no discrimina por causa de discapacidad la admisión y acceso a sus programas, actividades, servicios o en el trato en cuanto a empleo. Para más información referente a derechos y provisiones del Acta de Americanos con Discapacidades o Sección 504, o para solicitar adaptaciones que sean razonables para la participación en programas, actividades o servicios de la Ciudad, contactar al: Coordinador del Acta de Americanos con Discapacidades/Sección 504, Departamento de Recursos Humanos de la Ciudad de San Luis, Arizona, ubicado en el 1090 E. Union Street, San Luis, Arizona, 85349; (928) 341-8520.

Por medio de este aviso y de acuerdo con los Estatutos del Estado de Arizona A.R.S. §1-602.A.9, sujeto a ciertas excepciones reglamentarias, los padres de familia tienen el derecho de dar el consentimiento ante el Estado o cualquiera de sus subdivisiones políticas para hacer una grabación de audio o video de su hijo menor de edad. Las juntas de la Mesa Directiva se graban en audio y/o video y como resultado, el hecho de que haya menores presentes puede ser sujeto a que sean grabados. Para que los padres de familia puedan ejercer sus derechos pueden dar el consentimiento por escrito con la Secretaria de la Ciudad a tal grabación, o tomar acción personal para asegurarse que su hijo menor no esté presente cuando la grabación se lleve a cabo. Si un menor de edad está presente en el momento de la grabación, la Ciudad asumirá que los padres de familia están cediendo los derechos sobre una posible grabación de acuerdo con los Estatutos del Estado de Arizona A.R.S. §1-602.A.9.

ESTE AVISO ES DADO POR:

/f/ Mary Barajas, Coordinadora de Recursos Humanos



AGENDA
San Luis Fire Department
Public Safety Personnel
Local Retirement Board
San Luis Council Chambers
1090 E. Union Street
San Luis, Arizona 85349
December 20, 2023
8:00 a.m.



PLEASE TAKE NOTICE THAT MEMBERS OF THE BOARD WILL ATTEND EITHER IN PERSON, TELEPHONE, OR VIDEO CONFERENCE COMMUNICATION. THE CHAIR OR ACTING CHAIR FOR THIS MEETING MAY CHANGE THE ORDER OF THE ITEMS; IF AUTHORIZED BY LAW AND BY A MAJORITY VOTE OF A QUORUM OF BOARD MEMBERS PRESENT, AN EXECUTIVE SESSION WILL BE HELD IMMEDIATELY FOLLOWING THE VOTE IN ACCORDANCE WITH A.R.S. §38-431.03(A) AND THE MEETING WILL BE TEMPORARILY RECESSED WHILE THE BOARD RETIRES TO EXECUTIVE SESSION WHICH WILL NOT BE OPEN TO THE PUBLIC.

POR FAVOR TENGA EN CUENTA QUE LOS MIEMBROS DE LA JUNTA ASISTIRÁN EN PERSONA, POR TELÉFONO O COMUNICACIÓN POR VIDEOCONFERENCIA. EL PRESIDENTE O EL PRESIDENTE INTERINO DE ESTA REUNIÓN PUEDE CAMBIAR EL ORDEN DE LOS PUNTOS; SI LO AUTORIZA LA LEY Y POR MAYORÍA DE VOTOS DEL QUÓRUM DE MIEMBROS DEL CONSEJO PRESENTES, SE CELEBRARÁ UNA SESIÓN EJECUTIVA INMEDIATAMENTE DESPUÉS DE LA VOTACIÓN DE CONFORMIDAD CON A.R.S. §38-431.03(A) Y LA REUNIÓN SE CANCELARÁ TEMPORALMENTE MIENTRAS LA JUNTA SE RETIRA A LA SESIÓN EJECUTIVA QUE NO ESTARÁ ABIERTA AL PÚBLICO.

1. CALL TO ORDER/ROLL CALL

2. CONSENT AGENDA

All matters are considered to be routine by the Commission and will be enacted by one motion. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

2. A. MINUTES OF

- Special Public Safety Personnel Local Retirement Board meeting held August 10, 2022.

3. DISCUSSION AND POSSIBLE ACTION ITEMS:

3. A. Discussion and possible action on any and all matters regarding new PSPRS membership applications. **(Mary Barajas, Human Resources Coordinator)**

3. B. Discussion and possible action on any and all matters regarding hiring independent Legal Counsel for the City of San Luis Fire Local Board. **(Mary Barajas, Human Resources Coordinator)**.

3. C. Discussion and possible action on any and all matters regarding the election of a non-voting secretary to serve on the San Luis Fire Department Public Safety Personnel Local Retirement Board. **(Angel Ramirez, Fire Chief)**

4. ADJOURNMENT

PSPRS - Fire

2. A.

Meeting Date: 12/20/2023

Summary

MINUTES OF

- Special Public Safety Personnel Local Retirement Board meeting held August 10, 2022.

Attachments

08.10.2022 minutes

MINUTES
Special Meeting
San Luis Fire Department Public Safety
Personnel Local Retirement Board
San Luis Council Chambers
1090 E Union Street
August 10, 2022
10:00am

1. CALL TO ORDER/ROLL CALL: Chairman Tadeo De La Hoya called the meeting to order at approximately 10:07 a.m.

PRESENT: Jose Barragan, Contributing Member
Justin Phillips, Contributing Member
Maria Munoz, Board Member
Tadeo A. De La Hoya, Chairman

OTHERS PRESENT: Melissa Lopez, City Clerk
Mary Barajas, HR Department
Leanna Beltran, Administrative Coordinator

2. PRESENTATION:

2. A. Presentation of two (2) newly elected members, Jose Barragan, and Justin Phillips, to serve on the San Luis Fire Department Public Safety Personnel Local Retirement Board. **(Tadeo A. De La Hoya, Chairman).**

Elected Board Diego Jimenez's term ended due to the resignation of his employment. Captain Jose Barragan was selected by secret ballot amongst the Fire Department members on October 20, 2020. In addition, Captain Mora's term ended in September 2020, and member Justin Phillips was selected on January 27, 2022.

MOTION: Presentation only, no action taken.

3. CONSENT AGENDA:

3. A. MINUTES OF

- Regular Board meeting held on September 19, 2019.

MOTION: Chairman Tadeo De La Hoya / Contributing Member Jose Barragan to approve consent agenda as presented. Motion passed unanimously.

The vote was as follows:

Chairman Tadeo A. De La Hoya	Aye
Contributing Member Jose Barragan	Aye
Board Member Maria Munoz	Aye
Contributing Member Justin Phillips	Aye

4. DISCUSSION AND POSSIBLE ACTION ITEM

4. A. Discussion and possible action on any and all matters regarding the election of a non-voting secretary to serve on the Fire Department Public Safety Personnel Local Retirement Board. **(Tadeo De La Hoya, Chairman)**

The position of non-voting secretary for this board is vacant upon Ms. Diana Herandez's resignation. Ms. Leanna Beltran expressed interest in serving as non-voting secretary for the Board.

