

NOTICE OF MEETING

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Central Arizona Fire and Medical Authority Board of Directors and the general public that the Central Arizona Fire and Medical Authority will hold a meeting open to the public on Tuesday, December 15, 2015 at 4:00 p.m. The meeting will be held at the Town of Prescott Valley, Library Auditorium, 7401 E. Civic Circle, Prescott Valley, Arizona. The Board may vote to go into Executive Session on any agenda item, pursuant to A.R.S. §38-431.03(A)(3) for discussion and consultation for legal advice with the Authority's Attorney on matters as set forth in the agenda item. The following topics and any variables thereto, will be subject to Board consideration, discussion, approval, or other action. All items are set for possible action.

AGENDA

1. CALL TO ORDER / ROLL CALL OF BOARD MEMBERS
2. PLEDGE OF ALLEGIANCE
3. CALL TO THE PUBLIC
Those wishing to address the Central Arizona Fire and Medical Authority need not request permission in advance. The Board is not permitted to discuss or take action on any item raised in the Call to the Public due to restrictions of the Open Meeting Law; however, individual Board members may be permitted to respond to criticism directed to them. Otherwise, the Board may direct the staff to review the matter or the matter may be placed on a future agenda.
4. NEW BUSINESS
 - A. Approve November 5, 2015 Board Meeting Minutes
 - B. Discuss and Approve Local PSPRS Board Policy Manual – Statement of Intent
5. ADJOURNMENT



If any disabled person needs any type of accommodation, please notify Central Arizona Fire and Medical Authority at (928) 772-7711 prior to the scheduled meeting time.

**Central Arizona Fire and Medical Authority
Board of Directors
Regular Session**

1. CALL TO ORDER / ROLL CALL OF BOARD MEMBERS

Board Member Rutherford called the Central Arizona Fire and Medical Authority (CAFMA) Board of Directors' meeting to order on Thursday, November 5, 2015 at 4:04 p.m. at Chino Valley Fire District, 1133 W. Road 3 North, Chino Valley, administrative classroom.

Members Present: Board Members Dave Dobbs, Bob Page, Julie Pettit, Steve Rutherford

Members Absent: None

Staff: Fire Chief Scott Freitag, Assistant Chief of Administration Dave Tharp, Administrative/IT Assistant Laura Mowrer

Others in Attendance: Attorney Nick Cornelius (telephonically)

2. PLEDGE OF ALLEGIANCE

Board Member Rutherford led the recitation of the Pledge of Allegiance.

3. CALL TO THE PUBLIC

Board Member Rutherford opened the meeting for public comments.

No comments.

4. NEW BUSINESS

A. Swear in Central Arizona Fire and Medical Authority Board of Directors

Chief Freitag swore in new Central Arizona Fire and Medical Authority Board of Directors: Dave Dobbs, Bob Page, Julie Pettit, and Steve Rutherford.

B. Discuss Appointment and Approve Fifth Board of Director

Board Member Rutherford explained that there is a vacancy on the Chino Board, and the other two Chino Valley Fire District Board Members have conflicts and are unable to sit on the Fire Authority Board. He mentioned that Dave Dobbs term expires in November 2018 and the other terms expire in 2016.

Board Members Packard and Steele's terms expire in 2018 and Board Member Jacob's term ends in 2016.

Tom Steele mentioned he would be willing to serve. Board Member Rutherford stated that ViciLee Jacobs had informed him that she would also be willing to serve. All Central Yavapai Board Members are willing to serve.

Board Member Page made a motion that Tom Steele be appointed as the fifth director to the Board. Motion died due to failure of a second.

Board Member Rutherford made a motion to appoint Darlene Packard as the fifth member of the CAFMA Board. Board Member Dobbs seconded the motion.
MOTION CARRIED

AYES: Dobbs, Pettit, Rutherford, Steele
NAYS: Page

5. VOTE TO GO INTO EXECUTIVE SESSION

A. Personnel Matter Pursuant to A.R.S. § 38-431.03(A)(1) Re: Candidates for the Fifth Board of Director's Position

Executive session not required.

6. NEW BUSINESS CONTINUED

A. Swear in Central Arizona Fire and Medical Authority Board of Director

Chief Freitag swore in newly appointed Central Arizona Fire and Medical Authority Board Member Darlene Packard.

