

**SARASOTA FIREFIGHTERS' INSURANCE TRUST FUND
BOARD OF TRUSTEES MEETING AGENDA
740 Commerce Drive, Venice, FL
February 26, 2020**

A quarterly meeting of the Board of Trustees was called to order by Chairman Vets at the Union Hall - 740 Commerce Drive, Venice, Florida.

Trustees Present:

Chairman Phil Vets, Robert Flynn, Johnny Rigney, Matt Seiler, Matt Scarbrough, Merv Kennell (Consultant)

Trustees Absent:

Marty Ferris (Consultant)

Also Present:

Pedro Herrera, Attorney; Walt Menzel, CPA; Amber McNeill, Administrator; Scott Owens and Andy McIlvaine, Investment Consultants; Brian Liffick, Auditor

1. Call to Order

The meeting was called to order at 12 PM.

3. Public Comment

None

4. Approval of the Minutes

MOTION – Trustee Seiler made a motion to approve the December 4, 2019 minutes. The motion received a second from Trustee Rigney and the motion passed unanimously.

5a. Audited Financial Statements – Brian Liffick, Cherry Bekaert

Mr. Liffick presented the 2019 Audited Financial Statements to the Board. It is an unmodified, clean opinion with no material weaknesses. There were no transactions outside consistent accounting processes. There were no uncorrected adjustments, disagreements with management, or communication issues. There were no recommendations for change of the existing procedures.

Mr. Flynn entered the meeting at 12:10 PM.

On 06-30-19, the total assets for Trust #1 were valued at \$34,153,984 and \$5,162,570 for Trust #2. Administrative expenses were consistent with previous years. Mr. Vets requested the detail of administrative expenses used for the Audit. The Board discussed the fee breakdown at length.

MOTION – Trustee Seiler made a motion to approve the 2019 Audited Financial Statements.

The motion received a second from Trustee Scarbrough and the motion passed unanimously.

Mr. Liffick left the meeting at 12:25 PM.

5b. Investment Consultant Report – Scott Owens and Andy McIlvaine, Graystone Consulting

Mr. McIlvaine provided an update on the economy for the quarter ending 12-31-19. 10 of the 11 sectors had positive returns, with Real Estate being the detractor. As of 12-31-19, the total portfolio for Trust #1 was \$36,402,000, with a 6.25% net rate of return. Trust #2 ended the quarter with \$5,500,000. Mr. Owens reviewed the individual managers' performance as well as the asset allocation, compliance, and performance checklists. As of 02-24-20, Trust #1 was \$36,178,182 with a net rate of return of 5.5%. Trust #2 is currently at \$5,466,889. Mr. Herrera has reviewed the UBS fee discount agreement; there are no issues with signing it. The Board decided to accept the fee reduction and stay with UBS.

MOTION – Trustee Seiler made a motion to authorize the consultant to rebalance to target allocation based on the market of 02-26-20. The motion received a second from Trustee Rigney and the motion passed unanimously.

The Board reviewed comparisons for fixed income managers. The various indexes and how managers are compared to them were discussed at length. Mr. Owens reviewed the difference between performance and return. Mr. Vets informed the Board that the service providers will be sharing the lunch cost and will switch quarterly.

Mr. Owens and Mr. McIlvaine left the meeting at 1:43 PM.

The Board discussed passive management at length; it will be discussed further at the next meeting.

5c. Attorney Report – Pedro Herrera, Sugarman & Susskind

Mr. Herrera reviewed the forms and letters used by the Administrator and had a few suggested changes; the matter was tabled until the next meeting. A Firefighter from St, Pete had filed a lawsuit on December 17th in regards to the cancer bill; the court ruled in his favor and stated that he was eligible for benefits.

5d. Administrator Report – Amber McNeill, The Resource Centers

Ms. McNeill provided a memo from the Resource Centers regarding the verification process. Mr. Herrera reminded the Board that they do not want to make payments to deceased members.

MOTION – Trustee Scarbrough made a motion to authorize the Resource Centers to conduct a yearly verification process. The motion received a second from Trustee Rigney and the motion passed unanimously.

The Board reviewed the 2020 Conference List. Based upon the advice of the Board's counsel,

the Board will continue the process of only allowing quarterly or yearly contribution payments for self contributing members.

6. Plan Financials

a. Ms. McNeill presented the warrants and invoices to the Board for review.

MOTION- Trustee Seiler made the motion to approve the Warrant dated 02-04-20. The motion received a second from Trustee Rigney and the motion passed unanimously.

MOTION- Trustee Seiler made the motion to approve the Warrant dated 12-06-19. The motion received a second from Trustee Rigney and the motion passed unanimously.

MOTION- Trustee Scarbrough made the motion to approve the Warrant dated 01-07-20. The motion received a second from Trustee Flynn and the motion passed unanimously.

Ms. McNeill provided the Fiduciary Liability Insurance Renewal quote with RLI to the Board for review.

MOTION- Trustee Rigney made the motion to approve the Fiduciary Liability Insurance Renewal with RLI. The motion received a second from Trustee Flynn and the motion passed unanimously.

bi. Ms. McNeill presented the reimbursement reports for the Board's review. The Board accepted the reimbursement reports as presented.

bii. The Board reviewed the Benefit Approvals.

MOTION- Trustee Flynn made the motion to approve the Benefit Approvals dated 02-26-20. The motion received a second from Trustee Seiler and the motion passed unanimously.

7. NEW BUSINESS

Mr. Menzel informed the Board that a transfer from the disability plan for its portion of Administrative Expenses for FY2019 needed to be made to the health trust.

MOTION- Trustee Scarbrough made the motion to transfer \$21,358.59 from the disability plan to the health trust. The motion received a second from Trustee Flynn and the motion passed unanimously.

Mr. Menzel provided a list of administrative expenses for FY2019. Mr. Menzel will be reminding the County of any rate changes proactively. There are outstanding checks that were not cashed; Mr. Menzel will provide the details to Ms. McNeill.

8. OTHER BUSINESS- None

9. BOARD MEMBER COMMENTS

Aetna contacted Mr. Vets wanting to pitch to the Board. Mr. Vets will provide more information at a later meeting.

10. NEXT MEETING – Tuesday, April 28, 2020 at 12 PM

11. ADJOURNMENT

MOTION- Trustee Scarbrough made the motion adjourn the meeting. The motion received a second from Trustee Rigney and the motion passed unanimously.

Trustee Signature