MOTION: Chairman Tadeo De La Hoya / Contributing Member Jose Barragan **to elect Leanna Beltran as a non-voting secretary of the Board.**

The vote was as follows:

Chairman Tadeo A. De La Hoya	Aye
Contributing Member Jose Barragan	Aye
Board Member Maria Munoz	Aye
Contributing Member Justin Phillips	Aye

4. B. Discussion and possible action on any and all matters regarding new membership applications, Firefighters Jonathan A Higuera Iniguez, Omar Teran Valencia, David L Hilpert III, Cristian Ofalla, Antonio Rios Jr., Anthony S Burruel, Ramiro R Rodriguez, Beatrice E Ortiz, Julian E Osuna, Arianna Ornelas Rodriguez, Daniel I Torres, Salvador Estrada, Mark A Rivera Jr. **(Mary Barajas, Human Resources Coordinator)**.

For the board to determine the eligibility of new membership applications, the City of San Luis must provide to this board that:

- Jonathan A Higuera Iniguez, effective: 01/22/2019
- Omar Teran Valencia, effective: 08/19/2019

- David L Hilpert III, effective: 09/09/2019
- Cristian Ofalla, effective: 09/09/2019
- Antonio Rios Jr, effective: 09/09/2019
- Anthony S Burruel, effective: 09/16/2019
- Ramiro R Rodriguez, effective: 09/19/2019
- Beatrice E Ortiz, effective: 06/16/2020
- Julian E Osuna, effective: 06/16/2020
- Arianna Ornelas Rodriguez, effective: 03/08/2021
- Daniel I Torres, effective: 05/03/2021
- Salvador Estrada, effective: 04/04/2022
- Mark A Rivera Jr., effective: 05/23/2022

Members have met eligibility requirements; applicants are Firefighters and have completed PSPRS membership with no pre-existing conditions.

Chairman asked if the dates were going to be approved as presented. No questions from the rest of the board members. Board member Maria Munoz stated that date of hire (DOH) is the date members became PSPRS members.

MOTION: Chairman Tadeo A. De La Hoya / Contributing Member Jose Barragan to accept HR department's findings of eligibility with no pre-existing conditions and accept membership to participate in the Public Safety Personnel Retirement System Plan as of the DOH for:

- Jonathan A. Higuera Iniguez
- Omar Teran Valencia
- David L Hilpert III
- Cristian Ofalla
- Antonio Rios, Jr.
- Anthony S. Burruel
- Ramiro R. Rodriguez
- Beatrice E. Ortiz
- Julian E. Osuna,
- Arianna Ornelas Rodriguez
- Daniel I Torres
- Salvador Estrada
- Mark A Rivera Jr.

The vote was as follows:

Chairman Tadeo A. De La Hoya	Aye
Contributing Member Jose Barragan	Aye
Board Member Maria Munoz	Aye
Contributing Member Justin Phillips	Aye

5. ADJOURNMENT

Chairman Tadeo A. De La Hoya to adjourn the special meeting at approximately 10:16 a.m.

APPROVED:

Tadeo De La Hoya, Chairman

ATTEST:

Leanna Beltran, Board Secretary

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Special Meeting of the San Luis Fire Department Public Safety Personnel Local Retirement Board of the City of San Luis, Arizona, held on August 10, 2022. I further certify that the meeting was duly called and held and that a quorum was present.

Leanna Beltran, Board Secretary



AGENDA ITEM REVIEW FORM



PSPRS - Fire

3. A.

Meeting Date: 12/20/2023

Submitted By: Maria Barajas Gutierrez, Human Resources Coordinator, Human Resources Department

ITEM:

Discussion and possible action on any and all matters regarding new PSPRS membership applications. **(Mary Barajas, Human Resources Coordinator)**

SUMMARY:

The City of San Luis Human Resources Department is submitting appropriate information to be considered for rendering acceptance of membership of the following employees to participate in the Public Safety Personnel Retirement System Plan (PSPRS).

Under ARS § 38-847.01 (attached), below is all necessary information to render a decision on the employee's eligibility for membership.

- Louie Carlos; effective: 04/24/2023; Fire Fighter
- Rhiordan Pope; effective: 04/24/2023; Fire Fighter
- Fernando Cordova; effective: 06/26/2023; Fire Fighter
- Erick Lee Sanchez; effective: 07/23/2023; Fire Fighter
- Mitchell Grew; effective: 07/23/2023; Fire Fighter
- Victor Navarrete; effective: 07/23/2023; Fire Fighter
- Victor Mitra; effective: 08/31/2023; Fire Fighter

Description of Essential Functions/Physical Demands:

- While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms; climb or balance, stoop, kneel, crouch or crawl, walk, sit and talk or hear. The employee must regularly lift and/or move equipment or people weighing up to 150 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.
- While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information, and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; interact with City staff, other organizations, and the public.

Under ARS § 38-842(31) – Member Definition, all applicants meet the Member Definition, which include:

1. be a paid firefighter who is regularly assigned to hazardous duty,
2. be a full-time employee,
3. be a certified firefighter, and
4. be hired for more than six months in a calendar year

Under ARS § 38-859 - Medical evaluations for these applicants were conducted in compliance with PSPRS Revised Model Uniform Rules of Local Board Procedure and relevant Arizona Revised Statutes.

As a requirement for membership, the City of San Luis and this board must ensure that employees who qualify for membership into PSPRS undergo a medical evaluation. This evaluation is completed to identify any physical or mental conditions that exist that may potentially affect the employee's future eligibility for disability benefits. (See ARS § 38-844(D) and ARS §38-859(B), attached). These evaluations are strictly conducted for purposes related to PSPRS plan benefits and are not used in employment-related decisions such as hiring, promotion, termination, etc.

The City of San Luis Human Resources Department received required medical evaluations and finds that:

- Louie Carlos, Rhiordan Pope, Victor Navarrete, Eric L. Sanchez, Mitchell Grew, and Victor Mitra have met eligibility requirements and satisfactorily completed the PSPRS Membership with no pre-existing conditions.
- Fernando Cordova have met eligibility requirements and satisfactorily completed the PSPRS Membership. Medical evaluation identified a pre-existing condition, but medical provider determined him to be able to perform the essential functions of a firefighter.

