



TOWN OF GUADALUPE
FIRE PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM BOARD
MONDAY, AUGUST 22, 2022
9:00 AM
GUADALUPE TOWN HALL
9241 SOUTH AVENIDA DEL YAQUI, MUSEUM ROOM
GUADALUPE, AZ

AGENDA

- A. Call to Order
- B. Roll Call
- C. Call to the Public: An opportunity is provided to the public to address the Board on items that are not listed on the agenda. A total of 3 minutes will be provided for the Call to the Audience agenda item, unless the Board requests an exception to this limit. Please note that those wishing to comment on agenda items posted for action will be provided the opportunity at the time the item is considered.
- D. Discussion and Possible Action Items:
 - 1. Approval of the October 28, 2021, Fire Public Safety Personnel Retirement System Board Meeting Minutes
 - 2. Adoption of the Revised Model Uniform Rules of Local Board Procedures
 - 3. Mandatory Fire Public Safety Personnel Board Member training
 - 4. Term expiration update for Citizen Board Member, Mary Uriarte, Fire Department Representative (elected by Fire Department), Alan Romania, and Mayor's designee, Jeff Kulaga (Chair), positions: October 31, 2022
- E. Adjournment

Town of Guadalupe
9241 South Avenida del Yaqui
Guadalupe, AZ 85283
(480) 730-3080



August 15, 2022

To: Fire Public Safety Personnel System Retirement Board Members
 From: Jeff Kulaga, Chair, Fire Public Safety Personnel Retirement System
 RE: **August 22, 2022, Fire Public Safety Personnel Retirement System Board Meeting**

The purpose of this report is to provide brief information regarding each agenda item.

Agenda Items:

D1. OCTOBER 28, 2021, FIRE PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM (PSPRS) BOARD MEETING MINUTES. (PAGE 3)

D2. ADOPTION OF REVISED MODEL UNIFORM RULES OF LOCAL BOARD PROCEDURES (PAGES 4 – 17): On December 22, 2021, the Arizona Public Safety Personnel Retirement System (PSPRS) Board of Trustees adopted an updated version of the Model Uniform Rules of Local Board Procedures that incorporates [House Bill 2381](#). The revised Model Uniform Rules of Local Board Procedures requires that all PSPRS local boards adopt this document as well.

D3. MANDATORY FIRE PSPRS BOARD MEMBER TRAINING (NO MATERIAL): Included in the revised Model Uniform Rules of Local Board Procedures, the Arizona PSPRS is requiring that all active PSPRS board members and the local board secretary watch three training videos as part of their board member responsibilities. The videos can be accessed at: <https://www.youtube.com/user/ArizonaPSPRS>

Video 1: Open Meeting Law and Public Record Law

Video 2: Fiduciary Duty and Legal Review

Video 3: Ethics Awareness

In total, the videos will take approximately 40 minutes to watch. To comply with this new requirement, once a board member has watched each of the videos, please notify Jeff Kulaga, Chair, and that information will be forwarded to the Arizona PSPRS for their records. *This is required of each board member.*

D4. UPCOMING BOARD MEMBER TERM EXPIRATION DATE (NO MATERIAL): Fire PSPRS board members serve four-year terms. Mary Uriarte, citizen board member representative's term of office expires October 31, 2022. Staff is seeking feedback on whether Ms. Uriarte would like to be reappointed to serve an additional four-year term of office.

The Fire Department elected board member term for Alan Romania expires October 31, 2022. The Fire Department is responsible for re-electing Mr. Romania or electing a new board member. This is an internal administrative process.

The term expiration date for the Mayor's designee, Jeff Kulaga, Chair, also expires on October 31, 2022.

Staff will present appointment/reappointment options to Council at their October 13, 2022, Regular Council meeting.



MINUTES

TOWN OF GUADALUPE

FIRE PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM BOARD

OCTOBER 28, 2021

Minutes of the Town of Guadalupe Fire Public Safety Personnel Retirement System Board meeting held on Thursday, October 28, 2021, at 9:00 A.M., Guadalupe Town Hall, 9241 South Avenida del Yaqui, Museum Room, Guadalupe, Arizona.

A. Call to Order

Chairman Jeff Kulaga called the meeting to order at 9:03 A.M.

B. Roll Call

Board members present: Chairman Jeff Kulaga, Citizen Representatives Lory Cota and Mary Uriarte; and, participating via teleconference, Fire Department Representative Dennis Dominguez

Board member absent: Fire Department Representative Alan Romania

C. Call to the Public: No one spoke.

D. Discussion and Possible Action Items:

1. August 20, 2021, Fire Public Safety Personnel Retirement System Board Meeting Minutes.

Motion by Lory Cota to approve agenda item D1; second by Mary Uriarte. Motion passed unanimously on a voice vote 4-0.

Board members unanimously approved the August 20, 2021, Fire Public Safety Personnel Retirement System Board Meeting Minutes.

