



Minutes

PSPRS Local Board

Wednesday, April 30, 2025 at 10:00 AM

Central Arizona Fire and Medical Authority, Administration, 8603 E. Eastridge Drive, Prescott Valley

Present:

Andrew Apodaca, Esq., Dave Dobbs, Ron Litchfield, Damian Lys, Baylee Reed, Andie Rorick, and Denise Krizo

1. CALL TO ORDER / ROLL CALL OF MEMBERS

Chair Dobbs called the meeting to order at 10:03 a.m.

Human Resources Specialist Laycee Brown attended the meeting as a guest.

2. NEW BUSINESS

- A. Swear-In Employee Board Member Ron Litchfield
Chair Dobbs swore in Ron Litchfield.

3. PRESENTATIONS

- A. Review of FY 2025-2026 PSPRS Actuarial Valuation Report

[FY 25-26 PSPRS-Valuation-CAFMA.pdf](#) 

Chief Rose gave a brief overview of the 2025-2026 PSPRS Actuarial Valuation Report. He reported that for the upcoming year, Tier 1, Tier 2 and Tier 3 members overall rate will increase by about 2%.

4. APPROVAL OF PSPRS LOCAL BOARD MEETING MINUTES - September 16, 2024

[2024 09 16 PSPRS Local Board Minutes - DRAFT a.pdf](#) 

Motion to approve the minutes from September 16, 2024

Moved by: Damian Lys

Seconded by: Andie Rorick

Yes Dave Dobbs, Ron Litchfield, Damian Lys, and Andie Rorick

Passed 4-0

5. CALL TO THE PUBLIC

There were no public comments.

6. NEW BUSINESS

- A. Interview, Discussion, and Possible Action Regarding Citizen Board Member Vacancy: Sandra Griffis

[S. Griffis PSPRS Application.pdf](#) 

Ms. Sandra Griffis joined the meeting at 10:16 a.m.

The PSPRS Board Members asked Ms. Griffis questions pertaining to her background and serving on the board.

Attorney Apodaca verified that both citizen board members live within the boundaries of the fire district or have human resources (HR) experience. If appointed Ms. Griffis has as HR experience and Director Rorick lives within the fire district.

can make a decision to make a recommendation to the board.

Ms. Griffis asked a few questions about board meeting schedules and training. Secretary Reed explained the meeting schedule and gave an overview of the training. The training information will be sent once Ms. Griffis is appointed in May by the CAFMA Board.

Attorney Apodaca added that since this is a public meeting, Ms. Griffis is invited to stay for the remainder of the meeting.

Motion to recommend to the CAFMA Board the appointment of citizen applicant Sandra Griffis to the PSPRS Local Board for the term ending January 1, 2029.

Moved by: Andie Rorick

Seconded by: Damian Lys

Yes Dave Dobbs, Ron Litchfield, Damian Lys, and Andie Rorick

Passed 4-0

- B. Discussion and Possible Appointment of Human Resources Specialist Baylee Reed as New Local Board Secretary
Motion to appoint Human Resources Specialist Baylee Reed as New Local Board Secretary.

Moved by: Andie Rorick

Seconded by: Damian Lys

Yes Dave Dobbs, Ron Litchfield, Damian Lys, and Andie Rorick

Passed 4-0

- C. Discussion and Possible Action Regarding Entry into PSPRS with No Pre-Existing Conditions: Jacob Kelley, Joshua Khazaal, Cole Moreland, Raul Rocha, Michael Simonis, Cody Tucker, and Reyes Yanez Rendon

Secretary Reed shared that those listed above are the new hires that started the academy in March and would be entering PSPRS with no pre-existing conditions.

Attorney Apodaca explained the pre-existing condition stipulation and gave an example of when it would or would not result in a medical retirement. Those decisions are made in Public Session, but medical details are to be discussed in Executive Session.

Motion to approve entry into Public Safety Personnel Retirement System (PSPRS) with no pre-existing conditions those listed above.