RECOMMENDATION / SUGGESTED MOTION:

I MOVE TO ACCEPT HR DEPARTMENT'S FINDINGS AND ACCEPT MEMBERSHIP TO PARTICIPATE IN THE PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM WITH NO PRE-EXISTING CONDITIONS FOR APPLICANTS:

- **LOUIE CARLOS**
- **RHIORDAN POPE**
- **VICTOR NAVARRETE**
- **ERIC L. SANCHEZ**
- **VICTOR MITRA**
- **MITCHELL GREW**

AND ACCEPT MEMBERSHIP WITH PRE-EXISTING CONDITIONS FOR APPLICANT:

- **FERNANDO CORDOVA**

Attachments

ARS 38-842 Definitions

ARS 38-844 Benefits eligibility requirements

ARS 38-859 Medical Board Purposes

38-842. Definitions

In this article, unless the context otherwise requires:

1. "Accidental disability" means a physical or mental condition that the local board finds totally and permanently prevents an employee from performing a reasonable range of duties within the employee's job classification and that was incurred in the performance of the employee's duty.
2. "Accumulated contributions" means, for each member, the sum of the amount of the member's aggregate contributions made to the fund and the amount, if any, attributable to the employee's contributions before the member's effective date under another public retirement system, other than the federal social security act, and transferred to the fund minus the benefits paid to or on behalf of the member.
3. "Actuarial equivalent" means equality in present value of the aggregate amounts expected to be received under two different forms of payment, based on mortality and interest assumptions adopted by the board.
4. "Alternate payee" means the spouse or former spouse of a participant as designated in a domestic relations order.
5. "Alternate payee's portion" means benefits that are payable to an alternate payee pursuant to a plan approved domestic relations order.
6. "Annuitant" means a person who is receiving a benefit pursuant to section 38-846.01.
7. "Average monthly benefit compensation" means the result obtained by dividing the total compensation paid to an employee during a considered period by the number of months, including fractional months, in which such compensation was received. For an employee who becomes a member of the system:
 - (a) Before January 1, 2012, the considered period shall be the three consecutive years within the last twenty completed years of credited service that yield the highest average. In the computation under this subdivision, a period of nonpaid or partially paid industrial leave shall be considered based on the compensation the employee would have received in the employee's job classification if the employee was not on industrial leave.
 - (b) On or after January 1, 2012 and before July 1, 2017, the considered period is the five consecutive years within the last twenty completed years of credited service that yield the highest average. In the computation under this subdivision, a period of nonpaid or partially paid industrial leave shall be considered based on the compensation the employee would have received in the employee's job classification if the employee was not on industrial leave.
 - (c) On or after July 1, 2017, the considered period is the five consecutive years within the last fifteen completed years of credited service that yield the highest average. In the computation under this subdivision, a period of nonpaid or partially paid industrial leave shall be considered based on the compensation the employee would have received in the employee's job classification if the employee was not on industrial leave.
8. "Board" means the board of trustees of the system, who are the persons appointed to invest and operate the fund.
9. "Catastrophic disability" means a physical and not a psychological condition that the local board determines prevents the employee from totally and permanently engaging in any gainful employment and that results from a physical injury incurred in the performance of the employee's duty.
10. "Certified peace officer" means a peace officer certified by the Arizona peace officer standards and training board.
11. "Claimant" means any member or beneficiary who files an application for benefits pursuant to this article.
12. "Compensation" means, for the purpose of computing retirement benefits, base salary, overtime pay, shift differential pay, military differential wage pay, compensatory time used by an employee in lieu of overtime not otherwise paid by an employer and holiday pay paid to an employee by the employer for the employee's performance of services in an eligible group on a regular monthly,

semimonthly or biweekly payroll basis and longevity pay paid to an employee at least every six months for which contributions are made to the system pursuant to section 38-843, subsection D. Compensation does not include, for the purpose of computing retirement benefits, payment for unused sick leave, payment in lieu of vacation, payment for unused compensatory time or payment for any fringe benefits. In addition, compensation does not include, for the purpose of computing retirement benefits, payments made directly or indirectly by the employer to the employee for work performed for a third party on a contracted basis or any other type of agreement under which the third party pays or reimburses the employer for the work performed by the employee for that third party, except for third-party contracts between public agencies for law enforcement, criminal, traffic and crime suppression activities training or fire, wildfire, emergency medical or emergency management activities or where the employer supervises the employee's performance of law enforcement, criminal, traffic and crime suppression activities training or fire, wildfire, emergency medical or emergency management activities. For the purposes of this paragraph, "base salary" means the amount of compensation each employee is regularly paid for personal services rendered to an employer before the addition of any extra monies, including overtime pay, shift differential pay, holiday pay, longevity pay, fringe benefit pay and similar extra payments.

13. "Credited service" means the member's total period of service before the member's effective date of participation, plus those compensated periods of the member's service thereafter for which the member made contributions to the fund.

14. "Cure period" means the ninety-day period in which a participant or alternate payee may submit an amended domestic relations order and request a determination, calculated from the time the system issues a determination finding that a previously submitted domestic relations order did not qualify as a plan approved domestic relations order.

15. "Depository" means a bank in which all monies of the system are deposited and held and from which all expenditures for benefits, expenses and investments are disbursed.

16. "Determination" means a written document that indicates to a participant and alternate payee whether a domestic relations order qualifies as a plan approved domestic relations order.

17. "Determination period" means the ninety-day period in which the system must review a domestic relations order that is submitted by a participant or alternate payee to determine whether the domestic relations order qualifies as a plan approved domestic relations order, calculated from the time the system mails a notice of receipt to the participant and alternate payee.

18. "Direct rollover" means a payment by the system to an eligible retirement plan that is specified by the distributee.

19. "Distributee" means a member, a member's surviving spouse or a member's spouse or former spouse who is the alternate payee under a plan approved domestic relations order.

20. "Domestic relations order" means an order of a court of this state that is made pursuant to the domestic relations laws of this state and that creates or recognizes the existence of an alternate payee's right to, or assigns to an alternate payee the right to, receive a portion of the benefits payable to a participant.

21. "Effective date of participation" means July 1, 1968, except with respect to employers and their covered employees whose contributions to the fund commence thereafter, the effective date of their participation in the system is as specified in the applicable joinder agreement.

22. "Effective date of vesting" means the date a member's rights to benefits vest pursuant to section 38-844.01.

23. "Eligible child" means an unmarried child of a deceased member or retired member who meets one of the following qualifications:

(a) Is under eighteen years of age.

(b) Is at least eighteen years of age and under twenty-three years of age only during any period that the child is a full-time student.

(c) Is under a disability that began before the child attained twenty-three years of age and remains a dependent of the surviving spouse or guardian.

