

**NOTICE OF PUBLIC MEETING OF THE  
PUBLIC SAFETY PERSONNEL RETIREMENT BOARD  
OF DIRECTORS OF THE CITY OF COTTONWOOD**

Pursuant to A.R.S. §38-431.02 notice is hereby given to the members of the Public Safety Personnel Retirement Board of the City of Cottonwood and to the general public that the Public Safety Personnel Retirement Board of Directors for the Police Department of the City of Cottonwood will be holding a meeting, which is open to the public on:

December 9, 2022

3:00 p.m.

Public Safety –Police Department Conference Room  
199 S Sixth Street  
Cottonwood, Arizona

The agenda for the meeting is as follows:

1. Call to order
2. Roll call
3. Oath of Office – *Ron Collis – Read and sign the Oath of Office for the Board*
4. Approval of Police Board Minutes – *Action Requested: Discussion and vote to approve the Police Board minutes from the February 3, 2022 Public Safety Personnel Board Meeting.*
5. Induction of new City of Cottonwood Police Officers into Public Safety Retirement – *Action Requested: For discussion and vote to authorize membership applications of new members, with the exception that no application of disability retirement may be filed based on pre-existing conditions.*
  - a. *Gilberto Bustamate 01/18/2022 – Transfer from Clarkdale– with pre-existing conditions*
  - b. *Lucas Renfroe – 09/17/2022 – no pre-existing conditions*
  - c. *Zebediah Schoemaker – 11/06/2022 – no pre-existing conditions*
6. Call to Public
7. Adjournment
8. A copy of the agenda for the meeting will be available at the City of Cottonwood Finance Department, 816 North Main Street, Cottonwood, Arizona, at least twenty-four (24) hours in advance of the meeting

Dated: December 8, 2022  
CITY OF COTTONWOOD



Kirsten L. Lennon, Financial Services Director - Secretary, Public Safety Personnel Retirement Board

*Pursuant to the American with Disabilities Act, the City of Cottonwood Fire Public Safety Personnel Retirement Board endeavors to ensure the accessibility of its meeting to all persons with disabilities. Should an individual require an accommodation for the meeting, please contact Kirsten Lennon at (928)634-0060. Requests should be made as early as possible to allow time to arrange the accommodation.*

*Pursuant to A.R.S. Section 38-431.03(A) the City of Cottonwood Public Safety Retirement Board may vote to convene in executive session to discuss or consider confidential records exempt by law from public inspection. The Board will take action on these items in open session.*

MINUTES OF THE MEETING OF THE CITY OF COTTONWOOD PUBLIC SAFETY RETIREMENT POLICE BOARD, HELD FEBRUARY 3, 2022 AT 2:00 P.M. AT THE CITY OF COTTONWOOD PUBLIC SAFETY BUILDING POLICE DEPT MEETING ROOM, 199 S 6<sup>TH</sup> ST., COTTONWOOD, ARIZONA.

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The meeting was called to order by Chairperson Henry at 2:01 pm. Roll call was taken as follows:

Board Members Present

Kirsten Lennon, Secretary  
Matt Strickland, Police Dept. by Phone  
Tosca Henry, Chairperson  
Cody Savage, Police Department  
Kent Hellman, Civilian  
Diane Joens, Civilian – By phone

Board Members Absent

Approval of Minutes – Member Strickland stated that the date on the Agenda is November 3<sup>rd</sup> but the minutes are from November 30<sup>th</sup> and he moved to approve the November 30, 2021 board meeting. The motion was seconded by Member Cody Savage and the vote was carried unanimously in favor of approving the minutes.

Review of updated PSPRS Model Uniform Rules dated December 31, 2021 - The discussion about the need to update and approve the new PSPRS Model Uniform Rules was led by Secretary Lennon. She stated that the updated rules needed to be adopted by the board and that the changes in the Rules were minimal. The changes were based on the update to the Arizona Statutes on the roles of the board. Member Strickland made a motion to adopt the PSPRS Model Uniform Rules dated December 31, 2021 it was seconded by Member Hellman and the vote was carried unanimously in favor of adopting the updated rules.

Review of the PSPRS Police Actuaries for FY 2021 - The Actuaries were presented to the board and they reviewed them. Secretary Lennon reminded the board that the City had bonded to fully fund the Public Safety Retirement Pension unfunded liability in FY 2021 and that now all three tiers of the fund are fully funded. She also stated that the rates for the employer are remaining close or the same in FY 2023 to what they are in FY 2022. The major change in this year's actuaries and rates is the change to the employee contribution amount for FY 2023 for tier 2 members. The Tier 2 members contribution rates will be decreasing starting in FY 2023. Chairperson Henry moved to accept the actuaries as presented and member Hellman seconded the motion. The vote was carried unanimously in favor of accepting the actuaries for FY 2021.

Discussion on Engagement of a Board Attorney - Chairperson Henry stated that she had read the engagement letter received by Ryan, Rapp, Underwood, and Pacheco and things seemed to be in order. Secretary Lennon stated that she received the name of this firm from the Yuma board and that they use this firm as their board attorney. There was some discussion on how the fees for this attorney would be handled and Secretary Lennon stated that currently the fees for any of the PSPRS board are absorbed in the Finance or Police budget but that for next Fiscal year she would make sure that there was a budget for these types of fees in the Police budget. Chairperson Henry moved to accept the engagement letter from the firm of Ryan, Rapp, Underwood and Pacheco and to give Secretary Lennon the authority to sign the engagement letter. The motion was seconded by Member Savage and the vote was carried unanimously in favor.

Induction of New City of Cottonwood Police Officers – Chairperson Henry stated that she would like Secretary Lennon to explain and read off the new members. Secretary Lennon stated that we have to accept new members and put into the record whether or not we are accepting them with or without pre-existing conditions. The pre-existing conditions being put on the record allows the board to deny any disability application for those pre-existing conditions. The new members were listed and read off as follows:

- a. *David Holdsworth – 08/28/2021– with pre-existing conditions*
- b. *Damon Truax II – 09/07/2021 – no pre-existing conditions*
- c. *Jesse Leedham – 07/28/2021 – with pre-existing conditions*
- d. *Houston Sauer – February 28, 2022 – no pre-existing conditions*
- e. *Ashley Campbell – November 8, 2021 – no pre-existing conditions*

There was discussion about accepting Houston Sauer before his date and since he will be enrolled in PSPRS at the end of his waiting period for Tier 3 Secretary Lennon stated that it was okay to pre-authorize his acceptance. Member Strickland

moved to accept the new members into Public Safety Retirement as listed on the agenda, Member Savage seconded the motion and the vote was carried unanimously in favor.

Call to Public- The call to the public was made.

Adjournment

There being no further business Chairperson Henry moved to adjourn the meeting at 2:19 pm and it was seconded by Member Joens and the vote was carried unanimously in favor and the meeting was adjourned.

Attest:



Kirsten Lennon, Secretary

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