



## *City of Deerfield Beach Municipal Firefighters Pension Fund*

*Meetings located at Fire Station #102, 1441 FAU Research Park Blvd,  
Deerfield Beach, Florida 33441*

### **Minutes of the meeting held May 25, 2018**

#### **Trustees**

Robert Weech, Chairman – Present  
Dan Frazer, Trustee - Present  
Stephen Hill, Trustee - Present  
Bruce Young, Trustee - Present

#### **Also in Attendance:**

Burgess Chambers – Burgess Chambers & Associates, Inc.  
Doug Falcon – FHA-TPA Benefit Administrators, Inc.  
Richelle Levy, Rice Pugatch Robinson Storfer & Cohen, PLLC., Fund Counsel  
Yolanda Shea – FHA-TPA Benefit Administrators, Inc.

#### **Meeting called to order by Chairman at 8:09 A.M.**

After the pledge of allegiance, the Chairman asked all in attendance to take a minute of silence to recognize those firefighters who have lost their lives in the line of duty.

#### **TRUSTEE COMMENTS**

None

#### **ACTUARY**

Ms. Levy advised the Board that she would discuss the letter from Mr. Little dated May 10, 2018, addressed to the Board regarding the experience review requested by the Board of Trustees for the Deerfield Beach Municipal Firefighters Pension Trust Fund (the Plan). The letter provides a fee proposal for their firm to complete an experience review of the Plan to help determine appropriate actuarial assumptions.

In the body of the letter following is the scope of services as stated in the letter:

Some assumptions have a greater impact on the assumed cost of the Plan than others. However, all assumptions should be appropriate. We will review the experience for a five-year period of all the major demographic assumptions (mortality, termination, disability, and retirement) and economic assumptions (investment return, individual salary growth, and aggregate payroll growth). Our report will provide an explanation of each assumption, a discussion of how well each assumption has compared to actual results, and an explanation of any recommended changes in each assumption. We will also provide the Board with estimated valuation results (as of October 1, 2017) based on our recommendations and provide tables showing these results before and after the recommended changes. However, it should be noted that the assumptions should not be thought of as changing the cost of the Plan. Our fee for this review is \$10,000.

***A motion made by Trustee Frazer seconded by Trustee Young to authorize the actuary to perform the experience review as stated above motion passed unanimously.***

The Chairman asked Ms. Shea to put on the agenda under old business the topic "Assumed Rate of Return – Does it Need an Adjustment" and asked Ms. Levy to advise Mr. Little in order that he can prepare to discuss at the next meeting.

## **MINUTES**

The Chairman asked if anyone had any questions, regarding the minutes of the meeting held March 16, 2018,

***A motion made by Trustee Frazer seconded by Trustee Hill to approve the minutes of the meeting held March 16, 2018 motion passed unanimously.***

## **INVESTMENT**

Mr. Chambers discussed the Deerfield Beach Municipal Firefighters Pension Trust Fund Investment Performance Period Ending March 31, 2018.

After reviewing all the investment results, Mr. Chambers recommended terminating Advent Capital Management and SSI Investment Management due to their underperformance. He recommended once the account has been fully liquidated for Fifth Third to transfer all of the proceeds from the Advent and SSI account to the Mutual Fund account.

***A motion made by Trustee Hill seconded by Trustee Young to instruct the administrator to liquidate Advent Convertibles and SSI Convertible and use the proceeds to buy CWB Index motion passed unanimously.***

Mr. Chambers recommended converting the sweep money market vehicle used in the DROP federated accounts to the Vanguard Prime Money Market Fund (VMMXX).

***A motion made by Trustee Young seconded by Trustee Hill to approve the investment consultant's recommendation as stated above motion passed unanimously.***

The Chairman asked Mr. Chambers and Mr. Falcon if there were any educational conferences offered specifically geared towards investment options such as Index.

Both Ms. Levy and Mr. Falcon advised the Board of the IFEBP. This organization holds conferences dealing with topics relating to investments and for plans of this nature.

Mr. Chambers also suggested to the Trustees that as a form of education they read a book composed by John Bogle. The Trustees asked the administrator to purchase a book for each of the Trustees.

## **OLD BUSINESS**

Mr. Falcon advised the Board that he had discussions with Ms. Freiman regarding the Board's request to establish an email list serve and Ms. Freiman has advised him that she does not feel comfortable sending information via email. She feels a private email address could become a public record.

The Chairman advised Mr. Falcon to inform Ms. Freiman to move forward with the Board's request since ultimately the member will be making the decision to opt-in or opt-out.

## **PUBLIC FORUM**

None

## **NEW BUSINESS**

None

## **ATTORNEY**

Ms. Levy advised the Board to be diligent in adhering strictly to the terms of the Sunshine Law and to keep in mind that any Board or meeting matters should never be discussed amongst the Trustees outside that meeting. She pointed to a recent violation at another Florida City as an example as to ways that Public officials may unintentionally run afoul of this law.

**ADMINISTRATOR**

The Chairman asked if anyone had any questions regarding the City of Deerfield Beach Municipal Firefighters Pension Fund Disbursements/Ratifications for the period of March 15, 2018, through May 18, 2018, for \$124,501.09, there being no questions,

***A motion made by Trustee Young seconded by Trustee Hill to ratify the City of Deerfield Beach Municipal Firefighters Pension Fund Disbursements/Ratifications for the period of March 15, 2018, through May 18, 2018, for \$124,501.09 motion passed unanimously.***

Mr. Falcon advised the Board that we received the check from the Madoff Victim fund for \$68,228.49 and deposited that amount.

Mr. Falcon discussed the City of Deerfield Beach Firefighters Pension Trust Fund unaudited Balance Sheet as of March 31, 2018, and Profit & Loss January through March 31, 2018.

The Chairman asked Mr. Falcon reason why American Core Realty Fund Investment is showing a negative \$25,084.40. Mr. Falcon said he suspected this was due to an overpayment made by Fifth Third; however, Fifth Third realized the error, put a stop payment on the check, and was able to stop it from being cashed. The Chairman asked Mr. Falcon to bring to the next meeting all the documentation as to how this error was made.

This concluded the administrators report.

**ADJOURN**

Next meeting is **August 17, 2018, at 8:00 a.m.**

***A motion made by Trustee Young seconded by Trustee Hill to adjourn the meeting at 10:09 a.m., motion passed unanimously.***