

**WEST MANATEE FIRE & RESCUE DISTRICT  
FIREFIGHTERS' RETIREMENT PLAN BOARD OF TRUSTEES  
QUARTERLY MEETING MINUTES  
Administrative Building  
6417 3<sup>rd</sup> Avenue West, Bradenton, FL 34209**

Thursday, January 24, 2019, at 9:00AM

**TRUSTEES PRESENT:** Jim Davis  
Dan Tackett  
Stewart Moon  
Burdette (Bud) Parent  
Scott Ricci

**TRUSTEES ABSENT:** None

**OTHERS PRESENT:** Lee Dehner, Christiansen & Dehner  
Ferrell Jenne, Foster & Foster  
Kerry Richardville, AndCo Consulting  
Tom Sousa, Fire Chief  
Patrick Donlan, Foster & Foster (via phone)  
Members of the Public

1. **Call to Order** – The meeting was called to order at 9:01am by Dan Tackett.
2. **Roll Call** – As reflected above.
3. **Public Comments** - None
4. **Approval of Minutes**

**The minutes from the November 28, 2018, quarterly meeting were approved upon motion by Stewart Moon and second by Bud Parent, motion carried 5-0.**

5. **New Business**
  - a. Update on Trustee terms
    - i. Stewart Moon, reappointed by Commission
      1. Ferrell Jenne advised the Commission had reappointed Stewart Moon to the board.
    - ii. Jim Davis, term expires April 1, 2019, member elected seat
      1. Jim Davis commented he would like to step down if there was interest from the active membership. Dan Tackett commented he knew of two members who would be interested. Ferrell Jenne commented she would send out an election notice to the membership regarding the vacancy.
    - iii. Election of 5<sup>th</sup> Trustee
      1. The board briefly discussed the 5<sup>th</sup> trustee seat. Scott Ricci commented he was interested in continuing to serve on the Board.

**The board voted to reappoint Scott Ricci as the 5<sup>th</sup> Trustee, upon motion by Bud Parent and second by Stewart Moon, motion carried 5-0.**

- b. Dan Tackett stated the Union needs an experience study, as it had been over five years since the last one. Lee Dehner commented the board would be billed for the study and the District/Union could reimburse the board. Lee reminded the board that their responsibility was not to negotiate benefits, but the board's professional consultants could be utilized to help the bargaining units.
  - i. Chief Tom Sousa discussed the ASOP 51 study that stress tests the pension plan. Ferrell Jenne commented she spoke with Patrick Dolan and the last full experience study was done in 2009. There was a study done on the investment return assumption in 2015.
  - ii. Chief Tom Sousa reviewed the possibility of setting up a reserve account, by the members making higher contributions. Chief Sousa commented the board would draft the Ordinance, once the bargaining units had agreed. Dan Tackett commented that their current member contributions were on the lower side compared to other plans in the State.
  - iii. The board called Patrick Dolan and discussed an experience study versus an ASOP 51 study. Chief Tom Sousa commented he liked the ASOP 51 study, as it would also provide a stress test and a projection study on the plan. Patrick discussed the specifics of a projection study and stated it was a more comprehensive study. Patrick commented that the ASOP 51 study would not be incorporated until the October 1, 2019 actuarial valuation reports. Patrick commented he thought the experience study was more valuable than the ASOP 51 study.

**The board voted to approve an experience study for a fee not to exceed \$7,500 upon motion by Jim Davis and second by Bud Parent, motion carried 5-0.**