2. Acknowledgement of hire of two retired Arizona Public Safety Personnel Retirement System members to the Town of Guadalupe Fire Department:

- Lewis Jones – hired October 4, 2021
- Aaron Ernsberger – hired September 6, 2021

Motion by Mary Uriarte to approve agenda item D2; second by Dennis Dominguez. Motion passed unanimously on a voice vote 4-0.

Board members unanimously approved the acknowledgement of hiring of Lewis Jones and Aaron Ernsberger to the Guadalupe Fire Department.

E. Adjournment

Motion by Mary Uriarte to adjourn the meeting; second by Lory Cota. Motion passed unanimously on a voice vote 4-0.

The meeting was adjourned at 9:07 A.M.

Jeff Kulaga, Chairman

**Public Safety Personnel Retirement System
Revised Model Uniform Rules of Local Board Procedure
Created Pursuant to A.R.S. § 38-847(F)**

**Adopted by the Public Safety Personnel Retirement System Board of Trustees on
December 22, 2021**

A. Definitions

1. “A.R.S.” means Arizona Revised Statutes.
2. “Administrator” means the Administrator of the Plan (including any persons authorized by the Administrator to act for the Administrator) acting for the benefit of the Board of Trustees as more particularly described in A.R.S. § 38-848
3. “Board of Trustees” has the meaning ascribed to that term in A.R.S. § 38-842(8).
4. “Claim” means any request for relief under the Plan involving all questions of eligibility for Membership, Disability and Killed In the Line of Duty Death Benefits, which is properly before a Local Board for Decision, pursuant to A.R.S. § 38-847(D). Will include questions of whether benefits are consistent with and allowable under the System, as contemplated by that section. Any opinions rendered by the Local Board on such questions will be considered Decisions as defined in Subsection 6.
5. “Claimant” has the meaning ascribed to that term in A.R.S. § 38-842(11).
6. “Decision” means Any orders issued by a Local Board relating to a Claim, including orders denying a request for Rehearing or further relief, submitted not later than 20 days to PSPRS. As required by A.R.S. § 38-847(G), a Decision shall contain, at a minimum, (a) the name of the member affected by the Local Board’s action; (b) a description of the action taken; and (c) an explanation of the reasons supporting the Local Board’s action.
7. “Decision on Rehearing” means a Decision issued by the Local Board after a Rehearing.
8. “Employee” has the meaning ascribed to that term in A.R.S. § 38-842 (27).
9. “Employer” has the meaning ascribed to that term in A.R.S. § 38-842(28).
10. “Hearing” means the Local Board’s initial public Meeting concerning a Claim, which is conducted in accordance with the Open Meeting Law and these Rules.
11. “Independent Legal Counsel” means legal counsel who is not an employee of or contracted with the employer or any employee organization, nor is contracted with any member in violation of A.R.S. § 38-847 (N)
12. “Initial Decision” means the first Decision on a Claim issued by the Local Board.

13. “Killed in the line of duty” means the decedent’s death was the direct and proximate result of the performance of the decedent’s public safety duties and does not include suicide in A.R.S. § 38-846 (D).
14. “Local Board” means that public body described in A.R.S. § 38-847.
15. “Meeting” is a gathering of a quorum of the Local Board to conduct business and to hold Hearings and/or Rehearings, which is conducted in accordance with the Open Meeting Law and these Rules.
16. “Member” has the meaning ascribed to that term in A.R.S. § 38-842(31).
17. “Minutes” means the written official record of the proceedings, including the testimony of witnesses.
18. “Notice” means a written Notice of Hearing or Rehearing, as applicable, which includes, at minimum: (i) a statement of the time, place and nature of the Hearing or Rehearing; (ii) a statement of the legal authority and jurisdiction under which the Local Board will be conducting the Hearing or Rehearing; (iii) a reference to the particular section(s) of the Arizona Revised Statutes (and/or any other applicable rules) involved in the particular matter presented for Decision; and (iv) a short and plain statement of the matters asserted by the Claimant or issues to be considered at the Hearing or Rehearing.
19. “Open Meeting Law” is that body of laws described in Title 38, Ch. 3, Article 3.1 of the Arizona Revised Statutes, which requires public bodies, such as the Local Board, to hold its meetings and conduct its activities in public, except in those limited circumstances described in A.R.S. § 38-431.03.
20. “Party or Parties” means the Claimant, Local Board and Board of Trustees.
21. “Plan” means the Public Safety Personnel Retirement System, as described in A.R.S. § 38-841 *et seq.*
22. “Political Subdivision Local Board” means any Local Board that is not a State Agency Local Board. Examples of Political Subdivision Local Boards are Local Boards where the sponsoring Employer is a municipality, county, tribal nation or fire district.
23. “Pre-Membership Physical” means a medical examination of an Employee before the Employee joins the Plan, for the purpose of identifying physical or mental conditions or injuries, which existed or occurred prior to the Employee’s date of membership in the Plan, pursuant to A.R.S. § 38-859(A)(1).
24. “Presiding Officer” means the Chair or Acting Chair of the Local Board, who presides over any Meeting, Hearing or Rehearing.
25. “Rehearing” means a public Meeting before the Local Board that is conducted in accordance with the Open Meeting Law and these Rules, to consider a Claimant’s or the Board of Trustees’ request that the Local Board reconsider its Initial Decision, as provided by A.R.S. § 38-847(H).

