

Pension Board of Directors Meeting September 20, 2021, 6:00 pm Hybrid/Virtual: Zoom

AGENDA

I. OPENING OF MEETING

- a. Call to Order
- b. Roll Call
- c. Pledge of Allegiance
- d. Approval of Agenda

II. PUBLIC/MEMBER PARTICIPATION

III. CONSENT AGENDA

a. June 21 Mountain View Fire Protection District Pension Board Minutes

IV. PRESENTATIONS

a. Request for Volunteer Pension Benefits

V. ACTION ITEMS

- a. Consideration of Pension Request and Public Hearing
- b. MVFPD and RMF Combined Volunteer Pension Second Quarter 2021 Financials

VI. BOARD MEMBER ITEMS

VII. ADJOURNMENT

Attachments:

June 21 Mountain View Fire Protection District Pension Board Minutes Page 3

Volunteer Pension Request Page 7

MVFPD and RMF Combined Volunteer Pension Second Quarter 2021 Financials Page 9

Join Zoom Meeting

https://us02web.zoom.us/j/89268699617?pwd=QUFydmpUcnBkNU5NNXIEWkdTMHVnQT09

Meeting ID: 892 6869 9617

Passcode: 856419

Phone In 346-248-7799

Passcode: 856419

Find your local number: https://us02web.zoom.us/u/kdWvLbPe8C



Board of Pension Trustees Regular Meeting June 21, 2021 6:00 p.m. Hybrid/Virtual: Zoom

Meeting Minutes

I. OPENING OF MEETING

a. Call to Order

The regular meeting of the Pension Board of the Mountain View Fire Protection District was held on June 21, 2021 in person and virtually via Zoom and was called to order by President Christian at 6:00 p.m.

b. Roll Call

The following Board members were in attendance:

President Christian, Director McConnell, Director Whitlow, Director Bloom, Director DeVenny, and Director Snyder.

Others in attendance:

Chief Beebe, Deputy Chief Folden, Director of Finance Tonya Olson, Director of Administration Pamela Owens, Deputy Chief Jeff Webb, Administrative Specialist Cindy Wible, IT Manager Bill Humphries, Legal Counsel Adele Reester.

- c. Pledge of Allegiance
- d. Approval of Agenda

Director Bloom moved to approve the agenda as written. The motion was seconded by Director McConnell and was unanimously carried.

II. PUBLIC/MEMBER PARTICIPATION

None

III. CONSENT AGENDA

a. March 15, 2021 Pension Board Meeting Minutes

Director Bloom moved to approve the Consent Agenda with the March 15 2021, Mountain View Pension Board Minutes. The motion was seconded by Director McConnell and was unanimously carried.

IV. PRESENTATIONS

a. Consideration of Volunteer Pension

Director of Administration Owens advised the Board that a request for pension benefits that was submitted with an FPPA application, and it was submitted to Human Resources. They have confirmed that this individual has successfully completed the required training needed to be eligible and has also met the age requirements. The District has no objections to the application.

V. ACTION ITEMS

a. Consideration of Pension Request and Public Hearing

President Christian opened the Public Hearing for the Pension request for James French at 16:05. James French was not in attendance. Director of Administration Owens reviewed the application and all requirements have been met. President Christian closed the Public Hearing for the Pension request at 16:07.

Motion: Director Whitlow moved to approve the pension request for James French. The motion was seconded by Director DeVenny and was unanimously carried.

- b. MVFPD Volunteer Pension First Quarter 2021 Financials.
- c. RMF Volunteer Pension First Quarter 2021 Financials.

Finance Director Olson reported on the financials for both the Mountain View Volunteer Pension and Rocky Mountain Fire's Volunteer Pension. Director McConnell moved to approve the financials for the Mountain View Volunteer Pension, first quarter of 2021. The motion was seconded by Director Whitlow and was unanimously carried.

Director Bloom moved to approve the financials for the Rocky Mountain Fire Volunteer Pension, first quarter 2021. The motion was seconded by Director DeVenny and was unanimously carried.

VI. BOARD MEMBER ITEMS

This being the first meeting Scot Snyder had attended, Director Snyder introduced himself and gave a brief history of his fire service career in Boulder County.

VII. ADJOURMENT

There being no further business to come before the meeting, Director Whitlow moved to adjourn the meeting at 6:12 p.m. Director McConnell seconded the motion, and the motion carried unanimously.

The foregoing minutes have been approved by the Mountain View Fire Protection District Board of Directors and constitute the official minutes of the meeting held on the date stated above.

