

**WEST MANATEE FIRE & RESCUE DISTRICT  
FIREFIGHTERS' RETIREMENT PLAN BOARD OF TRUSTEES  
QUARTERLY MEETING MINUTES  
701 63<sup>rd</sup> St. West, Bradenton, FL 34209**

Friday, February 3, 2023, at 9:00AM

**TRUSTEES PRESENT:** Dan Tackett  
Stewart Moon  
Burdette "Bud" Parent

**TRUSTEES ABSENT:** Scott Ricci  
Chad Brunner

**OTHERS PRESENT:** Scott Christiansen, Christiansen & Dehner  
Kerry Richardville, AndCo Consulting  
Chrissy Stoker, Foster & Foster  
Sara Carlson, Foster & Foster  
Jennifer Gainfort, AndCo Consulting  
Debbie Kocsis, Salem Trust Company  
Ben Rigney, Fire Chief

1. **Call to Order** – Dan Tackett called the meeting to order at 9:00AM and a quorum was determined.
2. **Roll Call** – As reflected above.
3. **Public Comments** – None.
4. **Approval of Minutes**

**The October 27, 2022, quarterly meeting minutes were approved as presented, upon motion by Stewart Moon and second by Bud Parent; motion carried 3-0.**

1. **Consent Agenda**
  - a. Payment ratification
    - i. Warrant #86
      1. Foster & Foster, invoice #25123, plan administration \$1,000.00
      2. Dana Investment Advisors, invoice #93923 \$2,156.73
      3. Salem Trust, 3Q fees, custodial services (AUTO DEDUCT) \$2,126.64
      4. Gibson & Wirt, invoice #4279, fiduciary liability policy \$2,913.00
      5. Christiansen & Dehner, invoice #35532, legal services \$869.15
    - b. New invoices for payment
      - i. Warrant #87
        1. Foster & Foster, invoice #25350, plan administration \$1,106.25
        2. Foster & Foster, invoice #25528, plan administration \$1,040.00
        3. AndCo, invoice #43358, investment consulting \$4,596.35
        4. Foster & Foster, invoice #25712, plan administration \$1,040.00
    - c. Fund activity report for October 21, 2022, through January 27, 2023

**The Board approved the consent agenda as presented, upon motion by Dan Tackett and second by Stewart Moon; motion carried 3-0.**

2. **New Business**
  - a. Update on trustee terms

- i. Chrissy Stoker commented Stewart Moon was reappointed by the District Board of Commissioners on November 15, 2022, so he would serve another term.
- b. Upcoming trustee term expiration
  - i. Chrissy Stoker commented Chad Brunner's term would expire on April 1, 2023, and he did not intend to remain on the pension board. Chrissy commented she would work with the District to send a nomination notice to the active members to find a replacement for Chad and would advise if an election would be held.
- c. Reselection of Fifth Trustee
  - i. Chrissy Stoker commented Scott Ricci's term expired January 22, 2023. Chrissy commented although Scott was not present at the meeting, he stated his desire to remain on the board at the last meeting. Scott Christiansen commented the trustees who were present could reappoint Scott Ricci today if the decision was unanimous.

**The Board voted to reselect Scott Ricci as the Fifth Trustee and submit his name to the District Board of Commissioners for ratification, upon motion by Bud Parent and second by Dan Tackett; motion carried 3-0.**

- d. Actual expenses as of September 30, 2022
  - i. Chrissy Stoker reviewed the detailed accounting report. The total amount of administrative expenses as of September 30, 2022, was \$70,948.79 compared to the total budgeted amount of \$114,000.00.

**The Board approved the actual expenses as of September 30, 2022, as presented, upon motion by Bud Parent and second by Stewart Moon; motion carried 3-0.**

3. **Old Business** – None.