26. “Rules” means these Model Uniform Rules of Local Board Procedure authorized by A.R.S. § 38-847(F).
27. “Secretary” means the person so designated and elected pursuant to A.R.S. § 38-847(M), who is charged with keeping a record and preparing agendas, Minutes and Decisions of all Hearings and Rehearings of the Local Board.
28. “State Agency Local Board” means any Local Board where the sponsoring Employer is an agency, board, commission, department or other administrative unit of the State of Arizona. An example of a State Agency Local Board is the Department of Public Safety PSPRS Local Board.
29. “Subcommittee” means a group of no more than two Local Board members appointed by the Board Chair to undertake Local Board business.

B. Purpose and Scope of Procedures

1. Board Responsibility. Pursuant to A.R.S. § 38-847(D), the Local Board is responsible for deciding all questions of eligibility for membership, disability and Killed in the line of duty death benefits under the Plan. The Board of Trustees cannot pay these benefits under the Plan without the direction and approval of the Local Board.
2. Scope. These Rules govern all Claims before the Local Board for Decision, effective for any Claims brought, and any Hearing and Rehearing held, after the effective date of adoption of these Rules by the Local Board.
3. Conflict. These Rules are authorized by A.R.S. § 38-847(F) and supplement all authority of the Local Board specified in that statute. Should any of these Rules conflict with any provision of A.R.S. § 38-847 or any other Arizona law, the provisions of Arizona law shall control. These procedures govern State Agency Local Boards as well as Political Subdivision Local Boards. However, State Agency Local Boards may be subject to additional laws as provided by Title 41, Ch. 4, Article 6.
4. No Legal Advice. These Rules do not constitute legal advice. Local Boards are encouraged to consult with their independent attorney to resolve questions of law.

C. Composition of the Board and Conduct of Meetings

1. Composition. The membership of each Local Board is determined by whether the participating employer is a political subdivision, Indian tribal nation, state agency, non-profit corporation, joint powers authorities or fire district, as set forth in A.R.S. § 38-847(A).
2. Chair. The provisions for electing a Chair are found in A.R.S. § 38-847(A). For political subdivisions and Indian tribal nations, the Mayor or Chief Elected Official or a designee shall serve as Chair of their respective Local Boards. For state agencies and nonprofit corporations, the Local Board shall elect a Chair. For fire districts, the chairperson of the fire district governing board or the chairperson’s designee shall serve as Chair.

3. Secretary. Pursuant to A.R.S. § 38-847(M), the Local Board shall elect a Secretary who may, but need not, be a member of the Local Board.
4. Quorum. A quorum consists of a majority of the statutory membership of the Local Board. A.R.S. § 1-216(B). For a Local Board comprised of five (5) members, a quorum for the purpose of doing any business is generally three (3) members.
5. Meetings, Minutes and Decisions. Meetings are generally held at [**Local Board should designate a regularly scheduled date/time**], but can be held at any time upon the call of the Chair, any two members of the Local Board, or the Secretary of the Local Board, with appropriate notice to the members of the Local Board and the public. Each Local Board shall meet at least twice a year.
 - a. Meetings are held at [**Local Board should designate a location**].
 - b. The Secretary shall provide an agenda to the Local Board members in advance of any Meeting, describing the business to be addressed at such Meeting. The content of the agenda shall comply with the Open Meeting Law.
 - c. Notice of all Meetings of the Local Board shall be given, and all Meetings and any executive sessions shall be conducted, in conformance with the Open Meeting Law.
 - d. Provided the quorum is met, a majority vote of Local Board members present and eligible to vote shall govern any action taken.
 - i. Local Board members not present in person may attend by telephone or other electronic means permitting meaningful participation in accordance with the Open Meeting Law.
 - e. The Secretary shall cause appropriate Minutes to be taken of Local Board Meetings, and an electronic recording may be made of Meetings to facilitate preparation of such Minutes.
 - i. Such electronic recording will be maintained at least until Minutes have been transcribed and approved by the Local Board.
 - ii. So long as such action is in accordance with a Local Board's records retention, storage and destruction policy, the Secretary may destroy the electronic recording of a Local Board Meeting after the Minutes of such Meeting have been approved. The Secretary will prepare and retain a certificate of destruction when any electronic recordings are destroyed.
 - f. The Secretary shall forward to the Board of Trustees (in care of the Administrator) a copy of each Local Board meeting minutes which include the Decision(s) on a Claim no later than twenty (20) business days after the Local Board takes action on such Claim, pursuant to A.R.S. § 38-847(G). Decisions shall be sent by email or certified mail to the Administrator as required by A.R.S. § 38-847(H)(2). Should Decisions be sent by email, if personal identifiable information is contained, Decision shall be sent via secure electronic protocols. As required by A.R.S. § 38-847(G), a Decision shall contain, at minimum: (i) the name of the member affected by the Local Board's action; (ii) a description of the action taken; and (iii) an explanation of the reasons supporting the Local Board's action, and (iv) all documents submitted to the Local Board for the action taken including the reports of a medical board.