President	Date
Secretary	Date

Action Items

Motions

June 21, 2021

Motion: Director Whitlow moved to approve the pension request for James French. The motion was seconded by Director DeVenny and was unanimously carried.



MOUNTAIN VIEW FIRE PROTECTION DISTRICT

AGENDA ITEM NO. 5a

Agenda Item Name: Volunteer Pension Hearing

Meeting Date: September 20, 2021

Presented By: Melissa Meehan

Recommended Action:

Approval of pension request for the Mountain View Fire Protection District Volunteer Pension by James Sullivan

Summary:

Attached please find the documentation regarding Mr. Sullivan's volunteer service and eligibility for pension benefits. Staff has verified his years of service, training hours, and birthdate. Staff recommends approval of pension benefits for Mr. Sullivan based on 10 years of volunteer service, or \$250.00 per month.

PENSION.F

MOUNTAIN VIEW FIRE PROTECTION DISTRICT SERVICE/TRAINING SUMMARY

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MEMORANDUM

To: Affiliated FPPA Volunteer Pension Plan Employers

From: Peggy Job, Senior Accountant **Re:** Six Months Ended June 30, 2021

Allocation Report, Annual Contributions Received & Direct Expense Allocation Summary

Date: July 27, 2021

Allocation Report

Investment Performance

Your plan assets are commingled for investment purposes in the Members' Benefit Investment Fund – Long Term Pool ("Pool"). Returns for the Pool are as follows (returns for periods longer than one year are annualized):

As of 6/30/2021	Quarter	Year to Date	1 Year	3 Years	5 Years
Total Pool Net of Investment Expense*	6.61%	9.64%	26.91%	12.10%	11.52%

^{*}FPPA Administrative Expenses are not included in the Total Pool Net of Investment Expense percentages.

The table below summarizes expenses as a percentage of net assets for the Pool:

Year	FPPA Administrative Expense*	Investment Management Expense	Total Expense Ratio
YTD 6-30-2021	0.06%	0.32%	0.38%
2020	0.13%	0.79%	0.92%
2019	0.13%	0.80%	0.93%
2018	0.16%	0.88%	1.04%
2017	0.23%	0.89%	1.12%
2016	0.24%	0.79%	1.03%

How to Calculate Your Plan Specific Expense Ratio

Your Allocation Report may reflect expenses specific to your plan such as actuarial expense and legal fees as well as expenses you directed FPPA to pay from your plan assets. These expenses are reflected in the line items *Plan Directed Expenses* and *Direct Expense Allocation*. As such, your plan's administrative expenses may differ from the Pool. In order to calculate your plan's administrative expense ratio, you will need to add the line items *Plan Directed Expenses*, *Direct Expense Allocation* and *Allocated Fees & Expenses* and divide by the *Ending Balance*.

Allocation Methodology

Investment Expenses and Allocated Fees & Expenses are separately allocated and separately reported in the Allocation Report. The Investment Expenses are allocated to each plan based on the plan's proportion of total assets. The Allocated Fees & Expenses are allocated based on the plan's proportion of total membership, including active, inactive and retired members as of December 31 of the prior year as defined by the guidelines within the Comprehensive Annual Financial Report. Member counts may be adjusted during the year for plan affiliation, disaffiliation, or reentry.

Review of the Report

Review the items *Member Contributions, Employer Contributions, Refunds, Affiliations, Net Benefits, Plan Directed Expenses and State Funding* and confirm that these amounts are correct year-to-date. **If any**



amount is not correct, please send a written response to FPPA by August 31, 2021. If FPPA does not receive a response by August 31, 2021, you are confirming that these report items are correct.

Annual Contributions Received

FPPA provides a schedule of your 2021 contributions received by FPPA year to date. This schedule compares contributions received in the current year to the actuarial required contributions for 2021. Please be aware that this report shows contributions based on the date received by FPPA and does not consider if contributions relate to a prior year. All required contributions were due to FPPA before December 31, 2021 to be included in this report. Please be aware that most state matching funds received from DOLA for 2020 were received by FPPA in 2021. These will be included in the 2021 reports and support.

Direct Expense Allocation Summary

Direct Expense Allocation

FPPA provides a summary of expenses directly allocated to your plan, payments received related to these expenses and the related annual budgeted amounts. These costs are identified as direct plan expenses and are charged directly to the plan as a reduction of plan assets. They are reflected in the *Direct Expense Allocation* row of your Allocation Report. You may contact me to request a detailed summary of these allocated expenses.

