

MINUTES
Special Meeting
San Luis Fire Department Public Safety
Personnel Local Retirement Board
San Luis Council Chambers
1090 E Union Street
November 6, 2025
8:30am

1. CALL TO ORDER/ROLL CALL: Meeting was called to order at approximately 8:32 a.m. Contributing member Justin Phillips / Board member Roula Encinas appointed Contributing Member Guadalupe Gutierrez as Acting Chairman.

PRESENT:

Guadalupe Gutierrez, Contributing Member – Appointed Chairman
Justin Phillips, Contributing Member
Roula Encinas, Board Member

ABSENT: Mayor Nieves Riedel

OTHERS PRESENT:

Sonia Cornelio, City Clerk
Mary Barajas, HR Department
Priscila Campa, HR Department
Adela Cortez, HR Department
Israel Lara, IT Department
Jose A. Maldonado, City Administration
Lesli Sorensen, Local Board Attorney

2. CONSENT AGENDA

2. A. MINUTES OF

- Special Board meeting held on August 28, 2024.

MOTION: Board Member Roula Encinas / Contributing Member Justin Phillips to approve consent agenda as presented. Motion passed unanimously.

The vote was as follows:

Acting Chairman Guadalupe Gutierrez Aye

Contributing Member Justin Phillips	Aye
Board Member Roula Encinas	Aye

3. EXECUTIVE SESSION

(Vote to hold an Executive Session pursuant to A.R.S. §§ 38-431.03(A)(3), and (4))

3. A. Discussion and possible action to hold an executive session pursuant to A.R.S. § 38-431.03(A)(2), (3), and (4) on any and all matters regarding the Accidental Disability Retirement Application for Jesus Campas Burrola received on September 2, 2025, medical confidential records, and IME appointment. **(Lesli Sorensen, Local Board Attorney).**

Acting Chairman Guadalupe Gutierrez called an Executive session at 8:37 a.m. to review Accidental Disability Application and medical records of Jesus Campas Burrola.

MOTION: Contributing Member Justin Phillips/ Board Member Roula Encinas to approve entering into Executive Session. Motion passed unanimously.

The vote was as follows:

Acting Chairman Guadalupe Gutierrez	Aye
Contributing Member Justin Phillips	Aye
Board Member Roula Encinas	Aye

4. MOTION TO GO BACK INTO SPECIAL SESSION

Local Board members returned to Special Session at 8:53 a.m. approximately.

MOTION: Contributing Member Justin Phillips/ Board Member Roula Encinas to approve going back into Special Session. Motion passed unanimously.

The vote was as follows:

Acting Chairman Guadalupe Gutierrez	Aye
Contributing Member Justin Phillips	Aye
Board Member Roula Encinas	Aye

5. DISCUSSION AND POSSIBLE ACTION ITEMS

5. A Discussion and possible action on any and all matters regarding Accidental Disability Application for Jesus Campas Burrola, including consideration of conducting an Independent Medical Examination (IME) pursuant to A.R.S. § 38844 and A.R.S. § 38859. (Maria Barajas, Local Board Secretary)

Mary Barajas continued item in open session, requesting approval from Local Board to continue with Accidental Disability application and consider proceeding with an independent medical examination for Jesus Campas Burrola. Local Board did not have any additional questions.

MOTION: Contributing Member Justin Phillips/Board Member Roula Encinas to approve continuing with the accidental disability application process and proceeding with an Independent Medical Examination. Motion passed unanimously.

The vote was as follows:

Acting Chairman Guadalupe Gutierrez	Aye
Contributing Member Justin Phillips	Aye
Board Member Roula Encinas	Aye

6. ADJOURNMENT

Acting Chairman Guadalupe Gutierrez/Contributing Member Justin Phillips to adjourn the special meeting at approximately 8:58 a.m.

The vote was as follows:

Acting Chairman Guadalupe Gutierrez	Aye
Contributing Member Justin Phillips	Aye
Board Member Roula Encinas	Aye

APPROVED:

Nieves Riedel, Chairman

ATTEST:

Mary Barajas, 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 November 6, 2025. I further certify that the meeting was duly called and held and that a quorum was present.

Mary Barajas, Board Secretary