

# **Destin Fire Control District**

## **Quarterly Meeting**

### **Retirement Trust Fund Board of Trustees**

**848 Airport Road  
Destin, Florida 32541**

**August 28, 2017  
5:00 p.m.**

**Destin Fire Control District**  
**Agenda**  
**Quarterly Meeting**  
**Destin Firefighters' Retirement Trust Fund**  
**848 Airport Road**  
**Destin, Florida 32541**

**August 28, 2017 at 5:00 pm**  
*The meeting is open to the public*

- 1. Meeting called to order by the Chairman**
- 2. Public Comments**
- 3. Reports**
  - a. Attorney Lee Dehner with Christiansen and Dehner (teleconference)
    - 1) Legislative updates
    - 2) Other
  - b. Tyler Grumbles with AndCo ConsultingThe Bogdahn Consulting ,LLC
    - 1) 6/30/2017 Investment Performance Reveiw
- 4. Review of minutes**
  - a. Regular meeting – June 5, 2017
- 5. Review of Financial Statements**
  - a. June 30, 2017
- 6. Old Business**
  - a. Election of Officers
- 7. New Business**
  - a. Approval of Invoices
  - b. Application for Return of Contribution for Non-Vested Member – Luke V. Turner
  - c. Budget for Administrative Expenses for the fiscal year ending 9/30/2018
- 8. Next Meeting** - November 27, 2017 at 5:00pm
- 9. Adjournment**

**DESTIN FIRE CONTROL DISTRICT**  
Regular meeting of the Retirement Board Trustees  
**Main Station**  
848 Airport Road  
Destin, Florida 32541

June 5, 2017

**Minutes**

Trustees present: Mark Baugh, Doug Ingram, TJ Buchanan and Patrick McDowell

Trustees absent: Bob Hensley

Present: Division Chief Kathryn Wagner and Allison Henderson

The meeting was called to order by Trustee Baugh at 5:00 p.m.

Trustee Baugh stated Scott Christenson would be making Lee Dehner's presentation by phone and asked that some items (Summary plan description under old business, legislative updates under reports and election of officers under new business) be moved to the top of the agenda. Trustee Buchanan made a motion to move these items to the top of the agenda. Trustee Ingram seconded. The motion passed unanimously.

**Reports:**

b. Lee Dehner of Christiansen and Dehner

1) Legislative updates- Scott Christiansen stated none of this year's proposed legislation passed so no legislative changes will have to be made.

Mr. Christiansen stated a budget of administrative expenses will need to be prepared and approved at the next meeting.

Mr. Christenson asked if the letter stating the expected rate of return went out to the necessary parties. Kathryn Wagner stated yes. He also asked if a copy of the investment policy went out to the necessary parties. Tyler Grumbles stated yes. No further discussion.

**Old Business:**

a. Summary Plan Description

Scott Christiansen presented the summary plan description and explained the differences from the last summary plan description. He stated the plan could be approved and appropriate changes can be made to exhibit A officers, once elections of officers were done. General discussion occurred. Trustee Ingram made a motion to approve the summary plan description with an amended exhibit A. Trustee McDowell seconded. No further discussion. The motion passed 3 to 1 with Trustee Buchanan opposing.

c. Administrative Assistant Agreement

Scott Christiansen presented the Administrative Assistant Agreement. Kathryn Wagner stated the agreement was sent to the District and their attorney to look over and they were fine with it. Trustee Buchanan made a motion to approve the Administrative Assistant Agreement. Trustee Ingram seconded. No discussion. The motion passed unanimously.

**New Business:**

b. Election of Officers

Trustee Buchanan made a motion to table this item until the next meeting. Trustee Ingram seconded. The motion passed unanimously. Scott Christiansen stated he would not be able to finalize the summary plan description until the election of officers unless all Trustees were listed as members, not officers. The Board agreed to list all Trustees as members.

c. Form 1- Trustees reminder to file no later than July 1, 2017

Scott Christiansen reminded all Trustees must file Form 1 by July 1, 2017.