24. "Eligible groups" means only the following who are regularly assigned to hazardous duty:

- (a) Municipal police officers who are certified peace officers.
- (b) Municipal firefighters.
- (c) Paid full-time firefighters employed directly by a fire district organized pursuant to section 48-803 or 48-804 or a joint powers authority pursuant to section 48-805.01 with three or more full-time firefighters, but not including firefighters employed by a fire district pursuant to a contract with a corporation.
- (d) State highway patrol officers who are certified peace officers.
- (e) State firefighters.
- (f) County sheriffs and deputies who are certified peace officers.
- (g) Game and fish wardens who are certified peace officers.
- (h) Police officers who are certified peace officers and firefighters of a nonprofit corporation operating a public airport pursuant to sections 28-8423 and 28-8424. A police officer shall be designated pursuant to section 28-8426 to aid and supplement state and local law enforcement agencies and a firefighter's sole duty shall be to perform firefighting services, including services required by federal regulations.
- (i) Police officers who are certified peace officers and who are appointed by the Arizona board of regents.
- (j) Police officers who are certified peace officers and who are appointed by a community college district governing board.
- (k) State attorney general investigators who are certified peace officers.
- (l) County attorney investigators who are certified peace officers.
- (m) Police officers who are certified peace officers and who are employed by an Indian reservation police agency.
- (n) Firefighters who are employed by an Indian reservation firefighting agency.
- (o) Department of liquor licenses and control investigators who are certified peace officers.
- (p) Arizona department of agriculture officers who are certified peace officers.
- (q) Arizona state parks board rangers and managers who are certified peace officers.
- (r) County park rangers who are certified peace officers.
- (s) Game rangers who are certified peace officers and who are employed by an Indian reservation.

25. "Eligible retirement plan" means any of the following that accepts a distributee's eligible rollover distribution:

- (a) An individual retirement account described in section 408(a) of the internal revenue code.
- (b) An individual retirement annuity described in section 408(b) of the internal revenue code.
- (c) An annuity plan described in section 403(a) of the internal revenue code.
- (d) A qualified trust described in section 401(a) of the internal revenue code.
- (e) An annuity contract described in section 403(b) of the internal revenue code.
- (f) An eligible deferred compensation plan described in section 457(b) of the internal revenue code that is maintained by a state, a political subdivision of a state or any agency or instrumentality of a state or a political subdivision of a state and that agrees to

separately account for amounts transferred into the eligible deferred compensation plan from this plan.

(g) A Roth individual retirement account that satisfies the requirements of section 408A of the internal revenue code.

(h) For distributions made after December 18, 2015, a simple retirement account as defined in section 408(p) of the internal revenue code.

26. "Eligible rollover distribution" means a payment to a distributee, but does not include any of the following:

(a) Any distribution that is one of a series of substantially equal periodic payments made not less frequently than annually for the life or life expectancy of the member or the joint lives or joint life expectancies of the member and the member's beneficiary or for a specified period of ten years or more.

(b) Any distribution to the extent the distribution is required under section 401(a)(9) of the internal revenue code.

(c) The portion of any distribution that may not be included in gross income.

(d) Any distribution made to satisfy the requirements of section 415 of the internal revenue code.

(e) Hardship distributions.

(f) Similar items designated by the commissioner of the United States internal revenue service in revenue rulings, notices and other guidance published in the internal revenue bulletin.

27. "Employee" means any person who is employed by a participating employer and who is a member of an eligible group but does not include any persons compensated on a contractual or fee basis. If an eligible group requires certified peace officer status or firefighter certification and at the option of the local board, employee may include a person who is training to become a certified peace officer or firefighter.

28. "Employers" means:

(a) Cities contributing to the fire fighters' relief and pension fund as provided in sections 9-951 through 9-973 or statutes amended thereby and antecedent thereto, as of June 30, 1968 on behalf of their full-time paid firefighters.

(b) Cities contributing under the state police pension laws as provided in sections 9-911 through 9-934 or statutes amended thereby and antecedent thereto, as of June 30, 1968 on behalf of their municipal policemen.

(c) The state highway patrol covered under the state highway patrol retirement system.

(d) The state, or any political subdivision of this state, including towns, cities, fire districts, joint powers authorities, counties and nonprofit corporations operating public airports pursuant to sections 28-8423 and 28-8424, that has elected to participate in the system on behalf of an eligible group of public safety personnel pursuant to a joinder agreement entered into after July 1, 1968.

(e) Indian tribes that have elected to participate in the system on behalf of an eligible group of public safety personnel pursuant to a joinder agreement entered into after July 1, 1968.

29. "Fund" means the public safety personnel retirement fund, which is the fund established to receive and invest contributions accumulated under the system and from which benefits are paid.

30. "Local board" means the retirement board of the employer, who are the persons appointed to administer the system as it applies to their members in the system.

31. "Member":

(a) Means any full-time employee who meets all of the following qualifications:

(i) Who is either a paid municipal police officer, a paid firefighter, a law enforcement officer who is employed by this state including the director thereof, a state firefighter who is primarily assigned to firefighting duties, a firefighter or police officer of a nonprofit corporation operating a public airport pursuant to sections 28-8423 and 28-8424, all ranks designated by the Arizona law enforcement merit system council, a state attorney general investigator who is a certified peace officer, a county attorney investigator who is a certified peace officer, a department of liquor licenses and control investigator who is a certified peace officer, an Arizona department of agriculture officer who is a certified peace officer, an Arizona state parks board ranger or manager who is a certified peace officer, a county park ranger who is a certified peace officer, a person who is a certified peace officer and who is employed by an Indian reservation police agency, a game ranger who is a certified peace officer and who is employed by an Indian reservation, a firefighter who is employed by an Indian reservation firefighting agency or an employee included in a group designated as eligible employees under a joinder agreement entered into by their employer after July 1, 1968 and who is or was regularly assigned to hazardous duty or, beginning retroactively to January 1, 2009, who is a police chief or a fire chief.

(ii) Who, on or after the employee's effective date of participation, is receiving compensation for personal services rendered to an employer or would be receiving compensation except for an authorized leave of absence.

(iii) Whose customary employment is at least forty hours per week or, for those employees who customarily work fluctuating workweeks, whose customary employment averages at least forty hours per week.

(iv) Who is engaged to work for more than six months in a calendar year.

(v) Who, if economic conditions exist, is required to take furlough days or reduce the hours of the employee's normal workweek below forty hours but not less than thirty hours per pay cycle, and maintain the employee's active member status within the system as long as the hour change does not extend beyond twelve consecutive months.

(vi) Who has not attained age sixty-five before the employee's effective date of participation or who was over age sixty-five with twenty-five years or more of service prior to the employee's effective date of participation.

(b) Does not include an employee who is hired on or after July 1, 2017, who makes the irrevocable election to participate solely in the public safety personnel defined contribution retirement plan established pursuant to article 4.1 of this chapter and who was not an active, an inactive or a retired member of the system or a member of the system with a disability on June 30, 2017.