B. Elect Chairperson and Clerk

Board Member Rutherford stated that the chairperson and clerk will serve until the next general election cycle.

Board Member Dobbs made a motion to appoint Board Member Rutherford as Chair for the Central Arizona Fire and Medical Authority Board. Board Member Page seconded the motion. MOTION CARRIED

AYES: Dobbs, Page, Pettit, Rutherford, Steele
NAYS: None

Board Member Dobbs made a motion to appoint Julie Pettit for Clerk. Board Member Packard seconded the motion. MOTION CARRIED

AYES: Dobbs, Page, Pettit, Rutherford, Steele
NAYS: None

C. Approve Central Arizona Fire and Medical Authority Bylaws

Chairman Rutherford stated that per the joint powers agreement, the initial bylaws and policies are going to be the documents that are currently in place for Central Yavapai Fire District.

Attorney Cornelius clarified that the Board Policy Manual that has been presented will need to be updated.

Board Member Packard made a motion that we adopt Central's by-laws for the Authority. Clerk Pettit seconded the motion. MOTION CARRIED

AYES: Dobbs, Page, Pettit, Rutherford, Steele
NAYS: None

D. Approve Central Arizona Fire and Medical Authority Board of Directors Policies

Board Member Page made a motion to approve Central Arizona Fire and Medical Authority Board of Directors Policies. Clerk Pettit seconded the motion. MOTION CARRIED

AYES: Dobbs, Page, Pettit, Rutherford, Steele
NAYS: None

E. Discuss Status of Employer Identification Number (EIN) and Fire District Identification Number (FDID)

Chief Freitag stated that an employee identification number was obtained; however, it needs to be modified as a non-taxable, state subdivision entity. He explained that FDID is being obtained through the State.

Chairman Rutherford reminded everyone that the Fire Authority is organized under the Arizona Revised Statutes and is not required to be a corporation.

Attorney Cornelius stated that he is trying to verify this with the Arizona attorney general.

F. Discuss Budget Process

Chief Freitag mentioned that Chief Bliss is preparing budgets for both Central Yavapai and Chino Valley Fire Districts as if the Authority did not exist for comparison. Then the CAFMA budget will be created showing the funds transferred in from the Districts and the remaining contingency funds; this will include capital purchases.

Chief Bliss stated that capital replacement schedules will be presented to the separate Boards this November, but they will be under the Authority Board next year.

Chief Freitag explained that all Central and Chino Board members will have an opportunity to review the detailed CAFMA budget.

Chairman Rutherford verified that the budget process for CAFMA will be the same as Central's in previous years.

Chief Bliss said the draft budgets will be presented to the Boards in April, and he would prefer making one presentation at a joint Board meeting.

Chief Tharp explained that it is extremely important to have a work/study session to allow time for all Board Members to ask specific questions. This may be accomplished in a joint session.

Chairman Rutherford confirmed that the same budget process will be used as it has been in the past. Chief Tharp stated that the Boards will be presented with a budget schedule February, and the property valuations will be also be available at that time.

G. Discuss and Approve Board Meeting Times and Locations

Chairman Rutherford agreed to coordinating meetings, and he suggested an earlier versus later time of day. Board Member Page suggested that the Central Board meetings be held prior to the CAFMA meeting.

The Board discussed that the length of the meetings will transition from the individual District's meetings being longer to the Authority meeting being the main focus as we near July 1.

Clerk Pettit suggested taking these ideas back to the District Boards and soliciting their recommendations.

Chief Tharp suggested the third or fourth week of the month in order to provide timely financial reports.

The Board discussed holding the Board meetings on the third Tuesday and rotating between Chino Valley and Prescott Valley. A suggestion was made to hold the Central meeting first, then CAFMA, followed by the Chino meeting.

These suggestions will be presented to the Central Yavapai and Chino Valley Fire District Boards for confirmation.

H. Discuss Time Lines for Other Items that need to be Completed by July 1, 2016

Chief Freitag explained that the Districts' insurance provider, VFIS, will add CAFMA as additionally insured to Central and Chino's policies. Deeds and titles will be transferred as of July 1, 2016 in order to save money. Additional insurance would be required if these items are transferred prior to July.

Chief Freitag explained that PSPRS is currently working on actuarial so both Districts will have those numbers to compare to the CAFMA actuarial.