- g. Unless the Claimant is present at a Meeting at which the Local Board announces its Decision on a Claim, at the same time that the Secretary forwards the Decision to the Administrator, the Secretary shall forward the Local Board's Decision to the Claimant via certified mail, pursuant to A.R.S. § 38-847(H)(1).
 - h. The Secretary shall forward all Minutes to the Board of Trustees, in care of the Administrator, within twenty (20) days after each Local Board Meeting, and forward all necessary communications to the Board of Trustees, in care of the Administrator, pursuant to A.R.S. § 38-847(M).
6. Documentation. In a location separate from any Personnel or Department files, the Local Board Secretary shall maintain files for each Claimant, containing public and confidential documents presented to the Local Board.
 7. Audit/Compliance Pursuant to A.R.S. § 38-847(R), the Board of Trustees or its designee may conduct an audit to ensure the Local Board is in compliance with statute or the Model Uniform Rules for Local Board Procedure. If the Local Board is not in compliance with statute or the Model Uniform Rules of Local Board Procedure, the Board of Trustees shall notify the Local Board. The Local Board shall have sixty (60) days to take corrective action.
 8. Changes/Updates – Within 10 days after the change, the Local Board shall submit the names of the Local Board members and terms, the Local Board secretary and independent legal counsel to PSPRS.
 9. Education/Training – Within 180 days after appointment or election, each Local Board member and Local Board secretary A.R.S. § 38-847(M) shall complete Local Board training as prescribed by the Board of Trustees.

D. Pre-Membership Physical

1. Examination. Pursuant to A.R.S. § 38-859(A)(1), the Local Board shall contract with a physician or clinic to conduct a Pre-Membership Physical of Employees, for the purpose of identifying physical or mental conditions or injuries, which existed or occurred prior to an Employee's date of membership in the Plan. The physician or clinic conducting a Pre-Membership Physical may be the regular employee or contractee of the Employer.
2. Appointment. The Employer (or the Employee's department, whether Fire or Police) or the Secretary shall coordinate appointments for the Employee's Pre-Membership Physical.
3. Report. Statute, A.R.S. § 38-859, does not authorize Local Board or Employers to request personal medical records of individuals gathered, collected or accumulated from Pre-Membership Physical, nor request, obtain or possess medical records separate from the Pre-Membership Physical. Statute directs the examining physician to report any existence of a pre-existing medical condition or injury to the Local Board, and for the Local Board secretary to preserve the report documents as a permanent record of the Local Board. The physician or clinic retained to conduct an Employee's Pre-Membership Physical shall provide a written report of the results of the Pre-Membership Physical to the Secretary within

10 days after the examination. The Secretary shall file the report as a permanent record, as required by A.R.S. § 38-859(E).

4. No Pre-Existing Condition. If the physician or clinic's report on an Employee with respect to his pre-membership condition concludes that the Employee has no pre-existing condition, the Secretary shall file the report as a permanent record, as required by A.R.S. § 38-859(E).
5. Finding of Pre-Existing Condition. If the physician or clinic's report on an Employee with respect to his pre-membership condition concludes that the Employee has a pre-existing condition:
 - a. The Secretary shall notify the Employee that the physician or clinic has reported that the Employee has a pre-existing condition. The Employee shall have 30 days to submit additional documentation or comments to the Secretary before the physician or clinic's report is placed on an agenda for the Local Board's consideration.
 - b. Reports concerning an Employee's pre-existing condition shall be placed on the Meeting agenda for recognition by the Local Board.
 - c. The Secretary shall provide the Local Board with any additional documentation or comments submitted by an Employee regarding a physician or clinic's conclusion that an Employee has a pre-existing condition.
 - d. The Local Board shall review the physician or clinic's report and any additional documentation submitted by the Employee at a Meeting. After review of the relevant documents, the Local Board will take any action the Local Board deems necessary and appropriate.
 - e. The Secretary shall file all reports concerning an Employee's pre-existing condition(s) as a permanent record, as required by A.R.S. § 38-859(E), along with any additional documentation and comments provided by the Employee, and appropriate records of any actions or determinations by the Local Board with respect to the same. In the event a Member whose Pre-Membership Physical revealed a pre-existing condition applies for an accidental, catastrophic, ordinary, or temporary disability pension, all such documentation related to the Member's pre-existing condition will be presented to the Local Board. If the Local Board determines that a Member's disability resulted from a physical or mental condition or injury, which existed or occurred prior to the Member's date of membership in the Plan, the Member shall not qualify for an accidental, catastrophic, ordinary, or temporary disability pension.

