



## **NOTICE**

# **SPECIAL BOARD MEETING**

**SOUTH METRO FIRE RESCUE FIRE PROTECTION DISTRICT  
Volunteer Firefighter Pension Board of Trustees' Meeting  
scheduled for  
November 13, 2023  
9195 East Mineral Avenue, Centennial, CO**

**SPECIAL BOARD MEETING – 6:00 P.M. Board Room**



**SOUTH METRO FIRE RESCUE  
Volunteer Firefighter Pension Board of Trustees' Special Meeting  
November 13, 2023 at 6:00 p.m.  
9195 E. Mineral Avenue, Centennial, CO**

**AGENDA**

**I. SPECIAL MEETING CALL TO ORDER**

**A. PLEDGE OF ALLEGIANCE**

**B. AGENDA APPROVAL**

**C. CONSENT AGENDA**

*Consent Agenda items are provided for study in the Board packets and introduced in the General Session for the Board's review. They can be adopted by a single motion. All resolutions and proposed actions must be read by title prior to a vote on the motion. Any Consent Agenda items may be removed at the request of a Director and heard separately or tabled.*

1. August 7, 2023 South Metro Fire Rescue Volunteer Firefighter Pension Board of Trustees' Regular Board Meeting Minutes
2. Third Quarter 2023 Allocation Reports (if available)

**D. ACTION ITEMS**

**E. DISCUSSION ITEMS**

**F. INFORMATION ITEMS**

**G. NEXT MEETING**

Regular Board of Trustees' Meeting to be held in May 2024 at 6:00 p.m. at 9195 E. Mineral Avenue, Centennial, CO.

**H. ADJOURNMENT**



N/A

**INFORMATION ITEMS**

N/A

**EXECUTIVE SESSION**

There was no motion to convene to executive session.

**NEXT MEETING**

Regular Board of Trustees' Meeting to be held on November 6, 2023, at 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

**ADJOURNMENT**

The meeting was adjourned by Chair Albee at 6:10 p.m.

Attested by \_\_\_\_\_ Date \_\_\_\_\_

DRAFT

**Fire and Police Pension Association  
 Direct Expense Allocation Summary  
 Cherry Hills FPD Old Hire Plan 505-4  
 For the Nine Months Ending September 30, 2023**

Type of Expense	2023 Budget	Year-to-Date Expenses	Payment of 2023 Expenses
Actuarial Expenses	\$653.75	\$435.76	
Audit Expenses	\$160.33	\$160.34	
Other Asset Allocation Study Expenses			
<b>Total Direct Allocated Expenses &amp; Payments</b>	<b>\$814.08</b>	<b>\$596.10</b>	

*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.**

**Cherry Hills Fire (505-4)  
2023 Old Hire Contributions**

<b>Contributions Received by FPPA in:</b>	<b>Employer Contributions</b>
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
<b>Total</b>	<b>\$0.00</b>

**Employer Required Contribution per 1/1/2022 Actuarial Study** **\$216,735**

Actual Employer Contribution \$0.00

Annual Required Employer Contribution \$216,735.00

**Employer Difference Over/(Under)** **(\$216,735.00)**

**Percentage of Required Contribution Received** **0.00%**

*The Annual Required Contribution Amount is due to FPPA before 12/31/2023*

**Fire and Police Pension Association  
Cherry Hills FPD Old Hire Plan 505-4  
For the Nine Months Ending September 30, 2023**

Beginning Balance	\$2,090,442.19
Plan Direct Inflows and Outflows	
Member Contributions	
Employer Contributions	
Contributions from the SWDD Plan	
Refunds	
Affiliations/(Disaffiliations)	
Plan Transfers	
Net Benefits	(\$274,052.97)
Plan Directed Expenses	
State Funding	
Plan Direct Inflows and Outflows Sub-Total	(\$274,052.97)
Allocated Income and Expense	
Interest	\$17,504.84
Dividends	\$3,281.11
Other Income	\$2,662.72
Net Change Accrued Income	\$275.88
Unrealized Gain/Loss	\$13,126.89
Realized Gain/Loss	\$11,744.55
Defined Contribution Earnings (Net)	
Investment Expenses	(\$7,207.20)
Direct Expense Allocation	(\$596.10)
Other Expenses	(\$2,231.68)
Allocated Income and Expense Sub-Total	\$38,561.01
Ending Balance	\$1,854,950.23

## MEMORANDUM

**To:** Affiliated FPPA Old Hire Pension Plan Employers  
**From:** Peggy Job, Senior Accountant  
**Re:** Nine months ended September 30, 2023  
 Allocation Report, Annual Contributions Received & Direct Expense Allocation Summary  
**Date:** October 24, 2023

### *Allocation Report*

#### Investment Pool

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

#### Investment Performance

Returns for the Pool are as follows:

As of 09/30/2023	Quarter	Year to Date	1 Year	3 Years	5 Years
Total Pool Net of Investment Expense*	(2.35)%	2.0%	5.41%	4.03%	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 through June 30, 2022. For 2019, the expenses are summarized as a blended percentage of net assets of the Members' Benefit Investment Fund through June 30, 2019 and the Pool from July 1, 2019 through December 31, 2019:

Year	FPPA Administrative Expense*	Investment Management Expense	Total Expense Ratio
Q3-2023	0.05%	0.36%	0.41%
2022	0.05%	0.62%	0.67%
2021	0.04%	0.70%	0.74%
2020	0.04%	0.74%	0.78%
2019	0.13%	0.80%	0.93%

#### 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 Annual Comprehensive Financial Report. Member counts may be adjusted during the year for plan affiliation, disaffiliation, or reentry.