6. **Old Business** – None

7. **Reports**

a. AndCo, Kerry Richardville, Investment Consultant

i. Quarterly report as of December 31, 2018

1. Kerry Richardville reviewed the market environment during the quarter. Kerry commented it was a tough quarter with market uncertainty and tariff wars. Kerry briefly reviewed Brexit, which would occur in 2019. Kerry commented the market fundamentals did not change much during the quarter, but it was a very volatile environment.
2. The market value of assets as of December 31, 2018, were \$15,746,137. Total fund gross returns for the quarter were -8.29%, underperforming the policy index of -7.62%. Total fund gross trailing returns for the 1, 3, and 5-year periods were -4.75%, 5.45% and 4.44% respectively. Kerry Richardville commented the real estate returns were not included in the report, as those returns lag. Kerry commented that the real estate returns should be approximately 1.84% gross of fees.
3. Kerry Richardville reviewed the asset allocation classes and commented all allocations were within the IPS ranges.
4. Kerry Richardville commented they reviewed the value managers at the last meeting, and she recommended Dodge and Cox. Kerry commented they would look at possible growth managers at this meeting.
5. Kerry Richardville reviewed the possible growth managers, outlining the minimum investment, firm size, structure, characteristics, and strategy of each. Kerry commented each manager had the ability to invest in foreign stocks.
6. Kerry Richardville reviewed each managers' trailing performance over the past ten years. Kerry reviewed the markets she thought the growth managers would perform well in. Kerry commented



- she believed it was a good time to add a growth manager to the portfolio. Kerry reviewed the risk and reward of each manager.
7. Kerry Richardville stated she likes MFS Growth strategy as they were steady in their returns and they would complement the current portfolio.
  8. Kerry Richardville recommended terminating the Dana Large Cap Core Portfolio and split the allocation with Dodge & Cox as the value manager and MFS Growth as the growth manager.

**The board approved terminating the Dana Investments Large Cap Core Portfolio and split the allocation with Dodge & Cox and MFS Growth, upon motion by Bud Parent and second by Jim Davis, motion carried 5-0.**

- b. Christiansen & Dehner, Lee Dehner, Board Attorney
  - i. Proposed Ordinance
    1. Lee Dehner reviewed the proposed Ordinance and advised it incorporated new rules and regulations from the IRS. Lee commented the IRS had issued procedural guidelines on what to do if the plan could not find a member who was due a benefit from the plan.
    2. Lee Dehner commented he would have updated Operating Rules and Procedures at the next meeting.

**The board approved the proposed Ordinance as presented and instructed Foster & Foster to prepare a no impact letter, upon motion by Scott Ricci and second by Stewart Moon, motion carried 5-0.**

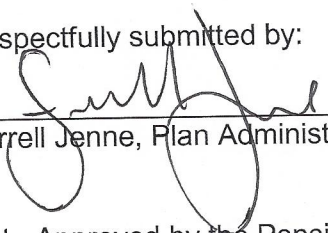
- ii. Legislative Update
  1. Lee Dehner commented there were currently no pre-filed bills.
  2. Lee Dehner reminded the board to file their financial disclosure forms prior to July 1, 2019, to avoid fines. Lee commented Jim Davis would need to file a final financial disclosure form and a financial disclosure form for 2018.

8. **Consent Agenda**
  - a. Payment ratification
    - i. Warrant #48
  - b. New invoices for payment
    - i. Warrant #49
  - c. Fund activity report for November 22, 2018 through January 17, 2019.

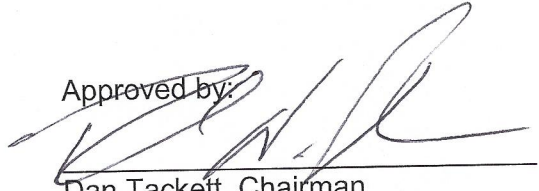
**The board voted to approve the consent agenda as presented, upon motion by Stewart Moon and second by Scott Ricci, motion carried 5-0.**

9. **Staff Reports, Discussion, and Action**
  - a. Foster & Foster, Ferrell Jenne, Plan Administrator
    - i. Update on State Annual Report
      1. Ferrell Jenne commented they were working on uploading the Annual Report on the State's online portal. Ferrell commented she will keep the board updated on the approval progress.
10. **Trustees' Reports, Discussion, and Action**
  - a. Jim Davis commented—he thought the reserve fund, using the higher member contributions, was a good idea to help keep the plan financially sound.
11. **Adjournment** – The meeting adjourned at 10:20am.
12. **Next Meeting** – April 25, 2019, at 9:00am.

Respectfully submitted by:

  
\_\_\_\_\_  
Ferrell Jenne, Plan Administrator

Approved by:

  
\_\_\_\_\_  
Dan Tackett, Chairman

Date Approved by the Pension Board:

APRIL 25, 2019