

Volunteer Firefighter Pension Board Meeting Notice & Agenda



January 22, 2018
Peoria City Hall
Ironwood Room
8401 W. Monroe St.
Peoria, AZ 85345

Regular Meeting

5:30 P.M.

Convene
Roll Call

Final Call to Submit Speaker Request Forms

Consent Agenda

CONSENT AGENDA: All items listed with "C" are considered to be routine or have been previously reviewed by the Board/Commission, and will be enacted by one motion. There will be no separate discussion of these items unless a Board/Commission member so requests; in which event the item will be removed from the General Order of Business, and considered in its normal sequence on the Agenda.

Consent

1. **Disposition of Absence**

Discussion and possible action to approve the absence of Volunteer Firefighter Pension Board members Gilbert Olivera and Gregory Jones from the Volunteer Firefighter Pension Board meeting held on January 23, 2017.

2. **Minutes**

Discussion and possible action to approve the minutes of Volunteer Firefighter Pension Board meeting held on January 23, 2017.

Chairman
Cathy Carlat,
Mayor

Member
Bobby Ruiz,
Fire Chief

Member
Henry Cota

Member
Gilbert Olivera

Member
Fernando Reyna

Member
John Albright

Member
Vacant

Regular Agenda

New Business

3. **Annual Financial Report**

Discussion and possible action to approve to approve the Annual Financial Report to be filed with the office of the State Fire Marshall.

4. **Pension Fund Balance**

Discussion of the pension fund balances and remaining pension recipients.

Call to the Public (Non-Agenda Items)

If you wish to address the Board/Commission, please complete a Speaker Request Form and return it to the clerk before the call to order for this meeting. The Board/Commission is not authorized by state law to discuss or take action on any issue raised by public comment until a later meeting.

Volunteer Firefighter Pension Board Updates and Report of Current Events:

Volunteer Firefighter Pension Board members will give updates on relevant events and activities they have attended since the last meeting. This item is for information only – no action will be taken.

Adjournment

NOTE: Documentation (if any) for items listed on the Agenda is available for public inspection, a minimum of 24 hours prior to the Board/Commission meeting, at any time during regular business hours in the Office of the City Clerk, 8401 W. Monroe Street, Room 150, Peoria, AZ 85345.

Accommodations for Individuals with Disabilities. Alternative format materials, sign language interpretation, assistive listening devices are available upon 72 hours advance notice through the Office of the City Clerk, 8401 West Monroe Street, Room 150, Peoria, Arizona 85345 (623)773-7340 or FAX (623) 773-7304. To the extent possible, additional reasonable accommodations will be made available within the time constraints of the request. The City has a TDD line where accommodations may be requested at: (623)773-7221.

PUBLIC NOTICE:

In addition to the Board/Commission members noted above, one or more members of the Peoria City Council or various other Boards or Commissions may be present to observe this meeting as noticed on this agenda.

Volunteer Firefighter Pension Board
Monday, January 23, 2017
Ironwood Conference Room, 5:30 p.m.
Meeting Minutes

A regular meeting of the Volunteer Firefighter Pension Board of the City of Peoria, Arizona, was convened at 8401 W. Monroe Street in open and public session at 5:32 p.m.

Members Present:

Cathy Carlat, Mayor, Bobby Ruiz, Fire Chief, Henry Cota, John Albright, Fernando Reyna.

Members Not Present:

Gilbert Olivera, Gregory Jones.

Municipal Officials Present:

Sonia Andrews, Finance Manager, Yiannis Kalaitzidis, Accounting Supervisor, Anthony Alejandro, Assistant to the Mayor.

Others Present:

None

Audience:

There was no audience.

Note: The order in which items appear in the minutes is not necessarily the order in which they were discussed in the meeting.

Convene:

The meeting was called to order at 5:32 p.m. by Mayor Cathy Carlat.

Consent Items:

The Mayor asked if any board members had questions regarding the consent items. With no questions or comments the board proceeded to approve the consent items including the meeting minutes from the January 11, 2016 meeting. Henry Cota moved to approve the consent item and the motion was seconded by John Albright. There was no further discussion, and the consent items were approved by a unanimous vote.

Annual Financial Report:

Sonia Andrews provided an overview of the annual financial report for the board members. She stated interest and revenues totaled \$778.00 and expenditures totaled \$20,400.00 for the fiscal year. The ending balance for the fund was \$50,730.00. Sonia explained the annual distribution amount for the four remaining beneficiaries. After brief discussion John Albright moved to approve the report and the motion was seconded by Henry Cota. There was no further discussion and the annual report was approved by a unanimous vote.

Pension Fund Balance:

Sonia Andrews summarized the pension fund balance for board members. She stated there are sufficient funds available at this time to pay the four pension recipients but additional funds would be needed by 2020. Henry Cota and Sonia Andrews reminded the board that at a previous board meeting the City agreed to continue the payments once the fund are depleted. After brief conversation which included a quick report on the ages of the beneficiaries, John Albright moved to approve the Fund Balance and the motion was seconded by Fernando Reyna. There was no further discussion and the annual report was approved by a unanimous vote.

