

**MIDWAY FIREFIGHTERS' PENSION BOARD QUARTERLY MEETING**  
**ADMINISTRATION MEETING ROOM**  
**Tuesday December 12, 2017**  
**10:30 A.M. (CENTRAL TIME)**  
***MINUTES***

**CALL TO ORDER/DETERMINATION OF A QUORUM** – James Skipper called the meeting to order at 10: 41 a.m.

**DETERMINATION OF A QUORUM - Roll call**

Chairman James Skipper	Present
Vice Chair Neal Carter	Present
Secretary Levi Alderfer	Absent
Trustee Dennis Del Rosario	Present
Trustee Robert Simco	Absent
<i>Also Present:</i>	
Fire Chief Jonathan Kanzigg	
Financial Administrator, Missy Scarborough	

**APPROVAL OF MINUTES –September 28, 2017 Quarterly Meeting**

*Trustee Neal Carter made a motion to approve the minutes of the September 28, 2017 quarterly meeting as written. Trustee Dennis Del Rosario seconded the motion. All were in favor, motion carried.*

**REPORTS –**

3rd quarter 2017 report:  
Fund beginning balance \$4,631,278.52  
Contributions - \$125,641.13  
Earnings - \$147,912.63  
Distributions \$(6,735.96)  
Expenses - (\$7,661.03)  
Ending balance - \$4,890,435.29

**NEW BUSINESS - Approve Midway Firefighter's Pension Plan Summary Plan Description (SPD) and Permissive Service Purchase Rules and Procedures.**

The Board of Fire Commissioners are the sponsors of the Pension Plan, but it is the fiduciary responsibility of the Pension Trustees to administer the plan. Therefore, the Summary Plan Description and the Permissive Service Purchase Rules and Procedures must be approved by the Board of Pension Trustees.

*Trustee Neal Carter made a motion to approve the Midway Firefighter's Pension SPD as written. Trustee Dennis Del Rosario seconded the motion. All were in favor; motion carried.*

*Trustee Dennis Del Rosario made a motion to approve the Midway Firefighter's Pension Permissive Service Purchase Rules and Procedures as written. Trustee Jimmy Skipper seconded the motion. All were in favor; motion carried.*

**NEW BUSINESS - Approve administrator recommendation to approve Permissive Service Purchases.**

Per the approved Permissive Service Purchase Rules, all permissive service credit purchases must be approved by the Pension Board of Trustees.

*Trustee Dennis Del Rosario made a motion to approve permissive service credit purchases made in accordance with Midway Firefighter's Pension Plan Permissive Service Purchase Rules and Procedures (2)a. as listed and to authorize the Administrator to submit future payments to Florida League of Cities so long as the total sum of all payments made by a plan member does not exceed the amount provided by Patrick Donlan, Foster & Foster to achieve a retirement benefit of 100%; payments made in accordance with the approved Permissive Service Purchase Rules and Procedures will be ratified at the next quarterly meeting. Trustee Neal Carter seconded the motion. All were in favor; motion carried.*

**Employee pre-tax rollovers into pension plan:**

Check# 10152711	\$18,232.26	FBO Levi Alderfer
Check# 10153060	\$29,768.03	FBO Richard Barberi
Check# 10153056	\$9,519.68	FBO Christopher Hart
Check# 9195916	\$8,179.17	FBO William Johnson
Check# 9195867	\$2,537.86	FBO William Johnson
Check# 9195833	\$3,527.49	FBO William Johnson
Check# 10153055	\$33,030.29	FBO Jonathan Kanzigg
Check# 10153062	\$6,668.39	FBO James Madarena
Check# 10153057	\$18,984.08	FBO Michael McKenzie
Check# 10153058	\$9,609.40	FBO Thomas Noa
Check# 10152759	\$8,107.59	FBO James Skipper
Check# 10153059	\$4,899.10	FBO Michael Yeager

**Employee after tax contributions:**

Check# 773	\$9,637.65	FBO Richard Barberi
Check# 126	\$11,842.42	FBO Christopher Phelps

**Employer matching contributions:**

Check# 2874	\$9,421.55	FBO Levi Alderfer
Check# 2875	\$11,225.32	FBO Richard Barberi
Check# 2876	\$9,519.68	FBO Christopher Hart
Check# 2877	\$16,325.70	FBO Jonathan Kanzigg
Check# 2878	\$6,668.39	FBO James Madarena
Check# 2879	\$9,995.99	FBO Michael McKenzie
Check# 2880	\$9,609.40	FBO Thomas Noa
Check# 2902	\$11,841.42	FBO Christopher Phelps
Check# 2881	\$8,107.59	FBO James Skipper
Check# 2882	\$4,899.10	FBO Michael Yeager

**OLD BUSINESS –**

**PROCESSED DISBURSEMENTS/RETURN OF CONTRIBUTIONS/DEPOSITS**

<b>FL. League of Cities</b> 3rd quarter 2017 fees	<b>\$2,445.22</b>
<b>Missy Scarborough</b> Administrative services	<b>\$800.00</b>
<b>Retiree benefit payments</b> Mark Hill	<b>\$2,859.27</b>
Maria Valencia-Johnson	<b>\$3,876.69</b>

**STAFF REPORTS, DISCUSSION, AND ACTION/TRUSTEE REPORTS, DISCUSSION, AND ACTION/REQUESTS FROM THE PUBLIC OR EMPLOYEES.**

Board Trustees asked for an update on Trustee Robert Simco due to ongoing absences. Trustee Simco serves as a representative of the Board of Fire Commissioners. Chief Kanzigg will update the commissioners at the December meeting to discuss and obtain direction.

This led to conversations about meeting quorum since three of the Trustees are active firefighters. Chapter 175 Florida Statutes requires no less than one meeting per quarter. With the current meeting schedule, if a meeting is cancelled due to attendance issues, the meeting must be rescheduled within that month. *Trustee Neal Carter made a motion to change the quarterly meeting schedule to the second Tuesday of the first month of each quarter. Dennis Del Rosario seconded the motion. All were in favor; motion carried.*

2018 meetings will begin at 10:30am.

**Tuesday January 9, 2018**  
**Tuesday April 10, 2018**  
**Tuesday July 10, 2018**  
**Tuesday October 9, 2018**

**ADJOURNMENT**

*Trustee Dennis Del Rosario made a motion to adjourn the meeting. Trustee Jimmy Skipper seconded the motion. All were in favor; motion carried. The meeting was adjourned at 11:23am.*

Approved:

---

Chairman