4. **Reports**

- a. Salem Trust, Debbie Kocsis, Board Custodian
  - i. Debbie Kocsis introduced herself as the relationship manager for the Plan in place of Mindy Johnson. Debbie Kocsis thanked the Board for their business since 2005 and gave a brief history of her experience with Salem Trust.
  - ii. Debbie Kocsis introduced the online pensioner portal, commenting this was a benefit for retirees that allowed them to go online and view their payments, tax documents, tax elections, and other items that made them self-sufficient. Debbie commented the portal had two years of rolling data history including 1099-Rs. Debbie noted retirees would have the ability to change their withholding election, address, and other items that otherwise would need to be changed through the administrator.
  - iii. Debbie Kocsis commented the system was secure and multi-factor authentication was needed to sign in. Debbie commented if the Board allowed it, she would send a letter to the retirees outlining the services offered based on the Board's wishes. Debbie reviewed a sample letter.
  - iv. Debbie Kocsis noted retirees who utilized the online portal would no longer receive paper deposit confirmations.
  - v. Debbie Kocsis commented there was no cost for the service.
  - vi. Scott Christiansen commented retirees should not be able to change their banking information through the portal because legally the pension plan could only issue payments to a plan participant.

**The Board voted to sign on the Salem Trust retiree online pensioner portal, upon motion by Dan Tackett and second by Bud Parent; motion carried 3-0.**

- b. Foster & Foster, Sara Carlson, Board Actuary
  - i. October 1, 2022, actuarial valuation report
    - 1. Sara Carlson commented the report being presented was determined as of 9/30/2022. Sara commented though FY 2022 was a very bad investment year, it had a minimal impact on the contribution requirements because the Plan was so well-funded and the cushion they had built helped mitigate the market

losses. Sara reminded the Board she used a 4-year smoothing of the assets. Sara commented they did not meet their assumption, but they still had a positive return on an actuarial basis.

2. Plan experience was unfavorable overall on the basis of the plan's actuarial assumptions. Sources of actuarial loss included an investment return of 3.55% (Actuarial Asset Basis) which fell short of the 7.40% assumption and an average salary increase of 9.38% which exceeded the 5.25% assumption. There were no significant sources of actuarial gain.
3. Sara Carlson commented the minimum required contribution as a percentage of total annual payroll decreased from 38.7% to 38.6%.
4. Sara Carlson reviewed the plan participants were only required to contribute 2.9% but they were contributing 5.0% so they had a Member Contribution Reserve. Sara commented the Reserve was in place to offset any losses. Sara commented the District could also use all the State Monies this year, so the District's requirement was 26.2% of payroll for FY 2024.
5. Chief Ben Rigney commented the District Board of Commissioners was in favor of using the Member Contribution Reserve to offset the losses. Sara Carlson commented the Ordinance allowed the Board of Trustees to spend the reserve money as they deemed prudent.
6. Sara Carlson reviewed the smoothing, commenting the Actuarial Value of Assets increased.
7. Sara Carlson commented with this valuation the District had an unfunded pension liability of approximately \$99,000.00.
8. Sara Carlson commented the funded ratio decreased from 104.6% to 99.6%.
9. Sara Carlson reviewed the reconciliation of the District's shortfall/prepaid contribution. Sara commented the District had overcontributed in previous years resulting in a prepaid contribution of approximately \$455,000 that could also be used to offset negative experience and keep the District's requirement more stable.

**The Board approved the October 1, 2022, actuarial valuation as presented with the application of the Member Contribution Reserve to the actuarial loss, upon motion by Bud Parent and second by Stewart Moon; motion carried 3-0.**

10. Kerry Richardville commented 7.40% was a reasonable rate of return though the Board needed to continue to decrease this assumption.

