



## BIG SPRING FIREMEN'S RELIEF AND RETIREMENT FUND

### MINUTES OF A REGULAR MEETING OF THE BIG SPRING FIREMEN'S RELIEF AND RETIREMENT FUND BOARD OF TRUSTEES JANUARY 8, 2026

The Big Spring Firemen's Relief and Retirement Fund Board of Trustees held a regular meeting on Thursday, January 8, 2026 at 8:30 a.m. in the Big Spring City Council located at 307 East 4<sup>th</sup> Street, Big Spring, Texas 79720, pursuant to notice.

**CALL TO ORDER:** Chairman Delk called the meeting to order at 8:30 a.m.

**ROLL CALL:**

**PRESENT:** Chairman Chanley Delk and Trustees Todd Darden, Cecil Cevallos, and Jake Sparks

**ABSENT:** None

**ALSO PRESENT:** Elizabeth Adelman (*via videoconference*) and A.J. Weber (*via videoconference*),  
Lauterbach & Amen (L&A)

**PUBLIC COMMENT:** There was no public comment.

**APPROVAL OF MEETING MINUTES:** *December 11, 2025 Regular Meeting:* The Board reviewed the December 11, 2025 regular meeting minutes. A motion was made by Trustee Sparks and seconded by Trustee Cevallos to approve the December 11, 2025 regular meeting minutes as written. Motion carried by roll call vote.

**AYES:** Chairman Delk and Trustees Cevallos, Sparks, Smith and Darden

**NAYS:** None

**ABSENT:** None

**REVIEW/APPROVE – LAUTERBACH & AMEN MONTHLY FINANCIAL REPORTS:** The Board reviewed the Monthly Financial Report for the Retirement Fund for the eleven-month period ending November 30, 2025, prepared by L&A. As of November 30, 2025, the net position held in trust for pension benefits of the Retirement Fund is \$19,004,021.87 for a change in position of \$2,005,339.27. The Board also reviewed the Cash Analysis Report, Revenue Report, Expense Report and the Monthly Disbursement Report for the period November 1, 2025 through November 30, 2025 for total disbursements of \$9,473.73.

The Board also reviewed the Monthly Financial Report for the Medical Subsidy Fund for the eleven-month period ending November 30, 2025 prepared by L&A. As of November 30, 2025, the net position held in trust for pension benefits of the Medical Subsidy Fund is \$994,015.51 for a change in position of \$113,856.34. The Board also reviewed the Cash Analysis Report, Revenue Report, Expense Report and the Monthly Disbursement Report.

A motion was made by Trustee Smith and seconded by Trustee Sparks to accept the Monthly Financial Reports as presented and to approve the disbursement shown on the Monthly November Disbursement Report in the amounts of \$9,473.73. Motion carried by roll call vote.

**AYES:** Chairman Delk and Trustees Cevallos, Sparks, Smith and Darden

**NAYS:** None

**ABSENT:** None

**APPROVAL OF MONTHLY EXPENSES, TRUSTEE TRAINING EXPENSES AND OTHER EXPENSES:**

- A. Lauterbach & Amen invoice in the amount of \$2,450 for December 2025 administration services
- B. Lauterbach & Amen invoice in the amount of \$4,450 for December 31, 2024 annual audit
- C. Trustee Training and Reimbursable Expenses

A motion was made by Trustee Cevallos and seconded by Trustee Smith to approve the Lauterbach & Amen invoices in the amounts of \$2,450 and \$4,450, as presented. Motion carried by roll call vote.

AYES: Chairman Delk and Trustees Cevallos, Sparks, Smith and Darden  
NAYS: None  
ABSENT: None

**APPLICATIONS FOR MEMBERSHIP/WITHDRAWALS FROM FUND:** *Contribution Refunds – Matthew Allmand, Lane Coxe, Hugh Delaney and Kaeze Zen:* The Board reviewed the contribution refund request forms for Lane Coxe and Hugh Delaney. A motion was made by Trustee Darden and seconded by Trustee Cevallos to approve the contribution refund for Lane Coxe in the amount of \$784.83 and Hugh Delaney in the amount of \$2,313.68. Motion carried by roll call vote.