The direct expense allocation is comprised of costs for audit and actuarial services. The audit services relate to the SOC 1 Type 2 report over the operating effectiveness of FPPA's controls for processing data and transactions related to your plan. The SOC 1 Type 2 report has been provided since 2014 to assist employers in reporting in accordance with Governmental Accounting Standards Board Statement No. 68 (GASB 68), Accounting and Financial Reporting for Pensions. Actuarial services include the biennial funding valuation report (issued in odd years for Volunteer Firefighter plans and even years for Old Hire plans) and the annual GASB 68 report. Actuarial services are provided by Gabriel Roeder Smith & Co. Audit services are provided by Eide Bailly LLP.

The Colorado Revised Statutes allow FPPA to allocate expenses that are directly related to the administration of the local affiliated plans from those plan's assets. For additional information, please see C.R.S. 31-31-701(7)(a)(VI) for old hire plans and C.R.S. 31-31-705(2)(f) for volunteer fire plans.

Payment of Settlor Expenses

Please discuss these direct plan expenses with your legal counsel to determine if they are a "settlor" expense. The Department of Labor believes that the employer should bear the cost of settlor expenses. If you agree, you should reimburse the plan for these expenses. This payment is in addition to any employer contributions made to the plan or as determined by the actuary (the actuarially determined contribution).

To reimburse the plan for these costs, please send payment via ACH or wire to FPPA. These payments need to be identified separately from your actuarial required contribution in order to net out the expense. Please contact FPPA for ACH or wire Instructions.

If you have any questions regarding your allocation report or the direct allocated plan expenses, please call me at 303-770-3772 in Metro Denver or 800-332-3772 or email me at piob@fppaco.org.



Allocation Report Descriptions

This report provides the beginning of year plan balance, year-to-date totals, and an ending plan balance as of the report date

Beginning Balance

Plan Direct Inflows and Outflows

Member Contributions

Employer Contributions

Contributions from the SWDD Plan

Refunds

Affiliations/(Disaffiliations)

Net Benefits

Plan Directed Expenses

State Funding

Plan Direct Inflows and Outflows Sub-Total

Allocated Income and Expense

Interest*

Dividends*

Other Income*

Net Change Accrued Income*

Unrealized Gain/Loss*

Realized Gain/Loss*

Defined Contribution Earnings (Net)

Investment Expenses

Direct Expense Allocation

Other Expenses

Allocated Income and Expense Sub-Total

Ending Balance

Plan assets at the beginning of the year

Member Contributions made to the plan

Employer Contributions made to the plan

Contributions received for a member on disability rolling to a normal retirement

Member withdrawal of funds from the plan

Plan affiliation or disaffiliation or idle funds distribution (typically a Volunteer Fire Plan matter)

Benefits paid to retired members

Payments from plan assets directed by the department Examples: legal, actuarial, and insurance expense

State funding for volunteer plans

Sub-Total of the above activity

Interest on investments

Dividends on investments

Other investment income

Change in accrued earnings for interest and dividends

Unrealized Gain/Loss on investments

Realized Gain/Loss on investments

Not applicable for Defined Benefit plans

Allocated share of FPPA investment expense

Expenses directly allocated to the plan

Examples: actuarial and audit fees

Allocated share of FPPA administrative expense

Sub-Total of the above activity

Plan assets at period end

^{*} Allocated from the Fire & Police Members' Benefit Investment Fund – Long Term Pool.

Fire and Police Pension Association Mountain View FPD Volunteers 516-5 For the Six Months Ending June 30, 2021

Beginning Balance	\$2,384,653.82
Plan Direct Inflows and Outflows	
Member Contributions	
Employer Contributions	
Contributions from the SWDD Plan	
Refunds	
Affiliations/(Disaffiliations)	
Plan Transfers	
Net Benefits	(\$107,505.00)
Plan Directed Expenses	
State Funding	\$25,268.00
Plan Direct Inflows and Outflows Sub-Total	(\$82,237.00)
Allocated Income and Expense	
Interest	\$3,144.67
Dividends	\$5,810.40
Other Income	\$4,279.44
Net Change Accrued Income	\$196.71
Unrealized Gain/Loss	\$125,211.89
Realized Gain/Loss	\$90,532.19
Defined Contribution Earnings (Net)	
Investment Expenses	(\$7,894.49)
Direct Expense Allocation	(\$747.81)
Other Expenses	(\$7,585.71)
Allocated Income and Expense Sub-Total	\$212,947.29
Ending Balance	\$2,515,364.11

Fire and Police Pension Association Rocky Mountain VFD 7101-5 For the Six Months Ending June 30, 2021

