

**LEESBURG FIREFIGHTERS PENSION BOARD
WEDNESDAY, DECEMBER 14TH, 2022 1:00 P.M.
LEESBURG FIRE STATION 63, VETERANS RD
LEESBURG, FL 34748**

Members Present

Walter Roenbeck, Chairman
Steve Allen, Trustee
Ronny Goeler, Trustee
Bill Middlemiss, Trustee
Ryan Owens, Trustee

Others Present:

Frank Wan, Investment Consultant
Richelle Levy, Fund Counsel
Chad Little, Actuary

The meeting was called to order at 9:14 AM. Chairman Roenbeck requested comments from the public. No comments were brought forth.

Custodian Proposal Presentations

One proposal received from Fiduciary Trust International. The proposal was reviewed with discussion. Options for consideration were, continue utilizing Salem Trust, publish another RFP or contract Fiduciary Trust.

Trustee Middlemiss questioned potential responses from an additional RFP. Attorney Levy advised that the field for pension custodians was small so additional proposals were unlikely.

Discussion on timeline of transition was had to specify a forty-five day transition beginning the first quarter of 2023 with a deadline for completion of April 1, 2023.

A motion was made by Trustee Allen to engage Fiduciary Trust for custodial services and seconded (2nd) by Trustee Goeler. All in favor, motion approved.

Approval of Minutes

A motion was made by Trustee Goeler to approve the September meeting minutes and seconded (2nd) by Trustee Middlemiss. All in favor, motion carried.

The administrator report for the quarter was follows:

Q1-22/23 Presented December 2022– Administrator Report

1. **Member Retirements/Updates (09/01/22 -12/01/22)**
 - I. Retirements
 - None
 - II. Separations

- Woolgar, Zachary DOS 06/18/22 - Contribution refund of \$2,358.45 delivered
 - Patrick Jelsen DOS 10/20/22 – No Contributions
- III. Updates
- Member Tommy Neal – Back payment of \$76,827.88 delivered 11/01/2022 – Monthly benefit correction complete
- IV. New Hires
- Andrews, Alyson
 - Daniels, Gabriel
 - Hubert, James
 - Lunn, Garrett
 - Ragusa, Mason
 - Urbon, Connor
 - Jelson, Patrick*

2. Accounts Payable

12/21 -03/01/22	03/02/22 – 06/01/22	06/02/22-09/01/22	09/02/22 – 12/01/2022	
\$297,525.45	\$305,838.60	230,556.84	\$412,386.00	Benefits
\$1542.74	\$67,280.03	64,313.00	\$11,953.60	Lump
\$767.10	\$0.00	\$0.00	\$0.00	Retiree Share
\$0.00	\$0.00	\$0.00	\$0.00	Reimbursements
\$0.00	\$36,000	\$0.00	\$0.00	Actuary
\$0.00	\$0.00	\$0.00	\$3,592.44	Insurance
\$3736.11	\$3,875.00	\$4,325.00	\$7,310.00	Legal
\$5,513.87	\$4,135.86	\$4,421.91	\$4,227.73	Salem Trust
			\$8,800.00	Auditor
\$7,585.34	\$7,178.4000	\$0.00	\$6,330.16	BCA – Goldmansachs - withdraw
\$3736.00	\$3546.16	\$3,384.42	\$3,261.93	Highland – Tennessebank
\$4,719.78	\$4135.86	\$3,192.67	\$3,027.28	Polen – TruistBank
\$3000.00	\$3000.00	\$3,700.00	\$4,050.00	Admin
\$3,693.00	\$3487.00	\$2,912.00	\$2,742.00	Fiduciary - JohnsonBank
\$331,819.39	\$438,476.91	\$316,805.84	\$467,681.14	