Attorney Scott Christiansen left meeting.

**Recognition and welcome of new Trustee**

1. Patrick McDowell

Trustee Baugh introduced new Trustee Patrick McDowell.

**Public Comments:**

Bob Wagner of 3011 Misty Way in Destin welcomed Patrick McDowell and thanked all the Trustees for their time in service to the Pension Board.

Deborah Thurmon of Destin also welcomed and thanked Patrick McDowell. She asked if she could hold her questions to the end of the meeting. Trustee Baugh agreed.

**Review of minutes:**

1. Regular meeting- March 6, 2017

The minutes of the regular meeting on March 6, 2017 were presented. Trustee Buchanan made a motion to approve the minutes of the regular meeting on March 6, 2017. Trustee Ingram seconded. No discussion. The motion passed unanimously.

**Review of the Financial Report:**

1. March 31, 2017

Kathryn Wagner presented the March 31, 2017 financial report. Trustee Buchanan made a motion to approve the March 31, 2017 financial report. Trustee McDowell seconded. No discussion. The motion passed unanimously.

**Reports (continued):**

a. Tyler Grumbles from the Bogdahn Consulting, LLC.

1) 3/31/2017 Investment Performance Review

Tyler Grumbles presented the 3/31/2017 Investment Performance Review. He stated markets did well the first 3 months of the year. He stated international markets were up 7.9% with emerging markets up 11.4% and S&P up 6.1% and growth stocks did better than value stocks this quarter. Tyler Grumbles explained the asset allocation on pages 10

and 11 as well as ranges on page 12. In reviewing page 16 Mr. Grumbles stated there was a gain of \$705,299 for the quarter up 4.37% and further explained pages 18 through 21.

Member of the public Deborah Thurmon of Destin asked how long would it take for the pension to come into compliance (page 50). Tyler Grumbles stated a major change to the investment manager took place about a year and half ago and now there is a more diversified plan, but there is some catching up to do so give it a few years and most of those will turn into yes. He stated most clients do not have yes across the board especially with a return assumption of 7.5%. Ms. Thurmon asked if the return of 7.5% was for this report and if we would ever reach a return of 7.5%. Tyler Grumbles stated the 7.5% was for this report and he could not predict what the market will do for the remainder of the year, but if the year ended today we would be right at 7.5%. General discussion occurred.

**Old Business (continued):**

b. Impact Study- Article 46 Pension and Retirement

Kathryn Wagner stated no impact study was done and requested the item be removed from the agenda. The item was removed from the agenda.

**New Business (continued):**

a. Approval of Invoices

Trustee Buchanan made a motion to approve the invoices. Trustee Ingram seconded. No discussion. The motion passed unanimously.

**Next meeting:**

Trustee Baugh stated the next quarterly meeting will be on August 28, 2017 at 5:00 p.m.

**Adjournment:**

With no additional business to be discussed, the meeting adjourned at 5:48 p.m.

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## Destin Fire Control District Firefighters' Retirement Fund