Beginning Balance	\$231,923.28
Plan Direct Inflows and Outflows	
Member Contributions	
Employer Contributions	
Contributions from the SWDD Plan	
Refunds	
Affiliations/(Disaffiliations)	
Plan Transfers	
Net Benefits	(\$24,780.00)
Plan Directed Expenses	
State Funding	\$4,500.00
Plan Direct Inflows and Outflows Sub-Total	(\$20,280.00)
Allocated Income and Expense	
Interest	\$293.80
Dividends	\$541.87
Other Income	\$399.07
Net Change Accrued Income	\$18.62
Unrealized Gain/Loss	\$11,584.54
Realized Gain/Loss	\$8,500.49
Defined Contribution Earnings (Net)	
Investment Expenses	(\$738.06)
Direct Expense Allocation	(\$706.23)
Other Expenses	(\$2,724.45)
Allocated Income and Expense Sub-Total	\$17,169.65
Ending Balance	\$228,812.93

Fire and Police Pension Association

Volunteer Fire Pension Plan Contributions MOUNTAIN VIEW FPD 516-5

For the Reporting Period: 01/01/2021 through 06/30/2021

Deposit Date	Employer Contributions	State Matching Funds	Total Remittance
01/20/2021	\$0.00	\$25,268.00	\$25,268.00
Total Remittance			\$25,268.00
Calculated Contribution per	\$42,717.00		
Difference Over/(Under)	\$(17,449.00)		

Note: The Calculated Contribution amount is due to FPPA before 12/31/2021

Fire and Police Pension Association

Volunteer Fire Pension Plan Contributions ROCKY MOUNTAIN VFD 7101-5

For the Reporting Period: 01/01/2021 through 06/30/2021

Deposit Date	Employer Contributions	State Matching Funds	Total Remittance
03/01/2021	\$0.00	\$4,500.00	\$4,500.00
Total Remittance			\$4,500.00
Calculated Contribution per	\$29,978.00		
Difference Over/(Under)	\$(25,478.00)		

Note: The Calculated Contribution amount is due to FPPA before 12/31/2021

Fire and Police Pension Association Direct Expense Allocation Summary Mountain View FPD Volunteers 516-5 For the Six Months Ending June 30, 2021

Type of Expense	2021 Budget	Year-to-Date Expenses	Payment of 2021 Expenses
Actuarial Expenses Audit Expenses	\$1,416.48 \$146.43	\$590.20 \$157.61	
Other Asset Allocation Study Expenses Total Direct Allocated Expenses & Payments	\$1,562.91	\$747.81	

Actuarial expenses may exceed the budget related to asset allocation studies and implementation.

Contact Peggy Job at 720-479-2345 to obtain a detailed expense listing.

Fire and Police Pension Association Direct Expense Allocation Summary Rocky Mountain VFD 7101-5 For the Six Months Ending June 30, 2021

Type of Expense	2021 Budget	Year-to-Date Expenses	Payment of 2021 Expenses
Actuarial Expenses Audit Expenses	\$1,316.64 \$146.43	\$548.60 \$157.63	
Other Asset Allocation Study Expenses Total Direct Allocated Expenses & Payments	\$1,463.07	\$706.23	

Actuarial expenses may exceed the budget related to asset allocation studies and implementation.

Contact Peggy Job at 720-479-2345 to obtain a detailed expense listing.



MEMORANDUM

To: Affiliated FPPA Old Hire Pension Plan Employers

From: Peggy Job, Senior Accountant

Re: Six months ended June 30, 2021

Allocation Report, Annual Contributions Received & Direct Expense Allocation Summary

Date: July 27, 2021

Allocation Report

Investment Pool

Your plan assets are commingled for investment purposes in the Members' Benefit Investment Fund – Short-Term ("Pool") as of July 1, 2019.

Investment Performance

Returns for the Pool are as follows:

As of 6/30/2021	Quarter	Year to Date	1 Year	3 Years	5 Years
Total Pool Net of Investment Expense*	2.18%	.17%	4.21%	N/A	N/A

^{*}FPPA Administrative Expenses are not included in the Total Pool Net of Investment Expense percentages.

