

RECORD OF PROCEEDINGS

Meeting Minutes of the Estes Valley Fire Protection District Pension Board

January 7, 2010 7:00 p.m.

Dannels Fire Station, 901 N. St. Vrain Ave., Estes Park, CO 80517

Board: President Sue Doyley, Vice President Frank Theis, Treasurer Bud Duryea, Bob Cheney, Jack Rumley, Captain Bo Winslow, Engineering Officer Doug Klink

Staff: Chief Scott Dorman, Recording Secretary Bowser

Also Attending: Attorney Dick Lyons, Milliman Representative Pat Kahle, Town of Estes Park Representatives Steve McFarland & Debbie Parrack

Absent: None

The following minutes reflect the order of the agenda and not necessarily the chronological sequence of the meeting.

President Sue Doyley called the meeting to order at 7:02 p.m.

President Sue Doyley performed roll call- All Board Members present

PUBLIC / BOARD COMMENT

Public Comment: None

Board Comment: Board Members Klink & Cheney requested clarification in regards to Pension Board Member voting restrictions. Attorney Lyons explained Board Members Cheney and Rumley may serve on the Pension Board as they are elected Directors, but are required to refrain from voting on issues pertaining to the increase of pension benefits since they are currently receiving said benefits. Attorney Lyons also stated Board Members/Firefighters Klink and Winslow may vote on granting pension benefits to other firefighters, would refrain from voting on granting pension benefits for themselves, and may also vote on pension increases as they are not receiving pension benefits at this time.

APPROVAL OF AGENDA

Moved by Bud Duryea, seconded by Bob Cheney to approve agenda as written. Motion carried unanimously.

ELECTION OF BOARD OFFICERS

Moved by Bud Duryea, seconded by Bo Winslow to nominate Sue Doyley as President of the Board. Elected by acclamation, motion carried unanimously.

Moved by Bud Duryea, seconded by Bo Winslow to nominate Connie Bowser as Secretary of the Board. Elected by acclamation, motion carried unanimously.

NEW BUSINESS

Pat Kahle w/ Milliman presented an actuarial valuation information booklet to the Board Members. Kahle, Attorney Lyons, Board Members, Chief Dorman, McFarland and Parrack reviewed the following actuarial data regarding pensions: liabilities, assets, plan provisions, state provisions, plan member valuation snapshot, actuarial assumptions, relationship of interest rates to liabilities, actuarial cost and asset methods and actuarial valuation methods.

Board Members, Attorney Lyons, Kahle, McFarland and Parrack also discussed actuarial study time lines, fee structures, actuarial process, benefit levels, state notices, state application deadline, property tax & state valuations as they relate to state contributions. Steve McFarland confirmed that all state contribution calculations will be included as part of the accounting services provided by the Town (as a paid vendor). McFarland also confirmed the 2009 state contribution was paid to the Town and will be included in the transfer of pension funds to the Estes Valley Fire Protection District.

Pat Kahle reviewed mortality projections, rate of return on investments, amortization, trends, target for funded ratio, model probabilities of reaching investment return. Attorney Lyons reminded Board to make decisions with the understanding they have a fiduciary duty to ensure they are not promising pension benefits the District is unable to deliver. Board Member Klink recommended long term planning as well as continuing the relationship with Milliman.

Chief Dorman, Board Members, Kahle and Parrack discussed the January 1, 2009 actuarial study error which included the Dive Team as part of pension recipients. Chief Dorman explained the Fire Department Bylaws state the Dive Team is not included, clarified pension plan only includes Fire, Rescue and EMS. Attorney Lyons agreed to investigate the definition of a Firefighter as it pertains to state pension statutes. Kahle and Parrack confirmed Milliman will make the correction.

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Board Members and Attorney Lyons also reviewed Firefighter transfer ramifications, statute definitions as they pertain to Firefighters, Firefighter Pension Act.

Steve McFarland explained the Town is prepared to sign over the approximate 1.23 million fund, provided account breakdown. Attorney Lyons confirmed from a legal standpoint, all documents have been completed and the District is an authorized receptacle approved to receive the transfer of funds. Attorney Lyons also stated the previous Fire Pension Board will need to officially disband by making a resolution to dissolve and transfer pension funds to the Estes Valley Fire Protection District.

Board Members thanked Milliman Representative Pat Kahle, Town Representatives Steve McFarland and Debbie Parrack for pension update and education.

Board Members, Attorney Lyons and Chief Dorman reviewed draft Bylaws- including but not limited to: number corrections, meeting dates, meeting notice posting requirements, special meetings, retirement benefits. Attorney Lyons recommended scheduling a formal Hearing for pension benefit payment approval, with the first pension check being retroactive as needed. Pension approval for Fire, Rescue and EMS is based upon age and years of service.

Moved by Bud Duryea, seconded by Frank Theis to adopt Pension Bylaws with approved changes as discussed. Motion carried unanimously.

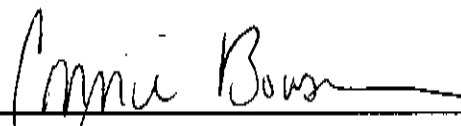
Moved by Bud Duryea, seconded by Frank Theis & Jack Rumley to ratify agreement between the Town and District as per Resolution 2009-05 section 4.

Treasurer Duryea reviewed WIN proposal agreement, provided reasons for continued relationship with WIN, requested Board to accept WIN Group through Schwab account as continuing investment advisor. Treasurer Duryea confirmed WIN contract is 1 year, reviewed WIN fixed fee rates and brokerage fee rates. Duryea also agreed to invite WIN representative to present further information at future board meeting.

Moved by Frank Theis, seconded by Bo Winslow to authorize the establishment of the WIN account and authorize transfer of the investment of the funds to the WIN account as well as accept the transfer of any pension monies into the Estes Valley Fire Protection District Bank of Colorado pension accounts.

Next Pension Board Meeting scheduled for January 13, 2010 at 6:30 p.m. at Dannels Fire Station to review and approve revised Bylaws. Bo Winslow and Bob Cheney will be absent (excused) from the January 13th meeting.

Meeting adjourned at 9:25 p.m.



Connie Bowser, Recording Secretary