



HFD PSPRS LOCAL BOARD
BOARD OF DIRECTORS
BIANNUAL MEETING MINUTES 12/09/25

The biannual meeting of the HFD PSPRS Local Board was held on December 9, 2025 at 1:00 PM at Fire Station 23, 3350 Old Munds Hwy, Flagstaff, AZ.

1. **Call to Order.** The meeting was called to order at 1:09 PM.

2. **Roll Call.**

Local Board members present were Ms. Jayme Jones, Captain Clayton Ahrendt, and Engineer Lance Kohl. Chairperson Brad Bippus and Director Scott Talboom were absent.

There were no visitors present.

3. **Approval of Minutes**

A. AUGUST 14, 2025 BIANNUAL MEETING – The Local Board reviewed the minutes of the August 29, 2025 meeting. A **MOTION** was made by Captain Ahrendt and was seconded by Engineer Kohl to approve the minutes as presented. The motion was Unanimously **APPROVED**.

4. **Correspondence.** There was no correspondence presented.

5. **Topics of Discussion and Possible Legal Action**

A. **UPDATE TO PSPRS MEMBERSHIP.** Ms. Jones informed the Board that Captain Chris Jeffers became a Highlands Fire District PSPRS member when hired on October 1, 2025.

B. **REVIEW PRE-MEMBERSHIP PHYSICAL AND PSYCHOLOGICAL EXAMINATION REPORTS FOR FIREFIGHTER EMILLE MARROUSH FOR CONSIDERATION TO APPROVE PSPRS MEMBERSHIP.** Ms. Jones informed the Board that Chris Jeffer's was hired as a Lateral Captain from Ponderosa Fire District, and his prior PSPRS membership will continue at HFD. Ms. Jones presented Medical Examination/Pre-Existing Condition Reports for Captain Chris Jeffers for the Board's review. There were no pre-existent conditions identified in the Examination Reports. A **MOTION** was made by Engineer Kohl and was seconded by Captain Ahrendt to accept the reports as presented and to accept Chris Jeffer's HFD PSPRS membership. The motion was unanimously **APPROVED**.

C. **RECEIVE AND REVIEW ACTUARIAL VALUATION PER A.R.S § 38-847(D)(7); PRESENTATION OF HFD ACTUARIAL VALUATION SUMMARY AS OF JUNE 30, 2025.** Ms. Jones presented a summary of the Actuarial Valuation Report for the fiscal year ended June 30, 2025. She noted that the funded status of the Pension for Tier 1 & 2 Members is 102.9% and Tier 3 Members is 102.4%. The FY 2026 District's contribution rate for Tier 1 & 2 members will be 13.27% and Tier 3 members will be 8.69%

Ms. Jones informed the Board that the full HFD Actuarial Valuation is available at <https://misc.psprs.com/actuarials.aspx>

D. **RECEIVE AND REVIEW FINANCIAL CONDITION OF THE FUND PER A.R.S. § 38-847(D)(8); PRESENTATION OF ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR) AS OF JUNE 30, 2025.**

The Local Board reviewed the Introductory Section of the Annual Comprehensive Financial Report (ACFR) for the fiscal year ended June 30, 2025. Ms. Jones noted the system's funding status had improved from 68.8% in 2023 to 71.3% in 2025 for Tier 1 & 2 Members. Tier 3 funded status was reduced from 107.5% in 2023 to 102.7% in 2025.

Ms. Jones informed the Local Board that the full PSPRS Annual Comprehensive Financial Report is available at <https://www.psprs.com/wp-content/uploads/2025/11/PSPRS-FY2025-ACFR.pdf>

A MOTION was made by Captain Ahrendt and was seconded Engineer Kohl to receive and review the Actuarial Valuation and Financial reports as presented. The motion was unanimously **APPROVED**.

6. **Adjournment.** A **MOTION** was made by Captain Ahrendt and was seconded by Engineer Kohl to adjourn. The motion was unanimously **APPROVED**. The meeting adjourned at about 1:30 PM.

Note to Secretary:

Pursuant to A.R.S. § 38-847(G) ...Not later than twenty days after taking action, the local board shall submit to the board of trustees the minutes from the local board meeting that include the name of the member affected by its decision, a description of the action taken and an explanation of the reasons and all documents submitted to the local board for the action taken, including the reports of a medical board...

Pursuant to A.R.S. § 38-847(H)(2). The applicant-board of trustees receives notification of the local board's original action as prescribed by subsection G of this section by email or certified mail.

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. The secretary of the local board shall keep a record and prepare minutes of all meetings ... and forward the minutes and all necessary communications to the board of trustees as prescribed by subsection G of this section...

Attn: Fund Manager
3010 E Camelback Rd, Ste. 200
Phoenix, Arizona 85016

PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM (PSPRS)
Medical Examination/Pre-Existing Medical Condition Report

Note to physician: Pursuant to A.R.S. § 38-859(A)(1), a designated physician shall conduct a medical examination for the purpose of identifying physical or mental conditions or injuries, which existed or occurred prior to membership in the Public Safety Personnel Retirement System (PSPRS) and report results to the Local Pension Board.

Employee's Name: Chris Jeffers

As a result of this examination, this employee:

- meets the medical and physical requirements for employment as a full-time firefighter
- does not meet the medical and physical requirements for employment as a full-time firefighter

In addition, this employee was examined and asked to declare any and all pre-existing medical conditions that existed or occurred prior to this date.

Please indicate results below:

- NO pre-existing condition/s identified or declared
- Pre-existing condition/s were identified and/or declared as noted below:

Physician's name: SARA REEVES, FNP
(print name)

Physician's signature: Sara M. Reeves, FNP Date: 9/24/26



HIGHLANDS FIRE DISTRICT

3350 OLD MUNDS HWY
FLAGSTAFF, AZ 86005
(928) 525-1717

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Employee's Name: Christopher Jeffers

As a result of this examination, this employee:

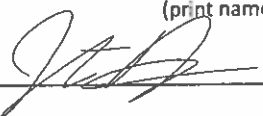
- meets the medical and physical requirements for employment as a full-time firefighter
- does not meet the medical and physical requirements for employment as a full-time firefighter

In addition, this employee was examined and asked to declare any and all pre-existing medical conditions that existed or occurred prior to this date.

Please indicate results below:

- NO pre-existing condition/s identified or declared
- Pre-existing condition/s were identified and/or declared as noted below:

Physician's name: Dr. Justin M. Dallacqua, J.D., Psy.D. - Clinical Psychologist

Physician's signature:  (print name) Date: 9-12-25