**Fire and Police Pension Association  
 Direct Expense Allocation Summary  
 South Metro Fire Rescue Volunteers 540-5  
 For the Nine Months Ending September 30, 2023**

Type of Expense	2023 Budget	Year-to-Date Expenses	Payment of 2023 Expenses
Actuarial Expenses	\$1,188.48	\$801.68	
Audit Expenses	\$160.32	\$160.32	
Other Asset Allocation Study Expenses			
<b>Total Direct Allocated Expenses &amp; Payments</b>	<b>\$1,348.80</b>	<b>\$962.00</b>	

*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

## Volunteer Fire Pension Plan Contributions SOUTH METRO FIRE RESCUE FPD 540-5

For the Reporting Period: 01/01/2023 through 09/30/2023

Deposit Date	Employer Contributions	State Matching Funds	Total Remittance
No deposits received for the reporting period			
<b>Total Remittance</b>			\$0.00
<b>Calculated Contribution per the 01/01/2021 Actuarial Study</b>			\$48,233.00
<b>Difference Over/(Under)</b>			<b>\$(48,233.00)</b>

*Note: The Calculated Contribution amount is due to FPPA before 12/31/2023*

**Fire and Police Pension Association**  
**South Metro Fire Rescue Volunteers 540-5**  
**For the Nine Months Ending September 30, 2023**

Beginning Balance	\$240,926.27
Plan Direct Inflows and Outflows	
Member Contributions	
Employer Contributions	
Contributions from the SWDD Plan	
Refunds	
Affiliations/(Disaffiliations)	
Plan Transfers	
Net Benefits	(\$49,050.00)
Plan Directed Expenses	
State Funding	
Plan Direct Inflows and Outflows Sub-Total	(\$49,050.00)
Allocated Income and Expense	
Interest	\$1,104.60
Dividends	\$753.50
Other Income	\$117.13
Net Change Accrued Income	\$89.40
Unrealized Gain/Loss	\$7,686.91
Realized Gain/Loss	\$2,270.33
Defined Contribution Earnings (Net)	
Investment Expenses	(\$1,146.32)
Direct Expense Allocation	(\$962.00)
Other Expenses	(\$2,678.05)
Allocated Income and Expense Sub-Total	\$7,235.50
Ending Balance	\$199,111.77

## MEMORANDUM

**To:** Affiliated Volunteer Pension Plan Employers  
**From:** Peggy Job, Senior Accountant  
**Re:** Nine months ended September 30, 2023  
 Allocation Report, Annual Contributions Received & Direct Expense Allocation Summary  
**Date:** October 24, 2023

### *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 09/30/2023	Quarter	Year to Date	1 Year	3 Years	5 Years
Total Pool Net of Investment Expense*	(2.23)%	4.70%	10.13%	6.78%	6.83%

\*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
Q3-2023	0.11%	0.51%	0.62%
2022	0.14%	0.80%	0.94%
2021	0.12%	0.81%	0.93%
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 Annual Comprehensive Financial Report. Member counts may be adjusted during the year for plan affiliation, disaffiliation, or reentry.

**Fire and Police Pension Association  
 Direct Expense Allocation Summary  
 Parker FPD Volunteers 591-5  
 For the Nine Months Ending September 30, 2023**

Type of Expense	2023 Budget	Year-to-Date Expenses	Payment of 2023 Expenses
Actuarial Expenses	\$1,188.48	\$801.68	
Audit Expenses	\$160.32	\$160.32	
Other Asset Allocation Study Expenses			
<b>Total Direct Allocated Expenses &amp; Payments</b>	<b>\$1,348.80</b>	<b>\$962.00</b>	

*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

Volunteer Fire Pension Plan Contributions  
PARKER FPD => SOUTH METRO FIRE RESCUE 591-5

For the Reporting Period: 01/01/2023 through 09/30/2023

Deposit Date	Employer Contributions	State Matching Funds	Total Remittance
No deposits received for the reporting period			
Total Remittance			\$0.00
Calculated Contribution per the 01/01/2021 Actuarial Study			\$94,767.00
Difference Over/(Under)			\$(94,767.00)

