



**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES OF THE
VOLUNTEER FIREFIGHTER PENSION FUND OF THE
SOUTH ADAMS COUNTY FIRE PROTECTION DISTRICT**

August 15, 2017

A special meeting of the South Adams County Fire Protection District Volunteer Firefighter Pension Fund Board of Trustees, held at 6050 Syracuse St., Commerce City, was called to order at 6:15 P.M. by President Randy Buckalew.

The following Trustees were present by roll call: President Randy Buckalew, Trustee Ken Koger, Trustee Craig Machuga, Trustee Robert Harpin, Trustee Sam Gillan and Treasurer Alex Fairfield. One seat on the Board is currently vacant.

Also present were Chief Vincel, Deputy Chief Bierwiler, Operations Chief Bob Monzingo, Dino Ross, attorney for the District, and Diane Roemer.

Pledge of Allegiance: The pledge was said.

Introduction of Guests: Training Chief Lee Whitner, Jamey Buckalew with Northglenn Ambulance, BC Jeff Woog and Garry Aranda.

Public Comment:
No Comments.

Board Action Items:

Trustee Harpin stated that he had a question for legal counsel: who called this special meeting and under what legal authority?

Attorney Ross stated that it is his understanding that the Board President called the meeting at the request of the Fire Chief. Trustee Harpin held up the Board member handbook prepared by the Special District Association ("SDA") and stated that only the other directors can call a special meeting. Attorney Ross informed Trustee Harpin that the document he is referring to is for the members of a special district board of directors, not the board of directors of a volunteer firefighter pension fund and, further, this Board has not adopted the SDA's generic Board member handbook. So, he is basing his concerns on a document that does not apply to the current Board.

President Buckalew stated that all the Board members were made aware of this special meeting when the Board packets were distributed last Thursday. Following additional discussion, the Board members noted Trustee Harpin's objection and proceeded with the meeting.

Chief Vincel stated that he has sent to the Board the Chief Staff's analysis of the 2017 actuarial study of the pension fund and Chief Staff's recommendations as to the amount the District should contribute to the pension fund in 2017. He stated that Chief Staff is recommending that the District contribute \$78,340 in 2017. The State's contribution for 2017 will be \$70,506. The total combined contribution for 2017 would be \$148,846.00.



Chief Vincel stated that the actuarial study indicates the pension fund is currently funded at 83%, which is within the 80% - 90% range the Board wanted.

Attorney Ross reminded the Board that, while this pension Board certainly should discuss the findings of the actuarial study, it is the District Board that has the authority to determine the actual amount that will be contributed to the volunteer pension fund in 2017.

Director Harpin inquired why Chief Staff is recommending that the District only contribute the minimum amount required by the actuarial study. Chief Vincel stated that the \$148,846.00 Chief Staff is recommending is more than the minimum contribution of \$125,749.00 required by the actuarial study.

Chief Vincel stated that if the Board and State were to continue to contribute a combined amount of \$337,506 each year, the pension fund would be 100% funded in five years; however, achieving 100% funding in five years is not required by the State and the Board has not indicated that it wants to achieve 100% funding in five years.

Chief Vincel informed the Board that the 2015 actuarial report incorrectly listed too many members. The 2017 actuarial report is more accurate and includes the correct number of members currently receiving a pension and the correct number of members that may receive a pension when they retire.

New Member Eligibility Approval

President Buckalew informed the Board that Joe Bowman Jr. has submitted his retirement paperwork to the Board for approval. Chief Vincel advised the Board that Chief Staff has verified Mr. Bowman's years of volunteer service that may be credited toward a pension.

Treasurer Alex Fairfield made a motion to approve the retirement paperwork of Joe Bowman Jr., Chariman Randy Buckalew seconded the Motion. The Motion passed with the following recorded votes:

Trustee Machuga voted YES

Trustee Koger voted YES

Treasurer Fairfield voted YES

President Buckalew voted YES

Trustee Harpin abstained from voting.

Legal Comment:

President Buckalew inquired about the statutory requirements for appointing someone to fill the volunteer member vacancy on the Board.

Attorney Ross stated that Board does not appoint an individual to fill the two Board positions held by volunteers. Instead, Colorado law requires the volunteers to elect individuals to fill those positions. An individual elected to one of the positions serves a two-year term. The terms for the two positions are staggered, so that one position needs to be filled each year. To qualify, an individual must be either an active volunteer, a retired volunteer or an active retired volunteer. There is no statutory requirement for how the election is conducted and the election is not subject to the Colorado Local Government Election Code. Discussion followed.

Chief Vincel stated that Chief Staff will help run the election, and with the help of the attorneys, Chief Staff will draft a letter to the potential electors informing them of the election.

Adjournment

As there was no further business, President Randy Buckalew adjourned the meeting at 7:00 p.m.



X

Randy Buckalew
President 8/15/2017

X

Craig Machuga
Secretary 8/15/2017