

**LEESBURG FIREFIGHTERS PENSION BOARD  
DECEMBER 11, 2024 QUARTERLY MEETING  
9:00 A.M.**

**Members Present:**

Steve Allen, Trustee  
Ryan Owens, Trustee  
William Middlemiss, Trustee

**Absent:**

Walter Roenbeck, Chairman  
Ronny Goeler, Trustee

**Others Present:**

Frank Wan, BCA  
Mitchell Brennan, BCA  
Richelle Levy, Pension Attorney-via phone

The meeting was called to order at 9:00 A.M. Chairman Roenbeck requested comments from the public. No comments were brought forth.

**Approval of Minutes**

A motion was made by Trustee Middlemiss to approve the minutes from the December 2023 quarterly meeting and seconded (2<sup>nd</sup>) by Trustee Owens - All in favor, motion carried.

Sonja Shaffer, Fund Administrator, provided the administrator report for the quarter as follows:

**Q324 Presented September 2024– Administrator Report**

**1. Member Retirements/Updates (06/24 – 08/24)**

- a. Chiariello, Aidan - 3/04/24 - 7/13/24- Refund in process
- b. Crosley, Darius - 3/25/24 - 7/30/24- Refund in process
- c. Yurich, Jason - 3/25/24 - 7/30/24- Refund in process
- d. Hall, Jesse - 7/08/24
- e. McLain, Tymber (Reentry) 8/03/24
- f. Giese – \$44,317.31 lump sum
- g. Steele – \$18,315.60 released to the estate
- h. Slight decrease to Health insurance premiums for retirees

**2. State Premium Tax 2023 - \$237,598.04**

**3. Accounts Payable Q2**

	09/01/23 11/30/23	12/01/23 02/29/24	03/01/24 05/31/24	06/01/2024 08/31/2024
<b>Benefits</b>	\$335,922.03	\$335,922.03	\$335,215.90	\$324,226.53
<b>Lump</b>				
<b>Retiree Share</b>			\$3,437.12	
<b>Reimbursements</b>	\$1,756.18	\$8,922.08	\$24,033.32	
	\$337,678.21	\$344,844.11	\$362,686.34	\$324,226.53
<b>FPPTA</b>	\$	\$750.00	\$	\$
<b>Actuary</b>	\$	\$	\$	\$
<b>Insurance</b>	\$ -	\$ -	\$ -	\$
<b>Legal</b>	\$950.00	\$2,050.00	\$ 5,100.00	\$2,172.85
<b>Fiduciary Mng</b>	\$ 3,296.00	\$ 1,382.66	\$ 4,031.00	\$4,472.45
<b>Auditor</b>	\$2,000.00	\$ 4,500.00	\$ 5,000.00	\$0.00

<b>BCA</b>	\$ 13,380.47	\$ 7,148.02	\$ 7,500.31	\$7,539.47
<b>Highland</b>	\$ 3,336.04	\$ 4,189.75	\$ 4,486.74	\$5,319.31
<b>Polen</b>	\$ 3,835.68	\$ 4,332.80	\$ 4,690.28	\$2,172.85
<b>Admin</b>	\$ 4,050.00	\$4,050.00	\$ 2,700.00	\$4,050.00
<b>Fiduciary Trst</b>	\$ 2,464.94	\$3715	\$1438.66	\$1,599.20
	\$ 33,313.13	\$32,118.23	\$ 34,946.99	\$26,353.28
<b>Total</b>	\$ 370,991.34	\$ 376,962.34	\$ 397,633.33	\$350,579.81

#### 4. Correspondences / Updates (06/24– 08/24)

- a. 06/04/2024 – Rate of Return declaration letter sent to the State
- b. 06/12/2024 – Annual report submitted to the State
- c. 06/18/2024 – Letter of direction to Polen Capital to raise \$1,230,660 from large cap to transfer to R&D.
- d. 06/25/2024 – Engagement letter delivered to Auditor
- e. 06/28/2024 – Letter of direction to Fiduciary Management to raise \$1,463,500 from large cap to transfer to R&D.
- f. 07/16/2024 – Annual budget delivered to sponsor
- g. 07/18/2024 – Notice from sponsor of new pay code-determined to be non-pensionable
- h. On- Line forms portal created and published 08/30/2024