32. "Normal retirement date" means:

(a) For an employee who becomes a member of the system before January 1, 2012, the first day of the calendar month immediately following the employee's completion of twenty years of service or the employee's sixty-second birthday and the employee's completion of fifteen years of service.

(b) For an employee who becomes a member of the system on or after January 1, 2012 and before July 1, 2017, the first day of the calendar month immediately following the employee's completion of either twenty-five years of service or fifteen years of credited service if the employee is at least fifty-two and one-half years of age.

(c) For an employee who becomes a member of the system on or after July 1, 2017, the first day of the calendar month immediately following the employee's completion of fifteen years of credited service if the employee is at least fifty-five years of age.

33. "Notice of receipt" means a written document that is issued by the system to a participant and alternate payee and that states that the system has received a domestic relations order and a request for a determination that the domestic relations order is a plan approved domestic relations order.

34. "Ordinary disability" means a physical condition that the local board determines will prevent an employee totally and permanently from performing a reasonable range of duties within the employee's department or a mental condition that the local board determines will prevent an employee totally and permanently from engaging in any substantial gainful activity.

35. "Participant" means a member who is subject to a domestic relations order.

36. "Participant's portion" means benefits that are payable to a participant pursuant to a plan approved domestic relations order.

37. "Pension" means a series of monthly amounts that are payable to a person who is entitled to receive benefits under the plan but does not include an annuity that is payable pursuant to section 38-846.01.
38. "Personal representative" means the personal representative of a deceased alternate payee.
39. "Physician" means a physician who is licensed pursuant to title 32, chapter 13 or 17.
40. "Plan approved domestic relations order" means a domestic relations order that the system approves as meeting all the requirements for a plan approved domestic relations order as otherwise prescribed in this article.
41. "Plan year" or "fiscal year" means the period beginning on July 1 of any year and ending on June 30 of the next succeeding year.
42. "Regularly assigned to hazardous duty" means regularly assigned to duties of the type normally expected of municipal police officers, municipal or state firefighters, eligible fire district firefighters, state highway patrol officers, county sheriffs and deputies, fish and game wardens, firefighters and police officers of a nonprofit corporation operating a public airport pursuant to sections 28-8423 and 28-8424, police officers who are appointed by the Arizona board of regents or a community college district governing board, state attorney general investigators who are certified peace officers, county attorney investigators who are certified peace officers, department of liquor licenses and control investigators who are certified peace officers, Arizona department of agriculture officers who are certified peace officers, Arizona state parks board rangers and managers who are certified peace officers, county park rangers who are certified peace officers, police officers who are certified peace officers and who are employed by an Indian reservation police agency, firefighters who are employed by an Indian reservation firefighting agency or game rangers who are certified peace officers and who are employed by an Indian reservation. Those individuals who are assigned solely to support duties such as secretaries, stenographers, clerical personnel, clerks, cooks, maintenance personnel, mechanics and dispatchers are not assigned to hazardous duty regardless of their position classification title. Since the normal duties of those jobs described in this paragraph are constantly changing, questions as to whether a person is or was previously regularly assigned to hazardous duty shall be resolved by the local board on a case-by-case basis. Resolutions by local boards are subject to rehearing and appeal.
43. "Retirement" or "retired" means termination of employment after a member has fulfilled all requirements for a pension, for an employee who becomes a member of the system on or after January 1, 2012 and before July 1, 2017, attains the age and service requirements for a normal retirement date or for an employee who becomes a member of the system on or after July 1, 2017 attains the age and credited service requirements for a normal retirement date. Retirement shall be considered as commencing on the first day of the month immediately following a member's last day of employment or authorized leave of absence, if later.
44. "Segregated funds" means the amount of benefits that would currently be payable to an alternate payee pursuant to a domestic relations order under review by the system, or a domestic relations order submitted to the system that failed to qualify as a plan approved domestic relations order, if the domestic relations order were determined to be a plan approved domestic relations order.
45. "Service" means the last period of continuous employment of an employee by the employers before the employee's retirement, except that if such period includes employment during which the employee would not have qualified as a member had the system then been effective, such as employment as a volunteer firefighter, then only twenty-five percent of such noncovered employment shall be considered as service. Any absence that is authorized by an employer shall not be considered as interrupting continuity of employment if the employee returns within the period of authorized absence. Transfers between employers also shall not be considered as interrupting continuity of employment. Any period during which a member is receiving sick leave payments or a temporary disability pension shall be considered as service. Notwithstanding any other provision of this paragraph, any period during which a person was employed as a full-time paid firefighter for a corporation that contracted with an employer to provide firefighting services on behalf of the employer shall be considered as service if the employer has elected at its option to treat part or all of the period the firefighter worked for the company as service in its applicable joinder agreement. Any reference in this system to the number of years of service of an employee shall be deemed to include fractional portions of a year.
46. "State" means the state of Arizona, including any department, office, board, commission, agency or other instrumentality of this state.
47. "System" means the public safety personnel retirement system established by this article.

48. "Temporary disability" means a physical or mental condition that the local board finds totally and temporarily prevents an employee from performing a reasonable range of duties within the employee's department and that was incurred in the performance of the employee's duty.

38-844. Requirements for retirement benefits and disability pensions

A. A member shall be eligible for a normal pension on retirement on or after the member's normal retirement date. Payment of a normal pension shall commence as of the first day of the month following the date of retirement, and the last payment shall be made as of the last day of the month in which the death of the retired member occurs.

B. A member is eligible for an accidental disability pension if the member's employment is terminated by reason of accidental disability. A member is eligible for an ordinary disability pension if the member's employment is terminated before the member's normal retirement date by reason of ordinary disability. A member shall file an application for a disability pension after the disabling incident or within one year after the date the member ceases to be an employee. Timely application for an accidental, catastrophic or ordinary disability pension is a prerequisite to receipt of the pension. Payment of an accidental, catastrophic or ordinary disability pension shall commence as of the first day of the month following the date of retirement or the expiration of a period during which the member is receiving sick leave payments or a temporary disability pension, whichever is later, but not earlier than section 38-845.02 allows for retroactive payments. The last payment shall be made as of the last day of the month in which the death of the retired member occurs, or if disability ceases before the member's normal retirement date, the first day of the month in which disability ceases.

C. A member is eligible for a catastrophic disability pension if the member's employment is terminated by reason of catastrophic disability. If more than the allowable catastrophic disability pensions are approved by the local boards in a calendar year, from and after December 31 of the following calendar year a member of the system is not eligible to apply for a catastrophic disability pension. On or before January 31, the board of trustees shall report to the president of the senate and the speaker of the house of representatives the number of catastrophic disability pensions that were approved by the local boards in the preceding calendar year. For the purposes of this subsection, "allowable catastrophic disability pensions" means for calendar year 2004, ten, and for subsequent calendar years the number of allowable catastrophic disability pensions allowed in the prior calendar year minus the number of catastrophic disability pensions approved by the local boards in the prior calendar year plus four.