### Balance Sheet

As of June 30, 2017

	06/30/2017	3/31/2017	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
<b>Salem Trust</b>	\$ 259,527.30	\$ 212,964.09	\$ 46,563.21	21.86%
<b>Total Checking/Savings</b>	259,527.30	212,964.09	46,563.21	21.86%
<b>Accounts Receivable</b>				
<b>Accounts Receivable</b>	-	-	-	0.00%
<b>Total Accounts Receivable</b>	-	-	-	0.00%
<b>Other Current Assets</b>				
<b>Investments</b>	14,699,601.73	14,556,247.50	143,354.23	0.98%
<b>Investments - Cash</b>	10,089.25	11,344.70	(1,255.45)	-11.07%
<b>Investments - Real Estate</b>	1,400,000.00	1,400,000.00	-	0.00%
<b>Asset appreciation - FMB of Inv.</b>	1,020,765.28	686,227.70	334,537.58	48.75%
<b>Transfer account</b>	(9,991.02)	(11,297.62)	1,306.60	-11.57%
<b>Total Other Current Assets</b>	17,120,465.24	16,642,522.28	477,942.96	2.87%
<b>Total Current Assets</b>	17,379,992.54	16,855,486.37	524,506.17	3.11%
<b>TOTAL ASSETS</b>	<b>17,379,992.54</b>	<b>16,855,486.37</b>	<b>524,506.17</b>	<b>3.11%</b>
<b>LIABILITIES</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
<b>Accounts payable</b>	9,307.36	11,129.21	(1,821.85)	-16.37%
<b>Total Accounts Payable</b>	9,307.36	11,129.21	(1,821.85)	-16.37%
<b>Total Current Liabilities</b>	9,307.36	11,129.21	(1,821.85)	-16.37%
<b>Total Liabilities</b>	9,307.36	11,129.21	(1,821.85)	-16.37%
<b>Equity</b>				
<b>Net Assets Available</b>	15,911,626.69	15,911,626.69	-	0.00%
<b>Net Revenue over expenditures</b>	1,459,058.49	932,730.47	526,328.02	56.43%
<b>Net Assets held in trust</b>	17,370,685.18	16,844,357.16	526,328.02	3.12%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 17,379,992.54</b>	<b>\$ 16,855,486.37</b>	<b>\$ 524,506.17</b>	<b>3.11%</b>

Unaudited - for management purposes only

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**Destin Fire Control District Firefighters' Retirement Fund**  
**Statement of Revenue and Expenditures**  
October 1, 2016 through June 30, 2017

	10/1/16 - 06/30/2017	Budget	Budget Remaining (Over)	% Remaining (Over)
<b>REVENUE</b>				
State trust funds	\$ -			
Interest and dividend income	327,755.17			
Gain (Loss) on sale of investments	46,879.79			
Unrealized gain (loss)	990,340.98			
District contributions	644,755.68			
Employee contributions	85,913.92			
<b>TOTAL REVENUE</b>	<b>\$ 2,095,645.54</b>			
<b>EXPENDITURES</b>				
<b>Administrative Expenses - Consultants</b>				
Actuarial consultant	20,380.00	20,000.00	(380.00)	-1.90%
Financial monitor	14,250.00	19,000.00	4,750.00	25.00%
Bank fee	6,895.33	10,800.00	3,904.67	36.15%
Legal consultant	7,610.21	7,500.00	(110.21)	-1.47%
<b>Administrative Expenses - Other</b>				
Dues and subscriptions	600.00	600.00	-	0.00%
Fiduciary insurance	-	3,500.00	3,500.00	100.00%
IME Physician Fees	-	2,000.00	2,000.00	100.00%
Meetings	-	7,500.00	7,500.00	100.00%
<b>Total Administrative Expenses</b>	<b>49,735.54</b>	<b>70,900.00</b>	<b>21,164.46</b>	<b>29.85%</b>
<b>Benefit Expenses</b>				
Retiree benefit	586,851.51			
Retiree benefit - DROP plan	-			
<b>Total Benefit Expenses</b>	<b>586,851.51</b>			
<b>TOTAL EXPENDITURES</b>	<b>\$ 636,587.05</b>			
<b>NET REVENUE OVER EXPENDITURES</b>	<b>\$ 1,459,058.49</b>			

Unaudited - for management purposes only

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## Approval of Invoices

Date	Payee	Description	Amount
05/31/2017	Christiansen & Dehner, P.A.	Legal Services for the month of May 2017	\$1,112.77
06/15/2017	AndCo Consulting, LLC	Consulting services and performance evaluation for April, May, and June 2017	\$4,750.00
06/30/2017	Christiansen & Dehner, P.A.	Legal Services for the month of June 2017	\$1,063.40
07/06/2017	Salem Trust	Fee Invoice for Period of 4/1/2017 to 6/30/2017	\$2,381.19
07/27/2017	Destin Fire Control District	Reimbursement for payment of Fiduciary Liability Insurance policy with FMIT (Policy No. U717-5220 – 8/1/2017 – 8/1/2018)	\$3,123.00