#### 5. Transfers

- a. 06/20/2024 - \$1,230,660 Cash Transfer - Transfer to Another Account To 451045900 CITY OF LEESBURG MUNICIPAL FIREFIGHTERS' PENSION FUND Portfolio-01 (Capital)
- b. 07/08/2024 - \$1,463,500 Cash Transfer - Transfer from Another Account From 451045930 Re Leesburg Municipal Firemen's Retirement Plan – Rebalance

A motion was made by Trustee Allen to approve the administrative report and seconded (2<sup>nd</sup>) by Trustee Middlemiss. All in favor, motion carried.

#### Performance Consultants (Burgess Chambers & Associates) Q2 Report

Performance Consultant Mitchell Brennan, Burgess Chambers & Associates, presented the quarterly report as follows:

- For the quarter, the Plan earned \$1.4 million or +5.1% (gross and net), behind the strategic model (+5.6%). Top performers were: Fidelity Mid Cap Index (+9.2%), Fidelity International Index (+7.4%) and iShares Convertible Bond (+7.1%).
- For the one-year period, the Plan earned \$4.9 million or +20.6% (+20.2% net), behind the strategic model (+22.7%) and ranked in the top 47th percentile. The top performers were: Fidelity 500 Index (+36.4%), Fiduciary Large Cap Value (+29.6%), and Fidelity Mid Cap Index (+29.4%).
- For the three-year period, the Plan earned \$3.1 million or +4.1% (+3.7% net). The top performer was the Fidelity 500 Index (+11.9%).
- For the five-year period, the Plan earned \$10.1 million or +8.9% (+8.5% net) and ranked in the top 32nd percentile.
- A Redemption request was submitted to American Realty Advisors to begin to redeem \$1 million on December 31, 2022. As of the third quarter of 2024, \$347,238 has been received. The redemption

process will continue in 2024, providing liquidity for expenses. In September 2023, the dividend reinvestment option was turned off so that all dividends would be received in cash to provide additional liquidity.

- In August, the 2023 Insurance Premium tax distribution of \$237,598 was deposited into the R&D account. This deposit in addition to some existing cash totaling \$500,000 was transferred to the Highland fixed income account to invest.
- In September, \$100,000 was raised from the Polen large cap growth account to cover distributions and pension expenses.

A Recommendation to trim \$500,000 from both the large cap value and growth managers: 1. Fiduciary large cap value 2. Polen large cap growth and then reinvest the total 1 million into a new small cap ETF.

A motion was made by Trustee Middlemiss to move \$500,000 from Poland and \$500,000 from fiduciary management to small cap spider SPSM and seconded by Trustee Owens. All in favor, motion carried.

Mr. Brennan reported that the redemption request for American Realty has been in the queue for ~2 years for a \$1 million redemption. To date the Plan has received about 35% of that back. So just shy of \$350,000.

Mr Wan reported that the account value has grown from 28 million to 29.5 million as of December 2nd.

#### **Pension Attorney - Richelle Levy**

Ms. Levy presented a draft frequently asked question document for review by the Board. Ms. Levy advised that document covers items that members would want to know quickly: ie: \* What makes them eligible? \* What does credited service mean? \* How is your average final compensation determined? \* It talks about benefits, what you have to attain to reach mobile retirement age, early retirement age, disabilities, death benefits, and other important information, like what to do if you get divorced, how to maintain your beneficiary form. The document goes beyond the annual summary plan document to cover more in-depth situational inquiries.

Administrator Shaffer advised that an action item to provide the Board with the FAQ document for review so that they could recommend any changes and place it on the agenda for approval at the March 2025 meeting.

#### **Other/Pending/or New Business**

None

A motion to adjourn the meeting was made by Trustee Middlemiss and seconded by Trustee Owens. All in favor, motion approved.

Meeting adjourned at 9:47AM

**Next Board Meeting – Wednesday, March 12, 2024**

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Chairman

Date

Prepared by SV