D. Notwithstanding any other provision of this section, no member shall qualify for an accidental, catastrophic or ordinary disability pension if the local board determines that the member's disability results from the following:

1. An injury suffered while engaged in a felonious criminal act or enterprise.
2. Service in the armed forces of the United States that entitles the member to a veteran's disability pension.
3. A physical or mental condition or injury that existed or occurred before the member's date of membership in the system.

E. Accidental or ordinary disability shall be considered to have ceased and an accidental or ordinary disability pension terminates if the member:

1. Has sufficiently recovered, in the opinion of the local board, based on a medical examination by a designated physician or a physician working in a clinic that is appointed by the local board, to be able to engage in a reasonable range of duties within the member's department and the member refuses an offer of employment by an employer in the system.
2. Refuses to undergo any medical examination requested by the local board, provided that a medical examination shall not be required more frequently than once in any calendar year.

F. Sixty months after the award of a catastrophic disability pension, the local board shall reevaluate the member. If the member still qualifies for the catastrophic disability pension, the member is entitled to continue to receive the pension at the reduced amount prescribed in section 38-845, subsection E. A catastrophic disability shall be considered to have ceased and a catastrophic disability pension terminates if the local board determines that the member has sufficiently recovered and is able to engage in gainful employment based on a medical examination by a designated physician or a physician working in a clinic that is appointed by the local board. After the sixty-month review, the catastrophic disability shall be considered to have ceased and a catastrophic disability pension terminates if the local board determines that the member has sufficiently recovered and is able to engage in gainful employment based on a medical examination by a designated physician or a physician working in a clinic that is appointed by the local board, except that the medical examination shall not be required more frequently than once in a calendar year. The medical review

after the sixty-month period does not apply after the date the catastrophic disability pensioner would have attained twenty-five years of service assuming the pensioner remained a member of the system. The local board shall also terminate a catastrophic disability pension if the member refuses to undergo any medical examination requested by the local board. A member whose catastrophic disability pension is terminated may apply for and if eligible is entitled to receive an accidental disability pension as provided in this section.

G. Subsection E of this section does not apply after a disability pensioner's normal retirement date. The amount of a disability pension shall not be recomputed at a disability pensioner's normal retirement date.

H. If accidental or ordinary disability ceases before a retired member attains the member's normal retirement date and the member is reemployed by an employer, the member shall be treated as if the member has been on an uncompensated leave of absence during the period of the member's disability retirement and shall be a contributing member of the system. The pension payable on the member's subsequent retirement shall be determined as provided in section 38-845.

I. A member shall be eligible for a temporary disability pension if the member's employment is terminated before the member's normal retirement date by reason of temporary disability. Payment of a temporary disability pension shall commence as of the first day of the month following the date of disability or the expiration of a period during which the member is receiving compensation and sick leave payments, whichever is later. The last payment shall be made as of the first day of the month in which either the death of the member occurs or the local board deems the member is no longer under temporary disability, whichever first occurs, provided that not more than twelve monthly temporary disability payments shall be made in total to the member.

J. If on the expiration of a temporary disability pension the local board finds on application that the member has an accidental or ordinary disability, the member shall be eligible for an accidental or ordinary disability pension, as provided in this section.

K. The system shall make payments pursuant to section 401(a)(9) of the internal revenue code and the regulations that are issued under that section. Notwithstanding any other provision of the system, beginning January 1, 1987 payment of benefits to a member shall commence not later than April 1 of the calendar year following the later of:

1. The calendar year in which the member attains seventy-two years of age.
2. The date the member terminates employment.

38-859. Medical boards; purposes; composition; medical examinations

A. The purposes of a medical board are to:

1. Identify a physical or mental condition or injury that existed or occurred prior to the member's date of membership in the system and for which benefits may otherwise be limited by section 38-844, subsection D.
2. Evaluate a member's eligibility for an accidental disability pension.
3. Evaluate a member's eligibility for an ordinary disability pension.
4. Evaluate a member's eligibility for a temporary disability pension.
5. Evaluate a member's eligibility for a catastrophic disability pension.
6. For the purposes of section 38-846, determine through appropriate medical evidence the proximate cause of death for members who are killed in the line of duty if the death occurs more than one year after the date of injury.

B. For the purpose of determining a disability, the medical board shall be composed of a designated physician or physicians working in a clinic other than the employer's regular employee or contractee. Employees employed after October 1, 1992 shall undergo a medical examination for the purpose of identifying a physical or mental condition or injury that existed or occurred prior to a member's date of membership in the system and for which benefits may otherwise be limited by section 38-844, subsection D, and for this purpose, the medical board shall be composed of a designated physician or physicians working in a clinic that may be the employer's regular employee or contractee.

C. A finding of accidental, ordinary, temporary or catastrophic disability shall be based on medical evidence by a designated physician or a physician working in a clinic that is appointed by the local board pursuant to section 38-847, subsection D, paragraph 9 that established the disability. The local board shall resolve material conflicts in medical evidence. If required, the local board may employ other physicians or clinics to report on special cases. With the approval of the local board, a designated physician or physicians working in a clinic that is employed by the local board may employ occupational specialists to assist the designated physician or physicians working in a clinic in rendering an opinion.

D. All employees shall undergo medical examinations before a designated physician or a physician working in a clinic that is appointed by the local board pursuant to and for the reasons prescribed in this article. An employee who fails to comply with this subsection waives all rights to disability benefits under this article.

E. The examining physician or clinic shall report the results of examinations to the local board, and the secretary of the local board shall preserve the report as a permanent record. Medical examinations conducted pursuant to this article shall be conducted by a physician and shall not be conducted or utilized for the purposes of hiring, advancement, discharge, job training or other terms, conditions and privileges of employment unrelated to the receipt of or qualification for pension benefits or service credits under the system.

F. This section does not affect or impair the right of an employer to prescribe medical or physical standards for employees or prospective employees.



AGENDA ITEM REVIEW FORM



PSPRS - Fire

3. B.

Meeting Date: 12/20/2023

Submitted By: Maria Barajas Gutierrez, Human Resources Coordinator, Human Resources Department

ITEM:

Discussion and possible action on any and all matters regarding hiring independent Legal Counsel for the City of San Luis Fire Local Board. **(Mary Barajas, Human Resources Coordinator).**

SUMMARY:

The City Attorney cannot provide legal counsel to the Board. Pursuant to A.R.S. 38-847. Local Boards (N). The fees of the medical board and of the local board's independent legal counsel and all other expenses of the local board necessary for the administration of the system shall be paid by the employer and not the board of trustees or system at such rates and in such amounts as the local board shall approve. **Each local board shall hire an independent legal counsel who is not an employee of or contracted with the employer or any employee organization and owes its duty of loyalty only to the local board in connection with its representation of the local board.** The independent legal counsel may not represent a member of the plan before any local board or any judicial appeal of a local board decision. The local board's independent legal counsel shall review the Model Uniform Rules for Local Board Procedure that are issued by the board of trustees.