The Mission Vision and Values Committee will be meeting next week.

January 22, 2016 is the kickoff date for the Strategic and Business Planning Committee which will consist of senior staff, administrative managers, board members, CAFMA Board members, town managers, county supervisors, elected official from Chino Valley and Prescott Valley, and Prescott Valley Chamber of Commerce president. The full day meeting will be divided so that outside members will only need to be at the morning session.

Chief Freitag mentioned that the DUNS number will need to be re-registered.

Chief Tharp stated that human resources, finance, and administration has stated taking on assignments which entail records retention, contracts, agreements, and employee benefits (retirement accounts, health insurance, etc.). Nationwide Retirement, Arizona Public Employee Health Plan (APEHP), and our insurance broker have volunteered to assist with processing paperwork to move members to the Authority.

Chief Tharp mentioned that he is working with the auditor preparing for the financial requirements of Central Yavapai and Chino Valley Fire Districts and CAFMA. He also explained that records retention is going to be an issue and an electronic document system will be needed.

Chief Tharp stated that vendors will be notified of the creation of the Authority, and it is our hope that most vendors will not require new agreements until the agreement is renewed.

Attorney Cornelius mentioned that the purchasing agreements may require something different.

Chief Tharp mentioned that Chino Valley residents with fire protection agreements have been notified that their contract is good through June 30, 2016 in anticipation of notifying them in the near future that their new contract is with CAFMA. He explained that it is more efficient to process all the fire protection billings in one fiscal year.

The Board discussed how startup costs might be handled. Chief Freitag mentioned that the electronic document software would be one of these items.

Chief Freitag reviewed the policy manual update process.

Chief Bliss provided an overview of items that Support Services is working on. He explained that the blended apparatus replacement plan is being prepared. They are considering updating the decals prior to July. Chino and Central have a fleet maintenance agreement so there shouldn't be much of a change in Maintenance. Facility signs will need to be changed and this may take longer as every sign is different.

Chief Bliss mentioned that Technical Services has secured a new domain name for the Fire Authority--CAZFire.org. This will be used for email addresses also.

Warehouse Operations Manager Trujillo will begin weekly deliveries to the Chino stations the same as Central.

Chief Bliss explained that uniform purchases have been suspended and any new uniforms will be with the Authority logo. Four shirts and a sweatshirt will be ordered for each employee. A patch may be placed over old logos on more expensive items.

Chief Polacek provided the Board with an overview of operations and stated because the Districts train together there are not a lot of differences. Items have been divided between training and battalion chiefs and timelines have been created. We already allow shift trades and use the same air packs. This should be fairly smooth transition.

Chief Freitag mentioned that labor representatives were in attendance, and he appreciates them working together. He explained that beginning December 1, Chino crews will start their shift at 8:00 a.m. A shared personnel agreement will be presented to the Boards.

Chief Freitag stated that after July 1, 2016 all testing will be CAFMA testing. Prescott asked if we could explore new hire testing as a regional process and split the cost. Chief Freitag explained that we continue to look at other options.

Chief Freitag explained that Fire Marshal Chase is working with Chino Valley regarding sprinkler ordinance amendments. This change would bring Chino Valley in line with the other local agencies. Chief Chase is also consulting with the State Fire Marshal's office.

Chairman Rutherford mentioned that State Land leases need to be reviewed sooner than later.

Attorney Cornelius stated that the larger entities have been given notice. Chief Freitag mentioned that Chino owns a building that is being leased. Attorney Cornelius will review the lease.

Chairman Rutherford thanked everyone for their support.

7. ADJOURNMENT

Chairman Rutherford adjourned the meeting at 5:32 p.m.

Clerk

Date

Draft

**Central Yavapai Fire District Local PSPRS Retirement Board
Administrative Manual**

Adopted XXXXXXX

**Adopted by the Arizona Public Safety Personnel Retirement System
Board of
Trustees On January 26, 2011
Pursuant to A.R.S. § 38-847(F)**