The table below summarizes expenses as a percentage of net assets for the Pool as of June 30, 2021. For 2019, the expenses are summarized as a blended percentage of net assets for the Members' Benefit Investment Fund through June 30, 2019 and the Pool effective July 1, 2019 through December 31, 2019:

Year	FPPA Administrative	ministrative Management	
YTD 6-30-2021	Expense* 0.06%	Expense 0.26%	Ratio 0.32%
2020	0.12%	0.30%	0.42%
2019	0.13%	0.80%	0.93%

How to Calculate Your Plan Specific Expense Ratio

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Review of the Report

Review the items *Member Contributions, Employer Contributions, Refunds, Affiliations, Net Benefits, Plan Directed Expenses and State Funding* and confirm that these amounts are correct year-to-date. **If any amount** is not correct, please send a written response to FPPA by August 31, 2021. **If FPPA does not receive a response by August 31, 2021, you are confirming that these report items are correct.**

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Beginning Balance

Plan Direct Inflows and Outflows

Member Contributions

Employer Contributions

Contributions from the SWDD Plan

Refunds

Affiliations

Net Benefits

Plan Directed Expenses

State Funding

Plan Direct Inflows and Outflows Sub-Total

Allocated Income and Expense

Interest*

Dividends*

Other Income*

Net Change Accrued Income*

Unrealized Gain/Loss*

Realized Gain/Loss*

Defined Contribution Earnings (Net)

Investment Expenses

Direct Expense Allocation

Other Expenses

Allocated Income and Expense Sub-Total

Ending Balance

Plan assets at the beginning of the year

Member Contributions made to the plan

Employer Contributions made to the plan

Contributions received for a member on disability rolling to a normal retirement

Member withdrawal of funds from the plan

Plan affiliation or disaffiliation or idle funds distributions (typically a Volunteer Fire Plan matter)

Benefits paid to retired members

Payments from plan assets directed by the department Examples: legal, actuarial, and insurance expense

State funding for volunteer plans

Sub-Total of the above activity

Interest on investments

Dividends on investments

Other investment income

Change in accrued earnings for interest and dividends

Unrealized Gain/Loss on investments

Realized Gain/Loss on investments

Not applicable for Defined Benefit plans

Allocated share of FPPA investment expense

Expenses directly allocated to the plan

Examples: actuarial and audit fees

Allocated share of FPPA administrative expense

Sub-Total of the above activity

Plan assets at period end

^{*} Allocated from the Fire & Police Members' Benefit Investment Fund – Short-Term Pool

Fire and Police Pension Association Mountain View FPD Old Hire Plan 516-4 For the Six Months Ending June 30, 2021

Beginning Balance	\$179,371.38
Plan Direct Inflows and Outflows	
Member Contributions	
Employer Contributions	
Contributions from the SWDD Plan	
Refunds	
Affiliations/(Disaffiliations)	
Plan Transfers	
Net Benefits	(\$28,173.00)
Plan Directed Expenses	
State Funding	
Plan Direct Inflows and Outflows Sub-Total	(\$28,173.00)
Allocated Income and Expense	
Interest	\$1,026.38
Dividends	\$114.49
Other Income	\$11.52
Net Change Accrued Income	(\$6.72)
Unrealized Gain/Loss	(\$2,175.56)
Realized Gain/Loss	\$1,260.48
Defined Contribution Earnings (Net)	
Investment Expenses	(\$418.65)
Direct Expense Allocation	(\$400.39)
Other Expenses	(\$106.83)
Allocated Income and Expense Sub-Total	(\$695.28)
Ending Balance	\$150,503.10

Mountain View FPD Fire (516-4) 2021 Old Hire Contributions

	Employer
Contributions Received by FPPA in:	Contributions
January	\$0.00
February	\$0.00
March	\$0.00
April	\$0.00
May	\$0.00
June	\$0.00
July	\$0.00
August	\$0.00
September	\$0.00
October	\$0.00
November	\$0.00
December	\$0.00
Adjustment	\$0.00
Total	\$0.00

Employer Required Contribution per 1/1/2020 Actuarial Study	\$20,800	
Actual Employer Contribution	\$0.00	
Annual Required Employer Contribution	\$20,800.00	
Employer Difference Over/(Under)	(\$20,800.00)	

Percentage of Required Contribution Received 0.00%

The Annual Required Contribution Amount is due to FPPA before 12/31/2021

Fire and Police Pension Association Direct Expense Allocation Summary Mountain View FPD Old Hire Plan 516-4 For the Six Months Ending June 30, 2021

Type of Expense	2021 Budget	Year-to-Date Expenses	Payment of 2021 Expenses
Actuarial Expenses Audit Expenses	\$582.72 \$146.43	\$242.80 \$157.59	
Other Asset Allocation Study Expenses Total Direct Allocated Expenses & Payments	\$729.15	\$400.39	

Actuarial expenses may exceed the budget related to asset allocation studies and implementation.

Contact Peggy Job at 720-479-2345 to obtain a detailed expense listing.