Attached is the Representation and Engagement Agreement from Ryann Rapp Pacheco Sorensen P.L.C. The primary attorney engaged in this representation will be Ms. Lesli M. Sorensen who has been representing Local Boards since 2017. If approved by the Board, the attorneys will, as requested, attend meetings of the board, review agendas and supporting material prior to the meetings and monitor compliance with open meeting law for those meetings attended. The attorneys will, upon referral of a lawsuit or other legal matter by the Board, provide any necessary legal representation to the Board and any of its officers, employees, or agents as directed by the Board.

RECOMMENDATION / SUGGESTED MOTION:

I MOVE TO HIRE RYAN RAPP PACHECO SORENSEN, P.L.C. WITH THE TERMS OF CONTRACT PRESENTED TO PROVIDE INDEPENDENT LEGAL COUNSEL TO THE BOARD.

Attachments

RYAN RAPP PACHECO SORENSEN AGREEMENT



3200 N. Central Avenue, Suite 2250
Phoenix, Arizona 85012
Telephone (602) 280-1000
Facsimile (602) 265-1495
LESLI M. SORENSEN, ESQ.
E-Mail Address: lsorensen@rrpklaw.com

November 6, 2023

SENT VIA ELECTRONIC MAIL
Mr. Tadeo De La Hoya, Chairman
c/o Ms. Mary Barajas Gutierrez
San Luis PSPRS Local Police Pension Board
P.O. Box 3720
San Luis, Arizona 85349
mbgutierrez@sanluisaz.gov

Re: REPRESENTATION AND ENGAGEMENT AGREEMENT

Dear Ms. Gutierrez:

Thank you for selecting Ryan Rapp Pacheco Sorensen, P.L.C. (“RRPS”), to represent the City of San Luis Police and Fire Public Safety Personnel Retirement System Local Boards (“Local Boards”). We recognize that you have a choice of legal counsel, and appreciate the confidence you have in our firm.

This letter is to confirm our understanding of the representation RRPS has undertaken on your behalf, its scope and the terms of our engagement. In addition, under our professional rules of ethics, we have an obligation to inform you of the firm’s billing practices. Experience has shown that a letter such as this is useful both to the client and to the firm to express our respective expectations and undertakings.

We ask that you carefully review this letter. It is intended to be a formal Representation and Engagement Agreement. If it meets with your approval and understanding of our respective responsibilities and duties, please sign where indicated and return it to us. Your signature on this Agreement will confirm your consent to the terms contained herein.

SCOPE OF REPRESENTATION

We understand that RRPS is being retained to provide the Local Boards with legal services to assist them with carrying out their statutory duties, specifically the duties found in Arizona Revised Statutes § 38-847. The representation also includes ensuring the Local Boards comply with open meeting laws and public record statutes. The primary attorney on this matter will be Lesli M. Sorensen. The Local Boards, as our clients, agree to cooperate with, and to timely provide assistance and requested documentation and information to us so that we may handle this representation on the Local Boards’ behalf.

RETAINER, FEES AND COSTS

In consideration of our services in connection with this representation, you agree to pay RRPS for its services in connection with this representation according to the terms set forth in this Agreement. While the firm will work diligently on your behalf, no predictions can be made as to the outcome of a matter. All matters undertaken by the firm do require that the client agree to terms of payment prior to the commencement of representation. We normally send billings on a periodic basis, usually monthly. The periodic bills are to be paid upon presentation, and the amounts thereof are applied to the total fee. If the bills are not promptly paid, we reserve the right to withdraw from representation.

The normal fee arrangement of the firm is the “reasonable fee” arrangement which is based upon the criteria for reasonableness specified in the Arizona Rules of Professional Conduct. The factors set forth in the rules include the time required for tasks performed; the difficulty, novelty or complexity of the problem presented; the skill required to perform the services properly; the time constraints imposed by the client or the nature of the matter; the amount involved and the results obtained for the client; and the experience, reputation and ability of the lawyer or lawyers performing the service. We have established a normal hourly billing rate for each attorney and legal assistant, which is adjusted from time to time. I will be the primary attorney in this matter and my discounted hourly billing rate is \$275.00. If necessary other attorneys may be involved in the matter and if that occurs, his/her hourly billing rate will be disclosed to you prior to that attorney commencing work on your case. In addition to attorneys, there may be legal assistants involved in the matter. The firm's legal assistants are typically billed at a rate of \$125 per hour.

Our firm typically requires an advance deposit with beginning representation of new clients, however we agree to deviate from our normal practice and waive the requirement of an advance fee deposit in this matter.

In addition to the fees for legal services, the firm may incur various costs and expenses in performing legal services under this Agreement. These expenses will be itemized in our billing statements. Costs and expenses, without limitation, include filing fees, messenger and process services, special mailing expenses, express mail services, copying charges and other reproduction costs charged by an outside agency or vendor, expert fees, LEXIS research, long distance telephone calls, travel expenses and court reporter charges. We may send larger copying jobs to an outside copying service and charge you for such service. We may ask that you pay court reports' fees, outside copying charges and other large charges directly to the provider of the service.

To aid in the preparation or presentation of your case, our firm and you may agree that hiring expert witnesses, appraisers, accountants, consultants or investigators is necessary. Our firm will select such outside experts or entities, after consultation with you. After consultation with you, you authorize us to retain and you agree to pay the fees or charges of these persons or entities hired by us, either directly to the outside person or entity, or to the firm, as appropriate.

In certain cases, it is appropriate to seek an award of your attorneys' fees and costs from the opposing party. If appropriate in your case we will pursue such an award, however, we cannot and will not look to such an award as a source of payment for amounts owed to the firm under this Agreement. You are responsible for paying the fees and costs as set forth in this Agreement. To the extent your matter is concluded and attorneys' fees and costs are awarded, we will reimburse you for the amount paid to the firm which you have already paid. If fees and costs are still being accrued or owing, we will apply such payment to those fees and costs.

We ask and expect payment of our billings and retainers on a current basis, because delayed payments add to our overall costs of providing services to all of our clients. To avoid burdening our clients who do pay promptly with these additional overhead costs, we reserve the right to charge interest at the rate of ten percent (10%) per annum on any balance which is not paid by the end of the month following the month in which the firm's billing statement is dated. Unless otherwise agreed upon in writing between you and the primary attorney, payment of each monthly billing statement is due upon receipt.