Table of Contents

1. Definitions	Page 3
2. Purpose and Scope	Page 7
3. Composition of the Local Board and Meetings	Page 7

Central Yavapai Fire District Local PSPRS Retirement Board Administrative Manual

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(L).
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 and service credits, which is properly before a Local Board for Decision, pursuant to A.R.S. § 38-847(D).
5. "Claimant" has the meaning ascribed to that term in A.R.S. § 38-842(11).
6. "Decision" means (i) a separate written document setting forth the Local Board's action resolving a Claim; or (ii) any orders issued by a Local Board relating to a Claim, including orders denying a request for Rehearing or further relief. 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. "Initial Decision" means the first Decision on a Claim issued by the Local Board.
12. "Local Board" means that public body described in A.R.S. § 38-847.
13. "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.
14. "Member" has the meaning ascribed to that term in A.R.S. § 38-842(31).
15. "Minutes" means the written official record of the proceedings, including the testimony of witnesses. Minutes are a separate written document from the Decision.
16. "Non-Routine Claim" means any Claim that is not a Routine Claim, including, but not limited to, Claims for the following: (i) a "killed in the line of duty" survivor pension; (ii) an accidental disability pension; (iii) a catastrophic disability pension; (iv) an ordinary disability pension; (v) a temporary disability pension; or (vi) determinations for plan membership concerning whether the Employee is or was regularly assigned to hazardous duty.
17. "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.

18. "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.
19. "Party or Parties" means the Claimant, Local Board and Board of Trustees.
20. "Plan" means the Public Safety Personnel Retirement System, as described in A.R.S. § 38-841 *et seq.*
21. "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.
22. "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).
23. "Presiding Officer" means the Chair or Acting Chair of the Local Board, who presides over any Meeting, Hearing or Rehearing.
24. "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).
25. "Routine Claim" means a Claim for any of the following: (i) a normal retirement pension; (ii) a normal survivor pension; (iii) a determination of eligibility for Plan membership other than that involving whether the Employee is or was regularly assigned to hazardous duty; (iv) a survivor's pension that is not a "killed in the line of duty" survivor's pension; (v) request for service credit; and (vi) initiation or termination of Deferred Option Retirement Plan participation.
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 and service credits, and determining the amount, manner and time of payment of any benefits under the Plan. The Board of Trustees cannot pay any 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, Article 6. **A Conflict of Interest Declaration shall be provided by each Local Board Member, updated annually and kept on file during the time of tenure.**
4. No Legal Advice. These Rules do not constitute legal advice. Local Boards are encouraged to consult with their independent attorneys 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 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 (**Fire Board Chairperson**) or their 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 (**organized under A.R.S. § 48-804**), the secretary-treasurer or clerk of the fire district shall serve as Chair. The Chair may, in his/her absence, designate an alternate to act as Chair. In the absence of the Chair or the Chair's designee, an acting Chair shall be elected by the majority vote of the Local Board.
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 regular schedule...like third Wednesday of every quarter**], 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 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.
- e. Local board members, not present in person, may attend the meeting and participate telephonically, permitting meaningful participation in accordance with the Open Meeting Law.
- f. 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.
- g. The Secretary shall forward to the Board of Trustees (in care of the Administrator) a copy of each Local Board Decision 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 certified mail to the Administrator as required by A.R.S. § 38-847(H)(2). 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.
- h. 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 Decision to the Claimant via certified mail, pursuant to A.R.S. § 38-847(H)(1).

- i. The Secretary shall forward all Minutes to the Board of Trustees, in care of the Administrator, within forty-five (45) 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 employment or Department files, the Local Board Secretary shall maintain files for each Claimant, containing public and confidential documents presented to the Local Board.

7. Training. The Local Board shall be instructed in Open Meeting Law compliance and training within 2 months of appointment, election or reelection. Additionally, training provided by the PSPRS will be attended by the Local Board Members as needed. This training should consist of roles and responsibilities, financial reports and legislative changes to the plan or administrative procedures.

8. Vacancies, Election and Selection of Local Board Members. Two of the Local Board Members, as per A.R.S § 38-847, shall be elected by the current active membership of the organization represented by the PSPRS Local Board. This election process will consist of a notice of vacancy or re-election period for nominations, confirmation of proposed candidates and election by secret ballot or electronic voting as allowed by law. The notice of nomination shall clearly define the term (4 years) and shall alternate even years so that no elected candidates are elected in the same even year.