E. Initial Decision

1. Submitting Claims. A Claimant may request that the Local Board issue an Initial Decision by presenting an application to the Secretary, using the prescribed Plan forms. Per A.R.S. § 38-847.03, the Secretary shall submit within 10 days a copy of the application being presented for Decision. All Claims are subject to this Section concerning an Initial Decision. However, more detailed procedures for certain Claims, specifically disability benefit applications and reexamination of disability recipients, are set forth in Sections F and H of these Rules. All claims shall be placed on the agenda for consideration by the Local Board, after

appropriate Notice to the Claimant, unless considered a claim under rule 3 of this section.

2. Content of Claims. If desired, a Claimant may supplement the application for benefits by submitting a letter to the Secretary. In order for any supplemental letter to be considered by the Local Board, such letter shall set forth: (i) the name and address of the Claimant; (ii) the name and address of the Claimant's attorney, if applicable; (iii) a brief statement of the facts forming the basis of the Claim, including any evidence relevant to the Local Board's Decision on the Claim; and (iv) the precise relief sought by the Claimant from the Local Board.
3. Consent Agenda. A Local Board may authorize its Secretary to determine whether a Claim is to be treated by the Local Board as a "Consent Agenda" item. Ordinarily, the Secretary does not provide Notice of a Hearing to Claimants for Claims on the Consent Agenda, because the Local Board generally approves Consent Agenda items summarily. If a Claim on the Consent Agenda warrants discussion by the Local Board, the Claim may be deferred to a future Hearing in order to provide Notice to the Claimant.
4. Deadline for Scheduling a Hearing on Claims.
 - a. Hearings are held at Meetings as provided by Section C(5) of these Rules.
 - b. Unless the Claimant and all other parties to the Claim otherwise agree, the Local Board shall commence a Hearing on a Claim within ninety (90) days of its receipt of a Claim, pursuant to A.R.S. § 38-847(D)(3).
 - c. If the Local Board does not commence a Hearing on a Claim within ninety (90) days of its receipt of the Claim:
 - i. The Claimant shall notify the Administrator and Secretary by letter sent by certified mail that the Local Board has failed to convene a Hearing within ninety (90) days of the filing of a Claim.
 - ii. As provided by A.R.S. § 38-847(D)(3), the relief demanded by the Claimant is deemed granted and approved by the Local Board.
 - iii. As provided in A.R.S. § 38-847(H), the Board of Trustees may require a Rehearing within sixty (60) days after receiving notice from the Claimant by letter sent by certified mail that the Local Board has failed to convene a Hearing within ninety (90) days of the filing of a Claim. However, if the relief deemed granted and approved by the Local Board violates the Internal Revenue Code or threatens to jeopardize the Plan's status as a qualified plan under the Internal Revenue Code, no limitation period for the Board of Trustees to seek a Rehearing applies.
5. Issuance of Decision. When a Hearing is held within the deadlines set forth in Section E(4) of these Rules, the Secretary shall forward the Decision, Minutes and other necessary communications, as provided in Section C(5)(f)-(h) of these Rules.
6. Finality of Decision. Pursuant to A.R.S. § 38-847, any Decision that is not inconsistent with the provisions of the Plan and the Internal Revenue Code shall be final, conclusive and binding on the Claimant and the Plan, unless a timely application for a rehearing is filed as provided in Section H of these Rules, or an appeal is filed. However, the Board of Trustees may not implement and comply with any Decision that does not comply with the Internal Revenue Code or that

threatens to jeopardize the Plan's status as a qualified plan under the Internal Revenue Code, and under such circumstances, no limitation period for the Board of Trustees to seek a rehearing of a Decision applies. A final decision may be appealed to the _____ County Superior Court for the State of Arizona within the periods specified in, and the manner provided by, the Arizona Revised Statutes (see A.R.S. § 12-901 *et seq.*) and the rules adopted by the _____ County Superior and Appellate Courts of the State of Arizona.

