

MIDWAY FIREFIGHTERS' PENSION BOARD QUARTERLY MEETING
ADMINISTRATION MEETING ROOM
Monday, December 21, 2015
10:30 A.M. (CENTRAL TIME)
MINUTES

CALL TO ORDER/DETERMINATION OF A QUORUM - Chairman Phelps called the meeting to order at 10: 30 a.m.

DETERMINATION OF A QUORUM - Roll call

Member Skyler Rowland	Absent
Secretary Jake Noa	Present
Chairman Chris Phelps	Present
Member Robert Simco	excused absence
Vice Chair Mickey Merchant	Present
Also Present:	
Fire Chief Jonathan Kanzigg	
Financial Administrator, Missy Scarborough	
Jeff Blomeley, FL League of Cities (phone)	

APPROVAL OF MINUTES – September 21, 2015 Quarterly Meeting
A motion was made by Trustee Mickey Merchant to approve the minutes of the September 21, 2015 quarterly meeting as written. Trustee Jake Noa seconded the motion. All were in favor, motion carried.

REPORTS – Jeff Blomeley, FL League of Cities

Jeff Blomeley shared with the board the following information summarized from the 3rd quarter 2015 report:

Fund beginning balance \$3,636,966.25
Contributions - \$135,257.78
Earnings - \$(185,256.40)
Distributions \$0
Expenses - (\$2,418.48)
Ending balance - \$3,584,549.15

The market as a whole had a significant reduction in output over the quarter but the big performers for the quarter, within the 60/40 fund, were the Diversified Small to Mid-Cap Equity with a performance of 10.16% as compared to the benchmark of 38 basis points and the International Equity with a performance of -6.35% as compared to the benchmark of -11.78%. The total 60/40 allocation underperformed at -0.05% as compared to benchmark of 0.33 %

NEW BUSINESS –

Missy Scarborough discussed the 10/1/2014 Actuarial Valuation with the Trustees. The valuation performed by Foster & Foster indicates the FY2016 total required contribution is 12.8 % of pensionable earnings. The employees (plan members) will make a 5% contribution leaving 7.8% to be made between the Premium Tax dollars submitted by the Dept. of Retirement and the employer (sponsor). The valuation estimates the State contribution to be 16.5% of pensionable earnings which exceeds the total 7.8% requirement therefore the employer contribution for FY2016 is estimated to be \$0.00. For FY 2017 & 2018, the District

and State combined contribution is 7.8% of pensionable earnings. Missy will discuss the valuation results with the commissioners at the January 2016 monthly meeting.

Missy informed the Trustees that the recent legislative changes resulted in additional reporting requirements to the District which is likely to require annual actuarial valuations to be purchased as opposed to current triennial valuations purchase by the State. The team of auditors who work with Midway Fire District to perform the Annual Audited Financial Report which includes the Pension Plan, have also requested reports and documents normally produced triennially to be produced annually, such as the GASB 67 & GASB 68 reports which relate to the Pension Plan performance and plan health. The contract negotiated between the Department of Retirement and Foster & Foster includes the GASB 67 report with the Actuarial Valuation but does not take into account the GASB 68 report. Foster & Foster have given a quote of \$2,000 to produce the GASB 68 report as it relates to the figures present in the 10/1/2014 plan valuation, which is required to be included in the District's FY2015 Annual Audited Financial Statement.

Trustee Mickey Merchant made a motion to authorize \$2,000 to be paid to Foster & Foster to produce the GASB 68 report for the 10/1/2014 valuation. Trustee Jake Noa seconded the motion. All were in favor; motion carried.

OLD BUSINESS –

Missy Scarborough informed the Trustees that the annual Plan Member Statements produced by Foster & Foster will be available within the next day or so and those documents would be important to have on hand prior to any pension related training offered within the team. Plan Member training will be discussed at a future quarterly meeting pending plan statements.

PROCESSED DISBURSEMENTS/RETURN OF CONTRIBUTIONS/DEPOSITS

FL. League of Cities	\$1,792.27
3rd quarter 2015 fees	
Annual Admin fee	\$1,000
Missy Scarborough	\$600.00

REPORTS, DISCUSSION, AND ACTION/TRUSTEES' REPORTS, DISCUSSION, AND ACTION/REQUESTS FROM THE PUBLIC/EMPLOYEES PRESENT –

Approve \$600 quarterly payment to Missy Scarborough as Financial Administrator of Midway Fire District for Pension Plan duties.

Trustee Jake Noa made a motion to approve the \$600 quarterly payment to Missy Scarborough as compensation for administrative duties performed for the benefit of the Midway Fire Fighter's Pension Plan. Trustee Skyler Rowland seconded the motion. All were in favor; motion carried.

Chief Kanzigg addressed the Trustees and asked if they would work with the District going forward to re-evaluate the current structure to the Financial Administrator position and compensation which included duties performed for the benefit of the Pension Plan. Chief Kanzigg informed the Trustees that the Pension related duties have increased over time and continue to increase based on plan size and ever changing regulations at the state level. Various ideas were presented to include increase to current compensation for the Financial Administrator by the District, increase to compensation for the Financial Administrator by the Pension Plan and hiring additional help for the accounting department. The topic will be placed on the March 2016 agenda for further discussion after further discussions with the District Commissioners.

ADJOURNMENT

The Chairman adjourned the meeting at 11:48am. The next regular (quarterly) meeting will be March 21, 2016 at 10:30am.

Approved:

Christopher Phelps
Chairman