JUN 9 2017

# Christiansen & Dehner, P. A.

63 Sarasota Center Boulevard  
Suite 107  
Sarasota, FL 34240-

941-377-2200  
Phone

941-377-4848  
Fax

May 31, 2017

Destin Fire Control District  
848 Airport Road  
Destin,, FL 32541  
ATTN: Plan Administrator

Invoice Number

In Reference To: Fire Pension Fund	9310	30575
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### Professional Services

	Hours	Amount
5/1/2017 Telephone conference with J. Franken.	0.20	81.80
5/3/2017 Revisions to Administrative Assistant Agreement.	0.40	163.60
5/12/2017 Review of e-mail correspondence.	0.10	40.90
5/30/2017 Preparation of revised Summary Plan Description incorporating all plan amendments and updates.	2.00	818.00
For professional services rendered	2.70	\$1,104.30

### Additional Charges :

	Qty	
5/3/2017 Postage	1	1.61
Copies	7	1.75
5/30/2017 Postage	1	1.61
Copies	14	3.50
Total additional charges		\$8.47

Total amount of this bill	\$1,112.77
Previous balance	\$2,446.61
Accounts receivable transactions	
5/26/2017 Payment - thank you. Check No. 29524	(\$1,207.95)
Total payments and adjustments	(\$1,207.95)

Balance due

Amount  
\$2,351.43

\*\* Please note that the "Balance Due" figure at the end of this bill reflects both "Total New Charges - Current Period" and any previous balances due. In most cases, if the previous balance(s) have already been approved for payment but not yet received in our office, you should be paying only the "Total New Charges - for services and/or expenses" . Thank you.

**Please indicate account number(s) with payment.  
(Please Deduct any payments not reflected in Balance due)**



AndCo  
4901 Vineland Road, Ste 600  
Orlando, FL 32811

Date	Invoice #
6/15/2017	21954

Bill To:

Destin Fire Control District  
Firefighters' Retirement  
Trust Fund  
848 Airport Road  
Destin, FL 32541

Description	Amount
Consulting services and performance evaluation billed quarterly (April, 2017)	1,583.33
Consulting services and performance evaluation billed quarterly (May, 2017)	1,583.33
Consulting services and performance evaluation billed quarterly (June, 2017)	1,583.34
<b>It is our pleasure to provide 100% independent consulting advice ALWAYS putting clients first!</b>	<b>Balance Due \$4,750.00</b>

# Christiansen & Dehner, P. A.

63 Sarasota Center Boulevard  
Suite 107  
Sarasota, FL 34240-

JUL 10 2017

941-377-2200  
Phone

941-377-4848  
Fax

June 30, 2017

Destin Fire Control District  
Firefighters' Retirement Trust Fund  
848 Airport Road  
Destin,, FL 32541  
ATTN: Plan Administrator

Invoice Number

In Reference To: Fire Pension Fund

9310

30717

## Professional Services

	<u>Hours</u>	<u>Amount</u>
6/1/2017 Review of District Attorney changes to Administrative Services Agreement.	0.50	204.50
6/5/2017 Preparation of revised Summary Plan Description incorporating all plan amendments and updates.	0.50	204.50
Preparation and attendance at Board Meeting by phone.	1.10	449.90
6/12/2017 Review of e-mail correspondence.	0.10	40.90
6/14/2017 Review and respond to e-mail from K. Wagner re: authority to sign contracts.	0.20	81.80
6/23/2017 Preparation of legislative update memorandum on Public Records Act and Senate Bill 80.	0.20	81.80
For professional services rendered	2.60	\$1,063.40
Previous balance		\$2,351.43
Accounts receivable transactions		
6/20/2017 Payment - thank you. Check No. 29956		(\$1,238.66)
Total payments and adjustments		(\$1,238.66)
Balance due		\$2,176.17

\*\* Please note that the "Balance Due" figure at the end of this bill reflects both "Total New Charges - Current Period" and any previous balances due. In most cases, if the previous balance(s) have already been approved for payment but not yet received in our office, you should be paying only the "Total New Charges - for services and/or expenses". Thank you.