Adjournment:

Being no further business to come before the Volunteer Firefighter Pension Board, the meeting was duly adjourned at 5:47 p.m.

Mayor Cathy Carlat

Submitted by:

**Sonia Andrews,
Finance Manager**

QUALIFYING REPORT
Arizona Public Safety Personnel Retirement System

Name of Department or District: Peoria Volunteer Firefighters Pension Fund
Mailing Address: 8401 W Monroe Street City Peoria Arizona, Zip Code 85345
Report of Fund for Fiscal Year Ended June 30, 2017
Signature of Preparer: _____ Printed Name: Yiannis Kalaitzidis
Business Address: 8401 W Monroe Street City: Peoria Arizona, Zip Code 85345
Business Hours Telephone Number 623-773-7023 Email Address: yiannis.kalaitzidis@peoriaaz.gov

BOARD CHAIRPERSON: Cathy Carlat

REPORTING REQUIREMENTS

A COPY OF THIS REPORT AND A COPY OF THE ANNUAL AUDIT SHALL BE SUBMITTED TO
<http://dfbs.az.gov/OFM/PSPVFPRFApplication.aspx>
(A.R.S. § 9-956, Subsection C).

REPORT OF VOLUNTEER FIRE FIGHTERS RELIEF AND PENSION FUND

This form is for use by fire departments and fire districts that maintain a fund for fire fighters NOT covered by the Arizona Public Safety Personnel Retirement System. Page 1

Name of Department or District: Peoria Volunteer Firefighters Pension Fund

Mailing Address: 8401 W Monroe St City: Peoria Arizona, Zip Code 85345

Report of Fund for Fiscal Year Ended June 30, 2017

Signature of Secretary _____ Printed Name: Sonia Andrews

Board Chairperson: Cathy Carlat

Business Address: 8401 W Monroe St City: Peoria Arizona, Zip Code 85345

Business Hours Telephone Number 623-773-5206 Email Address: Sonia.andrews@peoriaaz.gov

Type of Fund:

- A.R.S. § Title 9, Chapter 8, Article 3 Volunteer Fund Investments managed by FFRPF Treasurer
 - A.R.S. § Title 9, Chapter 8, Article 4 Volunteer Fund Investments managed by Purchased Alternate Pension Plan
- (Check 1 Box)

Revenues:

Monies received from 2% premium tax distribution	379	
Interest earnings	394	
Employees' contributions		
Employer's contribution		
Total Revenues		<u>773</u>

Expenditures:

Refund payments		
Relief payments		
Disability payments		
Death Benefit payments		
Article 3 Pension payments	20,400	
Article 4 Pension distributions (paid/volunteer)		
Payment to Private Fire Company which covers pension liability		
Professional Services (legal, auditing, etc.)		
Total Expenditures.....		<u>20,400</u>
Excess of Revenue over (under) Expenditures.....		<u>(19,627)</u>
Year's Beginning Balance.....		<u>50,730</u>
Year's Ending Balance.....		<u>31,103</u>

"Notwithstanding the provisions of Subsection A and C of this Section, if the board of trustees of a fire district assumes the responsibility for investing and reinvesting the funds pursuant to Section 9-957, Subsection B, the duties of the treasurer may be performed by a member of the board elected by the board. If the duties of the treasurer are performed by a member of the board, he shall be bonded for an amount determined by the board which amount shall not be less than the maximum amount of funds in the account at any one time during the previous year."

If a member of the board of trustees is treasurer of the fund, you must attach current **PROOF OF BOND. A.R.S. § 9-955.D**

REPORT OF VOLUNTEER FIRE FIGHTERS RELIEF AND PENSION FUND

(Page 2)

FUND DISTRIBUTIONS AUTHORIZED DURING FISCAL YEAR 2017

Types of distribution include REFUND, RELIEF, DISABILITY and DEATH BENEFIT, ARTICLE 3 PENSION, OR ARTICLE 4 PENSION. You **must** list name of each beneficiary and amount distributed to each account. A.R.S. § Title 9, Chapter 8,
Please make sufficient copies to meet your needs or attach a separate list (report).

<u>TYPE OF DISTRIBUTION</u>	<u>NAME OF BENEFICIARY</u>	<u>AMOUNT DISTRIBUTED</u>
Article 3 Pension	Bradshaw, Doris	5,100
Article 3 Pension	Kosier, James	5,100
Article 3 Pension	Pennock, Joann	5,100
Article 3 Pension	Thomas, Pearl Fay	5,100

ANNUAL AUDIT. The board shall cause an annual audit and report of the fund. (A.R.S. § 9-956. Subsection A.)

The law no longer requires an audit by a certified public accountant; however, the audit cannot be done by a member of the Pension Fund Board of Trustees nor by a potential beneficiary of the pension fund. It must be done by an outside source.

REPORTING REQUIREMENTS

**A COPY OF THIS REPORT AND A COPY OF THE ANNUAL AUDIT SHALL BE ELECTRONICALLY
SUBMITTED AT: <http://dfbls.az.gov/OFM/PSPVFPRFApplication.aspx>**

(A.R.S. § 9-956, Subsection C).