*Note: The Calculated Contribution amount is due to FPPA before 12/31/2023*

**Fire and Police Pension Association  
Parker FPD Volunteers 591-5  
For the Nine Months Ending September 30, 2023**

Beginning Balance	\$222,444.51
Plan Direct Inflows and Outflows	
Member Contributions	
Employer Contributions	
Contributions from the SWDD Plan	
Refunds	
Affiliations/(Disaffiliations)	
Plan Transfers	
Net Benefits	(\$82,080.00)
Plan Directed Expenses	
State Funding	
Plan Direct Inflows and Outflows Sub-Total	(\$82,080.00)
Allocated Income and Expense	
Interest	\$914.62
Dividends	\$616.42
Other Income	\$104.28
Net Change Accrued Income	\$76.16
Unrealized Gain/Loss	\$7,505.00
Realized Gain/Loss	\$1,728.41
Defined Contribution Earnings (Net)	
Investment Expenses	(\$946.24)
Direct Expense Allocation	(\$962.00)
Other Expenses	(\$4,017.08)
Allocated Income and Expense Sub-Total	\$5,019.57
Ending Balance	\$145,384.08

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**From:** Peggy Job, Senior Accountant  
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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 September 15 2023. If FPPA does not receive a response by December 1, 2023, you are confirming that these report items are correct.**

### ***Annual Contributions Received***

FPPA provides a schedule of your 2023 contributions received by FPPA year to date. This schedule compares contributions received in the current year to the actuarial required contributions for 2023. **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.**

### ***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.

#### **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 [pjob@fppaco.org](mailto:pjob@fppaco.org).

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## **Allocation Report Descriptions**

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

<b>Beginning Balance</b>	Plan assets at the beginning of the year
<b>Plan Direct Inflows and Outflows</b>	
Member Contributions	Member Contributions made to the plan
Employer Contributions	Employer Contributions made to the plan
Contributions from the SWDD Plan	Contributions received for a member on disability rolling to a normal retirement
Refunds	Member withdrawal of funds from the plan
Affiliations/(Disaffiliations)	Plan affiliation or disaffiliation or idle funds distribution (typically a Volunteer Fire Plan matter)
Net Benefits	Benefits paid to retired members
Plan Directed Expenses	Payments from plan assets directed by the department Examples: legal, actuarial, and insurance expense
State Funding	State funding for volunteer plans
<b>Plan Direct Inflows and Outflows Sub-Total</b>	Sub-Total of the above activity
<b>Allocated Income and Expense</b>	
Interest*	Interest on investments
Dividends*	Dividends on investments
Other Income*	Other investment income
Net Change Accrued Income*	Change in accrued earnings for interest and dividends
Unrealized Gain/Loss*	Unrealized Gain/Loss on investments
Realized Gain/Loss*	Realized Gain/Loss on investments
Defined Contribution Earnings (Net)	Not applicable for Defined Benefit plans
Investment Expenses	Allocated share of FPPA investment expense
Direct Expense Allocation	Expenses directly allocated to the plan Examples: actuarial and audit fees
Other Expenses	Allocated share of FPPA administrative expense
<b>Allocated Income and Expense Sub-Total</b>	Sub-Total of the above activity
<b>Ending Balance</b>	Plan assets at period end

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

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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 [pjob@fppaco.org](mailto:pjob@fppaco.org).

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Dividends*	Dividends on investments
Other Income*	Other investment income
Net Change Accrued Income*	Change in accrued earnings for interest and dividends
Unrealized Gain/Loss*	Unrealized Gain/Loss on investments
Realized Gain/Loss*	Realized Gain/Loss on investments
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Investment Expenses	Allocated share of FPPA investment expense
Direct Expense Allocation	Expenses directly allocated to the plan Examples: actuarial and audit fees
Other Expenses	Allocated share of FPPA administrative expense
<b>Allocated Income and Expense Sub-Total</b>	Sub-Total of the above activity
<b>Ending Balance</b>	Plan assets at period end

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

### **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 September 15, 2023. If FPPA does not receive a response by December 1, 2023, you are confirming that these report items are correct.**

### ***Annual Contributions Received***

FPPA provides a schedule of your 2023 contributions received by FPPA year to date. This schedule compares contributions received in the current year to the actuarial required contributions for 2023. **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, 2023 to be included in this report.

### ***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).

#### **Payment of Settlor Expenses**

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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.

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Net Benefits	Benefits paid to retired members
Plan Directed Expenses	Payments from plan assets directed by the department Examples: legal, actuarial, and insurance expense
State Funding	State funding for volunteer plans
<b>Plan Direct Inflows and Outflows Sub-Total</b>	Sub-Total of the above activity
<b>Allocated Income and Expense</b>	
Interest*	Interest on investments
Dividends*	Dividends on investments
Other Income*	Other investment income
Net Change Accrued Income*	Change in accrued earnings for interest and dividends
Unrealized Gain/Loss*	Unrealized Gain/Loss on investments
Realized Gain/Loss*	Realized Gain/Loss on investments
Defined Contribution Earnings (Net)	Not applicable for Defined Benefit plans
Investment Expenses	Allocated share of FPPA investment expense
Direct Expense Allocation	Expenses directly allocated to the plan Examples: actuarial and audit fees
Other Expenses	Allocated share of FPPA administrative expense
<b>Allocated Income and Expense Sub-Total</b>	Sub-Total of the above activity
<b>Ending Balance</b>	Plan assets at period end

\* Allocated from the Fire & Police Members' Benefit Investment Fund – Glide-Path Pool

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