**Please indicate account number(s) with payment.  
(Please Deduct any payments not reflected in Balance due)**







**Destin Fire Control District**

848 Airport Road  
Destin, FL 32541

# Invoice

**Invoice #:** 925  
**Invoice Date:** 7/27/2017  
**Due Date:** 7/27/2017  
**Project:**  
**P.O. Number:**

**Bill To:**

Destin Firefighters Retirement Trust Fund  
848 Airport Road  
Destin, FL 32566

Description	Hours/Qty	Rate	Amount
Retirement Trustees - Fiduciary Liability Insurance U717-52200 (Trustees not available to sign check authorization, so District to pay and Trust to reimburse District)	1	3,123.00	3,123.00

**Total** \$3,123.00

**Payments/Credits** \$0.00

**Balance Due** \$3,123.00

**INVOICE  
SPECIAL COVERAGES**

6/28/2017 FMIT# 1284

Ms. Kathryn Wagner  
Financial Administrator  
Destin Fire Control District  
848 Airport Road  
Destin, FL 32541

**MAKE CHECKS PAYABLE TO:**

**FLORIDA MUNICIPAL INSURANCE TRUST  
POST OFFICE BOX 1757  
TALLAHASSEE FL 32302-1757**

**PLEASE RETURN ONE COPY OF THIS INVOICE WITH YOUR CHECK BY 7/13/2017.  
IF FULL PREMIUM PAYMENT IS NOT RECEIVED BY 7/13/2017, THE POLICY IS SUBJECT TO CANCELLATION  
FOR NON-PAYMENT OF PREMIUM BY THE INSURER.**

DESCRIPTION	POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE
A-3 BONDS FIDUCIARY LIABILITY DESTIN FIREFIGHTERS RETIREMENT TRUST FUND TOTAL LIMIT: \$1,000,000	U717-52200	8/1/2017	8/1/2018

**PREMIUMS**

BASE PREMIUM:	\$3,123.00
ADDITIONAL INSURED(S):	
TERRORISM:	
INSPECTION FEE:	
POLICY FEE:	
FEES:	

**TOTAL POLICY PREMIUM:** **\$ 3,123.00**

Ancillary insurance coverage includes any insurance coverage not currently available directly from the Florida Municipal Insurance Trust. When the Florida League of Cities, Inc. acts as intermediary or agency in facilitating ancillary insurance coverage for a member with a third party insurer, the Florida League of Cities, Inc. shall not be liable to the member if the third party insurer becomes insolvent at any time after coverage has commenced. The Florida League of Cities, Inc. shall use reasonable skill and judgment in securing any such ancillary insurance coverage. However, it is not a guarantor of the financial condition of any third party insurer and is entitled to reasonably rely upon generally accepted financial, actuarial and/or insurance industry data when facilitating ancillary insurance coverage.

# Destin Fire Control District

848 Airport Road - Destin, Florida 32541  
Telephone (850) 837-8413 Fax (850) 837-6715



August 23, 2017

Chief Kevin Sasser

Destin Fire Control District  
Retirement Trust Fund  
Board of Trustees  
848 Airport Road  
Destin, FL 32541

Dear Trustees,

On July 10, 2017, Firefighter Luke V. Turner left employment with the Destin Fire Control District. As outlined in the current Summary Plan Description, Mr. Turner has not qualified for normal retirement or as a vested employee as he was only employed with the District for 1 year and 4 months. Mr. Turner does not meet the 10 years of credited service required to be a vested member and is entitled to a refund of the money he has contributed or he may leave it deposited in the Fund.