Citizen members of the Local Board Members shall also follow the A.R.S. § 38-847 requirements for selection. Request for applicants shall openly advertised and verification of eligibility shall be reviewed by agency staff. Advertisement period, application format and period of submission shall be determined by the remaining members of the Local Board with recommendation for a two week minimum advertisement, two week application period and no delinquent applications being accepted. All eligible applications shall be reviewed by the Local Board members, and candidates may be interviewed by the Local Board in Executive or Open session as allowed by open meeting law (24 hour notices must be provided). A recommendation of citizen applicant(s) shall be provided by motion and approval to the Governing body of the organization for approval and appointment as term requires. Legal counsel may be consulted to confirm eligibility of candidates by the governing body of the organization. All members of the Local Board shall be sworn in to office.

Local Board members who resign, or are unable to fulfill the obligations of the position by missing three consecutive regularly scheduled meetings, shall be replaced as expediently as possible. This will include the same process to fulfill the vacancy of the member or citizen positions as outlined by the previous processes (advertisement, application, nomination, election or recommendation – depending of the position) to complete the remainder of the term of the vacancy.

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. 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.
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 conditions 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 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 for benefits or service credit to the Secretary, using the prescribed Plan forms.
- 2. Content of Claims. If desired, a Claimant may supplement the application for benefits or service credit 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. Routine Claims; Consent Agenda. A Local Board may authorize its Secretary to determine whether a Claim is to be treated by the Local Board as Routine or as Non-Routine, and to present

Routine Claims as a "Consent Agenda" item. Ordinarily, the Secretary does not provide Notice of a Hearing to Claimants for Routine Claims on the Consent Agenda, because the Local Board generally approves Consent Agenda items summarily. If a Routine 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. Non-Routine Claims. All Non-Routine Claims are subject to this Section E concerning an Initial Decision. However, more detailed procedures for certain Non-Routine Claims, specifically disability benefit applications and reexamination of disability recipients, are set forth in Sections F and G of these Rules. Other Non-Routine Claims shall be placed on the agenda for consideration by the Local Board, after appropriate Notice to the Claimant.
5. Deadline for Scheduling and Hearing on Routine and Non-Routine Claims.
 - a. Hearings are held at Meetings as provided by Section C(5) of these Rules.
 - b. Unless the Parties otherwise agree, the Local Board shall schedule a Hearing on a Routine or Non-Routine Claim within sixty (60) days of its receipt of the Claim, pursuant to A.R.S. § 41-1092.05.
 - c. Unless the Claimant and all other parties to the Claim otherwise agree, the Local Board shall commence a Hearing on a Routine or Non-Routine Claim within ninety (90) days of its receipt of a Claim, pursuant to A.R.S. § 38-847(D)(3).
 - d. 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. The granting and approval of this relief is considered final and binding

unless a timely request for Rehearing or appeal is made, or unless the Board of Trustees determines that granting the relief requested would violate the Internal Revenue Code or threaten to impair the Plan's status as a qualified plan under the Internal Revenue Code. If the Board of Trustees determines that granting the requested relief would violate the Internal Revenue Code or threaten to impair the Plan's status as a qualified plan, the Board of Trustees may refuse to grant the relief by issuing a written determination, sent certified mail to the Local Board and the Claimant. The written determination issued by the Board of Trustees is subject to judicial review pursuant to title 12, chapter 7, article 6.

iii. As provided in A.R.S. § 38-847(H), the Board of Trustees may request 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.

6. Issuance of Decision. When a Hearing is held within the deadlines set forth in Section E(5) 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.
7. 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 Yavapai 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(5) 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 psychologist and a psychiatrist. The psychologist will meet with the Claimant, and issue a report containing his conclusions. The psychologist's report will be forward to the psychiatrist, who will meet with the Claimant, and, based upon the medical evidence and psychologists' report, the psychiatrist shall issue a report containing his 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, 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. 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 G(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 G(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 disability benefits who may be required to undergo an annual medical reevaluation pursuant to Section G(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 G(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 G(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 G(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.

H. 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 Trustees'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. Section 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. Rehearings are not subject to the time limitations set forth in Section E(5) 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 Yavapai 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 Yavapai County Superior and Appellate Courts of the State of Arizona.

I. 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 of 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 Yavapai 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 Yavapai County Superior Court.

The undersigned Chair and Secretary of the Central Yavapai Fire District Local Pension Board certify that the foregoing Policies were adopted by the Board at a meeting duly called and held on the date specified below.

Chair

Secretary

Dated

Dated