Moved by: Damian Lys

Seconded by: Ron Litchfield

Yes Dave Dobbs, Ron Litchfield, Damian Lys, and Andie Rorick

Passed 4-0

- D. Discussion and Possible Action Regarding Entry into PSPRS with Pre-Existing Condition(s): Liam Finnegan and Tristan Newman

Attorney Apodaca reiterated that the board would have to go into executive session to review the forms regarding pre-existing conditions.

Chair Dobbs asked if the two listed above were declared fit for duty by the department doctor.

Director Litchfield said it is noted by the doctor that both are fit for duty.

The board members declined going into Executive Session.

Motion to approve entry into PSPRS with pre-existing condition(s) those listed above.

Moved by: Andie Rorick

Seconded by: Damian Lys

Yes Dave Dobbs, Ron Litchfield, Damian Lys, and Andie Rorick

Passed 4-0

- E. Discussion and Possible Approval of PSPRS Membership for Ian James

Secretary Reed explained the circumstances surrounding the hiring of the Telecommunications Technician II position.

Technician James would like to remain in PSPRS as a condition of his hiring. The job description wording has been updated to include that he can be used in emergency situations; the change qualifies him to stay in PSPRS.

There was discussion about him maintaining certifications and his previous employment as a firefighter.

Motion to approve entry into PSPRS membership for Ian James.

Moved by: Ron Litchfield

Seconded by: Damian Lys

Yes Dave Dobbs, Ron Litchfield, Damian Lys, and Andie Rorick

Passed 4-0

- F. Discussion and Possible Action Regarding Termination of Membership for Separated Members: Damian Proano (8/27/24), Scott Freitag (10/24/24), Adrian Dragos (10/3/24), Nathan Taylor (11/18/24), Derek Allen (12/08/24), Emilio Estrada (2/12/25), Clint Dunning (3/8/25), John Learn (3/25/25), William McCaskill (3/19/2025)

Director Lys asked about Firefighter Estrada.

Secretary Reed explained the reason for his separation and rehire.

Attorney Apodaca said in Firefighter Estrada's situation, it is considered a gap in service since no money was withdrawn.

Motion to accept the termination membership for the separated members listed above excluding Emilio Estrada.

Moved by: Damian Lys

Seconded by: Andie Rorick

Yes Dave Dobbs, Ron Litchfield, Damian Lys, and Andie Rorick

Passed 4-0

- G. Discussion and Possible Action Regarding PSPRS Membership with No Pre-Existing Condition(s) of Rehires: Caden Burch and Emilio Estrada

Attorney Apodaca verified that neither have pre-existing conditions per previous declaration. If not, they can just be voted in as re-hires.

Secretary Reed confirmed they did not.

Motion to approve PSPRS membership of rehires Caden Burch and Emilio Estrada.

Moved by: Ron Litchfield

Seconded by: Damian Lys

- H. Discussion Regarding Statutorily Required Training

Secretary Reed stated that all local board members sworn in will need to complete online training. She will send the links out along with the form to be signed after completion.

Ms. Griffis had a few questions about agenda items which were answered by Director Lys, Chair Dobbs and Attorney Apodaca.

7. ADJOURNMENT

Motion to adjourn at 10:49 a.m.

Moved by: Andie Rorick

Seconded by: Damian Lys

Yes Dave Dobbs, Ron Litchfield, Damian Lys, and Andie Rorick

Passed 4-0

Approved on: 10/28/2025 07:19PM UTC

Dave Dobbs

Chairperson

Document Reference : 0137ecd6-dbc6-46c6-a9a0-28bf7c43b1a0

Document Title : 2025 04 30 PSPRS Local Board Minutes Approved

Document Region : Northern Virginia

Sender Name : Denise Krizo

Sender Email : dkrizo@cazfire.gov

Total Document Pages : 6

Secondary Security : Not Required

Participants

- 1. Denise Krizo (dkrizo@cazfire.gov)
- 2. Dave Dobbs (ddobbs@cazfire.gov)

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