F. Disability Benefit Applications

1. **Disability Application.** Upon presentation of a properly completed application for any of the disability pensions authorized by law, the Secretary will determine whether the Claimant has provided complete documentation supporting the Claim referenced in the application. If the information is incomplete, the Secretary shall request that the Claimant provide additional documentation and may assist the Claimant in identifying deficiencies or incomplete items in the application. The Secretary shall also obtain from the Employer any documentation contained in workers' compensation records. A confidential packet of medical information on the Claimant shall be prepared for distribution to Local Board members. When the Claimant's application is complete, the Claim shall be placed, as a separate item, on the agenda for a Meeting, pursuant to Section E of these Rules.
2. **Initial Hearing.** At the initial Hearing on a Claim for disability benefits, the Local Board will determine whether the medical and other documentation submitted is sufficient for the Local Board to conclude that the statutory prerequisites are satisfied by the Claimant. If the statutory prerequisites are satisfied, pursuant to A.R.S. § 38-859(A), the Local Board shall direct that a medical board be appointed to conduct an examination of the Claimant and to report to the Local Board the results of that examination. If the statutory prerequisites are not satisfied, the Local Board may deny the Claim based on a lack of evidence, either medical or otherwise, such as the Claimant's continued work status or the Claimant's performance of a reasonable range of duties. In the alternative, the Local Board may continue the Hearing on the matter to a date and time when any additional documentation requested by the Board is available.
3. **Independent Medical Board.** Pursuant to A.R.S. § 38-859(B), medical boards appointed pursuant to A.R.S. § 38-859(A)(2)-(5) shall be composed of a designated physician or a clinic other than a regular employee or contractee of the employer.
4. **Mental Examinations.** In the event of a psychological disability application, the medical board will consist of a doctor of medicine who is a psychiatrist or has a specialty in psychiatry. The psychiatrist shall issue a report containing his/her conclusions to the Local Board.
5. **Prompt Hearing.** If a medical board is appointed, the Secretary shall reconvene the Hearing at the first feasible Meeting after the Local Board members' receipt of the medical board's report, unless the Claimant requests in writing otherwise.
6. **Disability Findings.** Pursuant to A.R.S. § 38-859(C), a finding of disability shall be based on medical evidence provided by the medical board appointed by the Local

Board. The Local Board shall resolve material conflicts in the 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 physician or clinic employed by the Local Board may employ occupational specialists to assist the physician or clinic in rendering an opinion.

7. Approval of Disability Claim. If a Claim for disability benefits is approved by the Local Board, the Secretary will obtain Employer certification of the Claimant's employment termination date and indicate the determination of the Board on the disability pension on proscribed Plan forms. If the Board Secretary cannot obtain certification of the termination of the Claimant's employment within forty-five (45) days after the Local Board's approval, the Claimant's application for disability benefits will be considered withdrawn. Until such time as the Claimant has terminated employment with his Employer, the Local Board shall not consider any further Claim by the Claimant for disability benefits.
8. Denial of Disability Claim. If a Claim for disability benefits is denied by the Local Board, and the Claimant is not present at the Meeting, the Secretary will notify the Claimant in writing by certified mail of the Decision of the Board, the reasons for the Decision, and the Claimant's rights to a Rehearing.

G. Killed in the Line of Duty Death Survivor Benefit Applications

1. Application. Upon presentation of a properly completed Claim for Killed in the Line of Duty survivor benefit authorized by law, the Secretary will determine whether the Claimant has provided complete documentation supporting the Claim. If the information is incomplete, the Secretary shall request that the Claimant provide additional documentation and may assist the Claimant in identifying deficiencies or incomplete items in the application. The Secretary shall also obtain from the Employer any documentation associated with the Claim. A confidential packet of medical information on the Claimant shall be prepared for distribution to Local Board members, if warranted. When the Claimant's application is complete, the Claim shall be placed, as a separate item, on the agenda for a Meeting, pursuant to Section E of these Rules.
2. Initial Hearing. At the initial Hearing, the Local Board will determine whether the underlying facts, medical and other documentation submitted is sufficient for the Local Board to conclude that the statutory provisions outlined in A.R.S. § 38-846(D) are satisfied by the Claimant. If the statutory provisions are not satisfied, the Local Board may deny the Claim based on a lack of evidence, either medical or otherwise. In the alternative, the Local Board may continue the Hearing on the matter to a date and time when any additional documentation requested by the Board is available.
3. Decision of Claim. Once Decision has been rendered by the Local Board, the Secretary will submit Decision pursuant to Section C. If a Claim is denied by the Local Board, and the Claimant is not present at the Meeting, the Secretary will notify the Claimant in writing by certified mail of the Decision of the Board, the reasons for the Decision, and the Claimant's rights to a Rehearing.