AYES: Chairman Delk and Trustees Cevallos, Sparks, Smith and Darden  
NAYS: None  
ABSENT: None

The Board noted that the contribution refund requests for Matthew Allmand and Kaeze Zen are in process. Further discussion will be held at the next regular meeting.

**APPLICATIONS FOR RETIREMENT BENEFITS:** *Application for Retirement – Jeffrey White:* The Board reviewed the DROP retirement benefit calculation for Jeffrey White prepared by L&A. A motion was made by Trustee Sparks and seconded by Trustee Cevallos to approve Jeffrey White's regular retirement benefit calculated by L&A. Motion carried by roll call vote.

AYES: Chairman Delk and Trustees Cevallos, Sparks, Smith and Darden  
NAYS: None  
ABSENT: None

**NEW BUSINESS:** *Active Firefighter Trustee Position Nominations:* The Board asked for nominations for the unexpired term ending December 31, 2026 of the active firefighter Trustee position vacated by Chad Pederson. Nominations were received for Doug Hickson and Matthew Sanchez. A motion was made by Trustee Sparks and seconded by Trustee Darden to create a ballot with Doug Hickson and Matthew Sanchez open the voting period starting January 19, 2025 through January 23, 2025 at City Hall from 8:00 a.m. – 12:00 p.m. and 1:00 p.m. – 5:00 p.m. Motion carried by roll call vote.

AYES: Chairman Delk and Trustees Cevallos, Sparks, Smith and Darden  
NAYS: None  
ABSENT: None

*Review/Approve – Medical Subsidy Reimbursement – Benjamin Davila:* The Board reviewed Benjamin Davila's application for retiree medical subsidy benefits in the monthly amount of \$530. A motion was made by Trustee Sparks and seconded by Trustee Cevallos to approve Benjamin Davila's medical subsidy benefit in the monthly amount of \$530. Motion carried by roll call vote.

AYES: Chairman Delk and Trustees Cevallos, Sparks, Smith and Darden  
NAYS: None  
ABSENT: None

*Board Officer Elections:* The Board discussed Board officer elections. Trustee Sparks nominated Chanley Delk for Board Chairman. No other nominations were received; Trustee Delk wins by acclamation. A motion was made by Trustee Sparks and seconded by Trustee Darden to name Chanley Delk Chairman. Motion carried by roll call vote.

AYES: Chairman Delk and Trustees Cevallos, Sparks, Smith and Darden  
NAYS: None  
ABSENT: None

Trustee Darden nominated Sandra Smith was nominated for Board Secretary. No other nominations were received; Trustee Smith wins by acclamation. A motion was made by Trustee Sparks and seconded by Trustee Darden to name Sandra Smith Secretary. Motion carried by roll call vote.

AYES: Chairman Delk and Trustees Cevallos, Sparks, Smith and Darden  
NAYS: None  
ABSENT: None

Trustee Smith made a motion to nominate Trustee Sparks Vice Chairman. No other nominations were received; Trustee Sparks wins by acclamation. A motion was made by Trustee Smith and Seconded by Trustee Darden to name Trustee Sparks Vice Chairman. Motion carried by roll call vote.

AYES: Chairman Delk and Trustees Cevallos, Sparks, Smith and Darden  
NAYS: None  
ABSENT: None

**OLD BUSINESS:** There was no old business to discuss.

The Board noted that effective January 1, 2026, the City’s contribution will increase to 19.15%.

**ADJOURNMENT:** A motion was made by Trustee Smith and seconded by Trustee Sparks to adjourn the meeting at 8:50 a.m. Motion carried by roll call vote.

AYES: Chairman Delk and Trustees Cevallos, Sparks, Smith and Darden  
NAYS: None  
ABSENT: None

The next regular meeting is scheduled for February 12, 2026 at 8:30 a.m.

signed copy on file

\_\_\_\_\_  
Chanley Delk, Chairman

Attest:

signed copy on file

\_\_\_\_\_  
Sandra Smith, Secretary

Minutes approved by the Board of Trustees on \_\_\_\_\_