**The Board voted the declaration of returns for the plan shall be 7.40% for the next year, the next several years, and the long-term thereafter net of investment related expenses, upon motion by Dan Tackett and second by Bud Parent; motion carried 3-0.**

- c. AndCo, Kerry Richardville, Investment Consultant
  - i. Quarterly report as of December 31, 2022
    1. Kerry Richardville introduced Jennifer Gainfort, commenting she was another consultant with AndCo who would be working on the Plan and accompanying her to future meetings.
    2. Kerry Richardville gave an overview of the market environment over the quarter.
    3. The Market Value of Assets as of December 31, 2022, was \$25,536,017. Kerry Richardville noted real estate returns were not included in the preliminary report.
    4. Kerry Richardville reviewed the asset allocations of the fund, commenting 45.1% was in Domestic Equity, 14.2% was in International Equity, 25.8% was in Domestic Fixed Income, 4.0% was in Global Fixed Income, 9.6% was in Real Estate, and 1.3% was in cash.
    5. Kerry Richardville reviewed the asset allocations versus the targets, commenting they were very close to their asset allocation targets and she had no recommendations to rebalance.
    6. Total fund net returns for the quarter were 5.38%, slightly underperforming the policy benchmark of 5.64%. Total fund net trailing returns for the 1-, 3-, and 5-

year periods were -15.43%, 3.35% and 4.81%, respectively. Since inception (01/01/1999), total fund net returns were 5.53%, slightly outperforming the policy benchmark of 5.45%.

7. Kerry Richardville reviewed the performance of each manager.

d. Christiansen & Dehner, Scott Christiansen, Plan Attorney

- i. Scott Christiansen noted the election of Officers must be done at the next meeting.
- ii. Scott Christiansen commented the Summary Plan Description had to be updated as it had been a year.

**The Board voted to authorize the Attorney to update the Summary Plan Description, upon motion by Stewart Moon and second by Dan Tackett; motion carried 3-0.**

- iii. Scott Christiansen reviewed a memo regarding the purchase of prior fire or military service by way of payroll deductions in lieu of a single lump sum. Scott asked if the District had the ability to do this and Chief Ben Rigney confirmed they did. Scott commented payments would be made on a post-tax basis for a period of up to five years.
- iv. Scott reviewed the changes made with the SECURE 2.0 Act. Scott commented if the Board wanted him to draft an ordinance amendment incorporating payroll deductions for buybacks, he could add in the SECURE Act provisions too.
- v. Chrissy Stoker asked why the cancer presumption had not been written into the ordinance. Scott Christiansen commented the Union had previously rejected the proposed language. Scott further commented the cancer presumption was in the State statutes, so it was applicable regardless.
- vi. Scott Christiansen commented he would draft an ordinance amendment for the EZ pay and SECURE Act changes for the next meeting.

5. **Staff Reports, Discussion, and Action**

a. Foster & Foster, Chrissy Stoker, Plan Administrator

- i. Update on State Supplemental Monies deposit
  1. Chrissy Stoker commented the Plan received \$3,366.18 from the Supplemental Trust Fund and the funds were deposited January 17, 2023. Scott Christiansen gave an overview of the Supplemental Trust Fund.
- ii. Update on State Annual Report
  1. Chrissy Stoker commented she already made the Annual Report updates for the 2022 report and received the CY 2022 payroll from the District. Chrissy commented she would submit the actual expenses that were approved at today's meeting, and the only other item needed to complete the report were the audited financial statements.
  2. Scott Christiansen and Kerry Richardville discussed the divestiture requirement.

6. **Trustees' Reports, Discussion, and Action** – None.

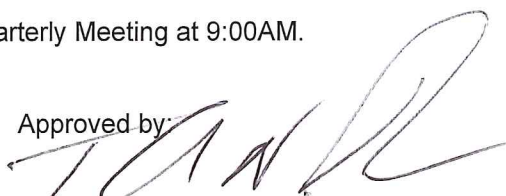
7. **Adjournment** – The meeting adjourned at 10:07AM.

8. **Next Meeting** – May 19, 2023, Quarterly Meeting at 9:00AM.

Respectfully submitted by:

  
Chrissy Stoker, Plan Administrator

Approved by:

  
Dan Tackett, Chairman

Date Approved by the Pension Board:

May 19, 2023