



**CITY OF STARKE FIREFIGHTERS' RETIREMENT SYSTEM**  
**SPECIAL MEETING MINUTES: WEDNESDAY, SEPTEMBER 13, 2023**

By \_\_\_\_\_

**1. CALL TO ORDER**

The Starke Firefighters' Retirement System Board reconvened. The Special Meeting of the Board of Trustees for the City of Starke Firefighters' Retirement System was called to order by Greg Starling at 10:32 AM in the City Commission Room at City Hall. Those persons present included:

**FIREFIGHTERS' TRUSTEES**

Greg Starling  
Will Hobbs  
Kelly Outlaw  
Jacob Crary

**OTHERS**

Kyle Tintle, Plan Administrator (Resource Centers)  
James Hughes, (City of Starke, Finance Director)  
Electronically:  
Scott Baur, Plan Administrator (Resource Centers)  
Eric Leventhal (Partner, Kabat, Schertzer, De La Torre, Taraboulos & Co - KSDT)  
Khaled Ali, (Assurance Manager, KSDT)  
Mycriwel (Micko) Manapat, (Audit Sr. Associate, KSDT)  
Ron Cohen, Attorney (Lorium Law)

**REPORT**

**Eric Leventhal, CPA, CVA, Partner (KSDT)**

Mr. Leventhal explained the essential items of a stand-alone audit as this is the first one the plan has had. This audit is for the fiscal year ending September 30, 2022. He had included the unaudited 2021 balances as reported for comparison to the audited numbers of 2022. The Independent Auditor's Report opinion is a clean unmodified opinion in accordance with generally accepted accounting principles. Mr. Leventhal reviewed the statement of fiduciary net position for 2022 and 2021, the receivables and liabilities. Additional costs were due to an increase with a cost-of-living benefit and administrative expenses. Hiring an administrator to oversee the pension plan and adhere to filing deadlines. The net position restricted for Defined Benefits and Share benefits totaled \$4,390,146, as of September 30, 2022, compared to 2021 which was \$5,032,198, a difference of \$642,052. He continued reviewing the changes in fiduciary net position, noting the additions consisted of member and employer contributions. The investment losses of (\$723,584) were added to the interest and dividend income, minus the investment expenses resulted in the total additions of (\$374,062). The deductions consist of benefit payments and administrative expenses subtracted from the additions results in the net position restricted for pensions ending balance of \$4,390,146. Chapter 175 money is not included in the report as the annual report was not filed promptly. Next year both 2022- and 2023-Chapter money will be included in the audit report. Mr. Leventhal reviewed the footnotes and discussed the funding ratio of 76% based on market value of assets compared to the smoothed actuarial value of assets. The actuary calculates the funding on a 5-year rolling smoothing of assets which creates a greater leveling over time.

Finally, Mr. Leventhal reviewed the last 2 pages of the audit in which the auditor is the independent auditor's report expressing an opinion on the financial statements where no such weaknesses were found. He asked the Board if there were any questions. It was noticed that the page number of the draft will need to be corrected. As there were no questions.

Kelly Outlaw made a motion to approve the September 30, 2022, audit once the pagination is corrected. The motion received a second from Will Hobbs, passed by the Trustees 4-0.

Will Hobbs made a motion to authorize the chair to sign the management representation letter after counsel review and approval. The motion received a second from Jacob Crary, passed by the Trustees 4-0.

Mr. Cohen took a moment to thank everyone for their hard work and participation in getting the plan to this point of order. The audit will be submitted in a timely manner. He said it has taken 3 years to get to his point and the financial statements are in order. The Chapter 175 money had increased to \$55,487.01 and will be added to next year's audit showing a double amount with 2023's chapter monies.

Mr. Cohen discussed the purchase of permissive service raised at the last quarterly meeting. He said Greg Starling can discuss the topic but cannot vote. Mr. Cohen said the Board should completely disregard the report as the State has expressed concerns on the purchase purchasing of (airtime) permissive service credits. He discussed various options such as unreduced benefits or perhaps a new tier could be established with members with over 20 years of service, in 2023, could buy a higher multiplier with the City or the Firefighter paying for it. Mr. Baur acknowledges there are plans with multiple tiers. Mr. Cohen, Mr. Baur, and the actuary Ms. Jones will discuss the various options to get a clear answer on the best way to move forward.

Kelly Outlaw made a motion to request Attorney Ron Cohen, Administrator Scott Baur and actuary Shelly Jones work together to present a plan at the October quarterly meeting to address the issue. The motion received a second from Will Hobbs, passed by the Trustees 3-0. Greg Starling abstained from the vote as he is personally involved in the gain or loss of the change.

2. PUBLIC COMMENTS

None

3. NEXT MEETING

The next regular meeting will be held Wednesday, October 25, 2023, at 10:30 AM for Starke Firefighters.

4. ADJOURNMENT

Kelly Outlaw made a motion to adjourn the Special Meeting. The motion received a second from Will Hobbs, passed by the Trustees 4-0.

The Special meeting was adjourned at 11:18 AM.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Greg Starling", written in a cursive style.

Board Chair

# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Starling, Greg - Alan		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE City of Starke Firefighters' Retirement System Board of Trustees	
MAILING ADDRESS 4360 Northlake Blvd, Suite 206		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Palm Beach Gardens		<input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY	
COUNTY Palm Beach		NAME OF POLITICAL SUBDIVISION: City of Starke	
DATE ON WHICH VOTE OCCURRED September 13, 2023		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

## WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

\* \* \* \* \*

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

\* \* \* \* \*

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

## APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

## DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Greg Starling, hereby disclose that on September 13, 20 23 :

(a) A measure came or will come before my agency which (check one or more)

- ☒ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, \_\_\_\_\_ ;
- ☐ inured to the special gain or loss of my relative, \_\_\_\_\_ ;
- ☐ inured to the special gain or loss of \_\_\_\_\_ , by  
whom I am retained; or
- ☐ inured to the special gain or loss of \_\_\_\_\_ , which  
is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

A discussion was had on various options whereby members with 20 years or more of credited service that perhaps a new tier could be established, which would allow them to buy a higher multiplier with the City. A Motion was then made to request the Plan Attorney, Plan Administrator and Plan Actuary work together to present a plan at the October quarterly meeting to address the issue. I abstained from the vote because if the City approve: what may be presented then it could benefit me, because I am a member with 20 or more years of credited service.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

11-16-2023  
Date Filed

Greg Starling  
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.