

PHOENIX FIRE DEPARTMENT
Volume 1 – Management Procedures
PENSION/BOARD ELECTIONS

M.P. 105.04	Date Revised: 03/2025
This policy is for internal use only and does not expand an employee's legal duty or civil liability in any way. This policy should not be construed as creating a duty to act or a higher duty of care with respect to third-party civil claims against employees, the Phoenix Fire Department (PFD) or the City of Phoenix. A violation of this policy, if proven, may form the basis for non-judicial administrative action by the employer in accordance with the laws and rules governing employee discipline.	
Related Policies:	

BACKGROUND

All sworn active Phoenix Fire Department members of any rank who are participants in the Arizona Public Safety Personnel Retirement System (PSPRS) as defined under Title 38, Article 4, Chapter 5 of the Arizona Revised Statute may serve as sworn member of the Phoenix Fire Pension Board. The five-member board is comprised of the Mayor or their designee; The Chair of the Civil Service Board; A citizen representative and two sworn members elected by secret ballot to four-year staggered terms. The Phoenix Fire Pension Board is an administrative arm of the PSPRS and is responsible for determining Line of Duty Death Survivor Benefits and Disability Benefits for members.

POLICY

When a vacancy occurs, or a term of one of the sworn members expires on the Firefighter's Pension Board, the Fire Chief or an assigned designee shall hold nominations and an election for that vacancy. These nominations and elections shall be governed by this procedure. If a sworn incumbent member's term is expiring and the incumbent intends to run for re-election, notification of the incumbent's intent will be reported to all members when the nomination process is opened and published. The incumbent will need to be nominated as described below to qualify for the election

NOMINATIONS

Any active Department member may nominate themselves or any other active member of the Department of any rank who is a member of the PSPRS.

Members wishing to submit a name in nomination for the Pension Board shall make notification to the Administrative Office of the Fire Chief or its assigned designee. Nominated members should actively contact any fire station or Fire Department work area to communicate their desire to occupy the office they seek. This campaigning must be done during the campaigner's off-duty hours.

. If only one nomination is received, a single voting location will be designated and published with the location of the ballot box and the dates for voting (Shifts A, B, C) . If more than one nomination is received, a notice will be published with the dates for voting (Shifts A, B, C) and Battalion Chiefs accompanied by a Union Officer will visit each station on each shift with a locked ballot box for which members can vote.

All names received by the Fire Chief's Office or its assigned designee will be printed

alphabetically on a nominating list and attached to the ballot box. A member may only vote for the names that are listed on the nominating list. Absolutely No write-ins will be counted and the ballot listing the write-in will be discarded after the counting of the other ballots. As each member votes, they will log their name onto a sign-in sheet. This will provide for a count and record of members voting. This count will be compared to the ballots cast upon completion.

After voting has closed the ballots will be counted in the presence of members of the Fire Chiefs staff or its designee and Local #493.

If any member receives 50% plus one vote of all the nominating ballots cast, that member shall be declared the winner and another election need not be held.

RUN OFF ELECTION

If no member receives a majority of 50 % plus one vote of all nominations cast, a run-off election will be held between the two candidates receiving the most votes.. If tied, selection will be determined by a coin toss.

The completed ballots shall be destroyed no sooner than 90 days from the certification of the election results by the Fire Chiefs staff/its designee and Local #493.