Mr. Turner has stated he would like to receive a refund of his contributions. The total of \$3,759.69 has been withheld from Mr. Turner's paychecks as his contribution to the Destin Fire Control District Firefighters' Retirement Trust Fund.

Should you have any questions regarding the employment of Mr. Turner, please let me know.

Sincerely,

A handwritten signature in cursive script that reads "Kathryn L. Wagner".

Kathryn L. Wagner  
Administrative Division Chief



A Heart Ready  
Community



An Advanced Life  
Support Service

**DESTIN FIRE CONTROL DISTRICT  
FIREFIGHTERS' RETIREMENT TRUST FUND  
AUTHORIZATION FOR PAYMENT FROM FUND**

TO:

SUBJECT: Authorization from Board of Trustees for Payment from Fund

Name of Payee:

Luke V. Turner

Social Security Number:

Address for Payment Purposes:

Amount of Payment:

\$ 3,759.69

Retirement benefit, payable monthly for life, first payment to be made \_\_\_\_\_, 20\_\_\_\_ and subsequent payments the first day of each month thereafter. (Upon death of the payee, please notify the Board of Trustees for further instruction concerning survivor benefits, if any.)

Retirement benefit, payable monthly for life, first payment to be made \_\_\_\_\_, 20\_\_\_\_ and subsequent payments the first day of each month thereafter, until \_\_\_\_\_, 20\_\_\_\_, upon which date all remaining monthly payments shall be reduced to \$ \_\_\_\_\_.

Disability benefit, payable until terminated by further written notice from Board. (Upon death of the payee, please notify the Board of Trustees for further instruction concerning survivor benefits, if any.)

Death Benefit, payable to Beneficiary of Member, first payment to be made \_\_\_\_\_, 20\_\_\_\_ and subsequent payments on the first day of each month, with the last payment on \_\_\_\_\_, 20\_\_\_\_. (Upon the death of the payee, please notify the Board for further instructions.)

Lump sum amount of \$ 3,759.69 (Member Contributions, PLOP, DROP, etc) (If Refund of Member Contributions, includes \$ 3,759.69 pretax and \$ \_\_\_\_\_ after tax)

The foregoing authorization and direction for payment has been made pursuant to directions and authority of the Board of Trustees.

BOARD OF TRUSTEES

By: \_\_\_\_\_

Date of Issuance: \_\_\_\_\_

(1 copy for Disbursing Agent, 1 copy for Board)

**DESTIN FIRE CONTROL DISTRICT**  
**Destin Firefighters' Retirement Trust Fund**  
**Budget for Administrative Expenses**  
**For Fiscal Year Ending September 30, 2018**

	2014-2015 Actual	2015-2016 Actual	2016-2017 Budget	2016-2017 Estimated Actual	2017-2018 Proposed Budget
<b>Administrative Expenses - Consultants</b>					
Actuarial Consultant	\$ 19,803	\$ 10,650	\$ 20,000	\$ 20,380	\$ 20,000
Custodial Fees	\$ 8,776	\$ 8,376	\$ 10,800	\$ 9,295	\$ 10,800
Financial Advisor	\$ 71,368	\$ 4,616	\$ -	\$ -	\$ -
Investment Monitor	\$ 15,500	\$ 15,500	\$ 19,000	\$ 19,000	\$ 19,000
Legal Consultant	\$ 7,205	\$ 7,135	\$ 7,500	\$ 10,010	\$ 10,000
<b>Administrative Expenses - Other</b>					
Dues and Subscriptions	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600
Fiduciary Insurance	\$ 3,123	\$ 3,123	\$ 3,500	\$ 3,123	\$ 3,500
IME Physician Fees	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000
Meetings, Travel and Per Diem	\$ 5,282	\$ -	\$ 7,500	\$ -	\$ 7,500
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>\$ 131,657</b>	<b>\$ 50,000</b>	<b>\$ 70,900</b>	<b>\$ 62,408</b>	<b>\$ 73,400</b>

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