3. Correspondences / Updates (09/02/2022 – 12/01/2022)

- I. 09/06/2022 - EM sent to legal for Member Neal File review
- II. 09/09/2022 – EM response received from Salem Trust re Member Neal file – copied to legal and Chairman
- III. 09/12/2022 – EM to Salem Trust re Certificate of Liability insurance inquiry and Member Neal discussion
- IV. 09/19/2022 – Calculation request sent to actuary for Member Neal underpayment
- V. 09/27/2022 - Calculation received for Member Neal – member contacted same day
- VI. 09/27/2022 – EM notification to investment manager re benefit payment coverage
- VII. 09/28/2022 – Auditor payout records for Members Johnson, Harbison, Probus, and

- Lindmeier provided per request
- VIII. 10/03/2022 – Sponsor request of actuarial valuation provided
 - IX. 10/11/2022 – LT to City regarding audit
 - X. 10/11/2022 – Actuarial documents provided for 2022 report development
 - XI. 10/13/2022 – September statement provided to Board auditor per request
 - XII. 10/14/2022 – Inquiry by Member Hatfield re early retirement options
 - XIII. 10/21/2022 – Authorization to release Member Neals backpay sent to Salem Trust
 - XIV. 11/02/2022 – Trial balance request received from Board auditor, provided 11/05/2022
 - XV. 11/13/2022 – EM from Administrator to Sponsor re insurance premium changes
 - XVI. 11/15/2022 – Letter of direction to American Realty for partial redemption (1mil)

A motion was made by Trustee Middlemiss to approve the Administrative report and seconded (2nd) by Trustee Goeler. All in favor, motion carried.

Performance Consultants, Burgess Chambers & Associates

Investment Manager Frank Wan presented a market overview & executive summary report showing interest rate fluctuation.

Mr. Wan presented the quarterly report as follows:

- For the quarter, the Plan was down \$902K or -3.9% (-4.0% net), ahead of the strategic model (-4.7%) and ranked in the top 32nd percentile. Top performers were: American Core Realty (+1.7%), Cash (+0.5%) and iShares Convertible Bond (-0.1%).
- For the one-year period, the Plan was down \$4.1 million or -15.5% (-15.8% net), behind the strategic model (-14.7%). The top performers were: American Core Realty (+25.8%), Cash (+0.7%), and Cohen & Steers Global Infrastructure (-5.3%).
- For the three-year period, the Plan earned \$2.9 million or +4.8% (+4.3% net) and ranked in the top 30th percentile.
- For the five-year period, the Plan earned \$4.8 million or +5.0% (+4.5% net) and ranked in the top 44th percentile.
- A Redemption request was submitted to American Realty Advisors to begin to redeem \$1 million on December 31, 2022

Mr. Wan reported that Bonds were up 3% QTD.

Other Business

Trustee Allen opened discussion on implementing a DROP option. Mr. Chad Little, Actuary, advised that cost would be more accurate if a study was executed after the actuary report was completed. Trustee Owens questioned why the Plan would experience an increase in costs, if the DROP plan would be cost neutral. Mr. Little explained that the sustainability of the Plan is dependent on estimated retirement dates which would be estimated earlier with the implementation of DROP program. With an earlier retirement date estimate, the Plan has less time to collect the contributions necessary to maintain sustainability.

Discussion was had on approving a DROP study.

Trustee Allen made a motion to have DROP study done once the actuary report was complete. Seconded (2nd) by Trustee Goeler. All in favor, motion approved.

Administrative Business

Trustee Owens made a motion to reappoint Trustee Allen to the member appointed Trustee seat for an additional two (2) year term. Trustee Middlemiss seconded (2nd) the motion. All in favor, approved.

Administrator Vicchiollo presented the 2024 meeting for approval as follows:

March 8th, 2023
June 14, 2023
September 13th, 2023
December 13th, 2023

Trustee Middlemiss made a motion to approve the 2023 meeting dates as presented, seconded (2nd) by Trustee Owens. All in favor, approved.

Motion to adjourn made by Trustee Allen, seconded (2nd) by trustee Goeler at 10:43pm.

Next Board Meeting – Wednesday, March 8th, 2023

Chairman

Date