H. Reexamination of Disability Recipients

1. Catastrophic Disability Benefits Pursuant to A.R.S. § 38-844(F)
 - a. Sixty (60) months after approval of a Catastrophic Disability, the Local Board must undertake a re-evaluation of a Member receiving catastrophic disability benefits to determine whether the Member remains qualified for such benefits, as specified in A.R.S. § 38-844(F).
 - b. After the initial sixty (60) month review, the Local Board is empowered to undertake an annual reevaluation of Members receiving catastrophic disability benefits, who, had they remained in employment, would not have attained 25 years of service.
 - c. On an on-going basis, the Secretary will prepare a list of Members receiving catastrophic disability benefits who may be required to undergo an annual reevaluation pursuant to Section H(1)(b) of these Rules.
 - d. At the direction of the Chair, a Subcommittee of the two elected members of the Local Board shall review the list of Members prepared pursuant to Section H(1)(c), and report the Subcommittee's recommendations regarding medical reevaluation of such Members to the Local Board.
 - e. The Secretary shall place the issue of re-examination of a Member receiving catastrophic disability benefits on an appropriate Meeting agenda as a separate item.

2. Accidental and Ordinary Disability Benefits Pursuant to A.R.S. § 38-844(E)
 - a. In its discretion, the Local Board may require Members receiving accidental or ordinary disability benefits to undergo an annual medical examination to determine whether they are still disabled and therefore, qualified for continued disability benefits.
 - b. On an on-going basis, the Secretary will prepare a list of Members receiving accidental and ordinary disability benefits who may be required to undergo an annual medical reevaluation pursuant to Section H(2)(a) of these Rules.
 - c. At the direction of the Chair, a Subcommittee of the two elected Members of the Local Board shall review the list of Members prepared pursuant to Section H(2)(b), and report the Subcommittee's recommendations regarding medical reevaluation of such Members to the Local Board.

3. Medical Boards Appointed Pursuant to A.R.S. § 38-859
 - a. The Local Board shall appoint a medical board to examine any Member required to obtain, or selected for, reevaluation pursuant to Sections H(1), (2) of these Rules. If the Member refuses to submit to the medical board reevaluation, the Member's disability shall be considered to have ceased and the Member's disability pension terminated.
 - b. A formal report of the medical board on the results of the reevaluations referenced in Section H(3)(a) above shall be submitted to the Local Board. The Local Board shall review any such report at the first scheduled Meeting after receipt of the report, and shall take any action warranted, as permitted by the relevant statutes.

I. Rehearings

1. Application for Rehearing.
 - a. A Claimant's application for Rehearing must be filed within sixty (60) days after the Claimant receives notification of the Initial Decision by certified mail, by attending the Meeting at which the Initial Decision is rendered, or by receiving benefits from the Plan pursuant to the Initial Decision, whichever occurs first.
 - b. The Board of Trustee's application for Rehearing must be filed within sixty (60) days after the Board of Trustees receives a copy of the Initial Decision by certified mail.
2. Rehearings Granted. The Local Board will conduct a Rehearing of any matter upon proper and timely application by a Claimant or the Board of Trustees, pursuant to A.R.S. § 38-847(H).
3. Preparation of Preliminary Record. Upon receipt of a proper and timely application for Rehearing, the Secretary shall prepare a packet consisting of all documents and other tangible items of evidence made available to the Local Board with respect to the underlying issues. The Secretary may obtain a written transcript of any previous proceedings of the Local Board in connection with the matter, for inclusion in such packet. The Rehearing packet shall be made available to Local Board members and shall be provided to all Parties to the Rehearing. This packet of materials shall constitute the preliminary record for the Rehearing.
4. Scheduling of Rehearing. When the preliminary record is complete, the Secretary will schedule the Rehearing for the next scheduled Meeting or for such other date and time as may be determined but no later than 90 (ninety) days after receipt of either the Claimant's or the Board of Trustees' application/request for Rehearing. Rehearings are not subject to the time limitations set forth in Section E(4) of these Rules.
5. Local Board Action on Rehearing. At or after the conclusion of the Rehearing, the Local Board may vote to uphold, rescind or modify its Initial Decision.
6. Issuance of Decision on Rehearing. When a Rehearing is held, the Secretary shall forward the Decision on Rehearing, Minutes of Rehearing and other necessary communications, as provided in Section C(5)(f)-(h) of these Rules.
7. Finality. Pursuant to A.R.S. § 38-847, any Decision on Rehearing that is not inconsistent with the provisions of the Plan and the Internal Revenue Code shall be final, conclusive and binding on the Claimant and the Plan, unless a timely appeal is filed. However, the Board of Trustees may not implement and comply with any Decision on Rehearing that does not comply with the Internal Revenue Code or that threatens to jeopardize the Plan's status as a qualified plan under the Internal Revenue Code. A final Decision on Rehearing may be appealed to the _____ County Superior Court for the State of Arizona within the periods specified in, and the manner provided by, the Arizona Revised Statutes (see A.R.S. § 12-901 *et seq.*) and the rules adopted by the _____ County Superior and Appellate Courts of the State of Arizona.