Even if there are others paying or responsible for paying fees and costs on your behalf, you and the others responsible for paying fees and costs understand and agree that only you will make decisions relating to this matter.

CORRESPONDENCE, PLEADINGS AND DOCUMENTS

As a matter of course, the firm will forward to you copies of key correspondence, pleadings, and documents generated or received by us concerning the legal matter being handled. This is an inexpensive and routine way to keep our clients advised of important developments and the status of the matter as it progresses. You should review the documents sent to you and should contact us with any questions or comments about them. All communications to you are directed to the address you have provided to us. If you desire, we can communicate with you via e-mail. Because communications between you and the firm are critical, you must keep the firm informed of any changes to your address, telephone number, and e-mail as appropriate.

Electronic Communications and Data Retention. We communicate from time to time with our clients via facsimile, mobile telephone, and email. No form of communication is completely secure and these forms of communication have some risk of improper interception even though our Firm maintains reasonable security measures to assure the confidentiality of your information. We retain many file documents and data in electronic format only. These documents and data may be stored on a remote secure third party server hosted through the internet. Accordingly, unless you instruct us that you prefer to receive only a paper copy in the mail and do not wish to communicate by email, we will send you each document that is relevant to your matter by email as a scanned document in "pdf" or "tif" format. You are responsible for providing us with an email address that you want us to use for correspondence related to the representation. You should check that email address regularly. We will assume that third parties (e.g., employers or family members) do not have access to that email address so you can receive confidential correspondence from us at that address. We also will assume that you are receiving

and reviewing our emails at that address unless you alert us to an issue. Please be certain that your email filters do not block emails from our office and that the allowable size of incoming emails is sufficient to accept emails from us with attachments. *It is important that you retain all communications from and to us, including emails and attachments to emails. These are being tendered to you as your file for this matter.* You are responsible for maintaining your own copy of the file. At the conclusion of the representation we will confirm that you have a complete file and we will maintain our electronic copy of your file for three years, at which time it may be destroyed without further notice.

RETENTION OF FILES AND FILE DESTRUCTION

Given the number of client matters the firm handles, the indefinite retention of each client's file is impractical. Therefore, once your legal matter is completed, your file will be marked "closed" by the firm. You have a right to obtain a copy of the file at any time, however, given the firm's routine practice of copying clients with correspondence, pleadings and documents, the firm will only copy those documents you have not already been sent. Original documents will be returned to you upon the closing of the file. If you need another copy of you file, after receiving copies from the firm, you will be charged for the cost to re-copy the file. By executing this Agreement, you give the firm your permission to destroy the file once it has remained closed with no material activity, for a period of seven years.

CONFLICT OF INTEREST

The firm has conducted an internal conflict of interest check based upon the names of the persons and/or entities provided to us by you. No conflict of interest has appeared from this internal conflict check. You agree to continue to provide any additional information to the firm regarding the names and identities of any other person or entity involved, or which may become involved, in this matter.

TERMINATION OF REPRESENTATION AND CONCLUSION OF YOUR MATTER

Once the representation of you in the matter described in this Agreement concludes, the firm will have no continuing obligation to represent you in any matter beyond the scope of representation as described herein, unless an agreement for continued representation is reached.

You have the right to terminate the firm's representation of you with, or without, cause. However, should you determine to terminate our services, you must notify us in writing of the termination. Termination of our services does not negate any fees or costs owed to the firm in the representation of you.

The firm reserves the right to withdraw as set forth herein if our fees are not paid on a timely basis. Further other events may cause us to terminate the representation, including a determination that you have misrepresented facts, or a failed to disclose facts to us; if you fail to follow our advice; or for any other reason permitted or required under the Arizona Code of Professional Responsibility. In the event the firm determines to terminate the representation, you

will be notified in writing as to the termination, and agree to execute an approval of a Motion to Withdraw or Substitution of Counsel, as applicable. In that event, the firm will cooperate in transitioning the matter to another attorney as appropriate.

After you have had an opportunity to review this Agreement, please sign it where indicated and return it to me for our file. The firm's attorneys will generally not proceed to do any work on your matter beyond that of the initial consultation and initial research, until a signed Agreement is received from you. In the event that legal services have been performed, and costs expended on your behalf, you are obligated to the firm for the value of such services and costs.

We recognize this Agreement has a formal tone, however, we believe that a complete understanding of our business relationship helps to assure a mutually beneficial attorney-client relationship. We appreciate this opportunity to be of assistance and look forward to working with you.

Very truly yours,

RYAN RAPP PACHECO SORENSEN, P.L.C.



LESLI M. SORENSEN, ESQ.

I have read and understand the foregoing terms as set forth in the Ryan Rapp Pacheco Sorensen, P.L.C. Engagement and Retainer Agreement and approve and agree to them as of the date Ryan Rapp Pacheco Sorensen, P.L.C., first provided services to me.

Tadeo De La Hoya
Chairman, City of San Luis Police and Fire PSPRS Local Boards

Date



AGENDA ITEM REVIEW FORM



PSPRS - Fire

3. C.

Meeting Date: 12/20/2023

Submitted By: Maria Barajas Gutierrez, Human Resources Coordinator, Human Resources Department

ITEM:

Discussion and possible action on any and all matters regarding the election of a non-voting secretary to serve on the San Luis Fire Department Public Safety Personnel Local Retirement Board. **(Angel Ramirez, Fire Chief)**

SUMMARY:

Currently, the position of non-voting secretary for this board is vacant upon Ms. Leanna Beltran's resignation from this position. Ms. Mary Barajas, Human Resources Coordinator, has expressed interest to serve as the non-voting secretary for the Board.

A.R.S. § 38-847(M) states:

"The local board shall elect a secretary who may, but need not, be a member of the local board."

The secretary's duties include but are not limited to keeping a record and prepare minutes of all meetings and forward them within 20 days of the Board Meeting.

RECOMMENDATION / SUGGESTED MOTION:

I MOVE TO ELECT MARY BARAJAS AS NON-VOTING SECRETARY OF THIS BOARD.

Attachments

ARS 38-847 Local Boards

38-847.01. Membership in retirement plan; eligibility

A. Each employee of an eligible group shall participate in the plan on proper determination of eligibility for membership by the local board pursuant to section 38-847, subsection D.

B. The employer shall provide to the local board all necessary information to render a decision on the employee's eligibility for membership. The information shall include:

1. The date the employee was hired or appointed to the position.
2. The employee's position title.
3. A description of the essential functions for the position.

C. An employee receiving a pension from the plan is not subject to this section, but is subject to section 38-849.