J. General Provisions Applicable to All Hearings and Rehearings

1. Review of Medical Records. The Local Board shall review and discuss any confidential medical records in executive session only, unless the Claimant or Member waives the confidentiality requirement with respect to any confidential medical records by completing a confidentiality waiver.
2. Exclusion of Evidence. The Presiding Officer may preclude the presentation of argumentative, repetitious or irrelevant facts or questioning in any proceeding on a Claim.
3. Argument and Evidence. The Presiding Officer shall rule on all evidentiary or procedural objections. Each Party is entitled to make an opening statement. The Party with the burden of proof shall begin the presentation of evidence, unless the Parties otherwise agree or the Presiding Officer determines that another order would be more expeditious or appropriate and would result in no material prejudice. The Presiding Officer shall determine the order of witness examinations, which shall be such as will expedite the Hearing or Rehearing and insure the proceeding is fair. The Presiding Officer may, but is not required to, administer oaths to witnesses and each Party. Each Party is entitled to present a closing argument in the order determined by the Presiding Officer. Each Party is entitled to be represented by counsel, submit evidence, offer arguments, and cross examine witnesses.
4. Informal Proceedings. All Hearings and Rehearings shall be conducted in an informal manner and without adherence to the rules of procedure or evidence required in judicial proceedings. The manner of conducting the Hearing or Rehearing, rulings on evidentiary or procedural objections, and the failure to adhere to rules of procedure or evidence required in judicial proceedings shall not be grounds for reversing a Decision of the Local Board, provided substantial evidence supports such order or Decision.
5. Notice of the Truth of Widely-Known and Accepted Facts. The Presiding Officer may take notice of the truth of certain widely known and accepted facts, including generally recognized technical, statistical, actuarial or scientific facts within the Local Board's specialized knowledge. Parties shall be notified, either before or during the Hearing or Rehearing, of any widely known and generally accepted facts noticed as true, including any staff memoranda or data. Parties shall be afforded an opportunity to contest any material so noticed. The Local Board's experience, technical competence and specialized knowledge may be utilized in its evaluation of all evidence. The Local Board shall be entitled to consider and rely on as true information furnished by the Employer, Administrator, the Local Board's independent legal counsel or the Plan's actuary.
6. Failure to Appear at Hearing. In the event a Claimant (and the Claimant's counsel, if any) fails to appear at a duly noticed Hearing or Rehearing, in its discretion, the Local Board may enter a Decision by default or vacate the Hearing or Rehearing. If a witness fails to appear at a duly noticed Hearing or Rehearing, in his discretion, the Presiding Officer may exclude the witness' testimony or reschedule the Hearing or Rehearing.

7. Limitation of Issues. All Hearings and Rehearings shall be limited to matters referenced in the Claim and any request for Rehearing filed by any Party.
8. Record of Proceedings. All Hearings and Rehearings shall be recorded by electronic means and at the Local Board's expense. A copy of the recorded Hearing or Rehearing will be provided to the Claimant and all other interested Parties upon request. Parties are responsible for obtaining their own transcription of a recorded Hearing or Rehearing, although a Local Board may provide such a transcription in its discretion. In addition to any electronic recording of the proceedings, the Local Board shall include all relevant written records as part of the official record of the Hearing or Rehearing.
9. Evidence on Claims. The Claimant and Administrator shall be afforded equal time to state their positions.
10. Subpoenas; Depositions. To facilitate the collection and presentation of evidence with respect to any matter before the Local Board, the Presiding Officer may authorize subpoenas and depositions of witnesses.
11. Consultation among Members. The Presiding Officer may consult on the record with the other members of the Local Board. The Local Board may consult in executive session with the Local Board's legal counsel so long as all requirements of the Open Meeting Law are satisfied. The Local Board may also go into executive session for any lawful reason, including the need to preserve the confidentiality of medical information. However, all Decisions of the Local Board shall be made in open, public session of the Local Board.
12. Bifurcation of Issues/Hearing. In connection with any Claim, the Presiding Officer is empowered to bifurcate (*i.e.*, separate into two or more) issues presented to the Local Board for resolution, or set multiple Hearings or Rehearings in a single case.
13. Submission of Evidence. The Claimant must submit to the Secretary within ten (10) working days of the Hearing or Rehearing any documents the Claimant wishes to introduce into the record, including doctor reports and other written evidence. Documents received by the Secretary less than ten (10) working days before a Hearing or Rehearing may cause a delay in the Hearing or Rehearing. Information and documents presented on the date of the Hearing or Rehearing will be reason for the Presiding Officer to call for a motion to continue the Hearing or Rehearing to a later date.
14. Public Participation. The Open Meeting Law governs public participation in Hearings and Rehearings.
15. No Rehearing on Remand. A Hearing before the Local Board on a matter remanded from the _____ County Superior Court is not subject to a Rehearing before the Local Board. However, the Local Board may consider new evidence or review items remanded by the _____ County Superior Court.

The undersigned Chair and Secretary of the _____ Pension Board certify that the foregoing Procedures were duly adopted by the Board at a meeting duly called and held on the date specified below.

Chair

Secretary

Dated

Dated