



## **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 MARCH 12, 2026**

The Big Spring Firemen's Relief and Retirement Fund Board of Trustees held a regular meeting on Thursday, March 12, 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:** Vice Chairman Sparks called the meeting to order at 8:33 a.m.

**ROLL CALL:**

**PRESENT:** Vice Chairman Jake Sparks and Trustees Cecil Cevallos, Todd Darden, Matthew Sanchez and Kevin Murphy

**ABSENT:** Chairman Chanley Delk and Trustee Sandra Smith

**ALSO PRESENT:** Elizabeth Adelmann (*via videoconference*) and Kevin Cavanaugh (*via videoconference*), Lauterbach & Amen (L&A)

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

**NOMINATIONS AND ELECTION FOR CIVILIAN TRUSTEE POSITION:** A motion was made by Trustee Darden and seconded by Trustee Sanchez to nominate Kevin Murphy for the Civilian Trustee position. Nominations were called three times. Motion carried unanimously by voice vote. A motion was made by Trustee Sparks and seconded by Trustee Darden to elect Kevin Murphy by acclamation. Motion carried by roll call vote.

**AYES:** Vice Chairman Sparks and Trustees Cevallos, Sanchez and Darden

**NAYS:** None

**ABSENT:** Chairman Delk and Trustee Smith

**ADMINISTER OATH OF OFFICE – KEVIN MURPHY:** Mr. Murphy recited the Oath of Office.

**APPROVAL OF MEETING MINUTES:** *February 11, 2026 Regular Meeting:* The Board noted that the February 11, 2026 meeting minutes will be reviewed at the next regular meeting.

**REVIEW/APPROVE – LAUTERBACH & AMEN MONTHLY FINANCIAL REPORTS:** The Board reviewed the Monthly Financial Report for the Retirement Fund for the twelve-month period ending December 31, 2025, prepared by L&A. As of December 31, 2025, the net position held in trust for pension benefits of the Retirement Fund is \$19,023,579.19 for a change in position of \$2,024,896.59. The Board also reviewed the Cash Analysis Report, Revenue Report, Expense Report and the Monthly Disbursement Report for the period December 1, 2025 through December 31, 2025 for total disbursements of \$32,775.21.

The Board also reviewed the Monthly Financial Report for the Medical Subsidy Fund for the eleven-month period ending December 31, 2025 prepared by L&A. As of December 31, 2025, the net position held in trust for pension benefits of the Medical Subsidy Fund is \$1,001,253.98 for a change in position of \$121,094.81. The Board also reviewed the Cash Analysis Report, Revenue Report, Expense Report and the Monthly Disbursement Report.

A motion was made by Trustee Darden and seconded by Trustee Cevallos to accept the Monthly Financial Reports as presented and to approve the disbursement shown on the Monthly January Disbursement Report in the amounts of \$32,775.21. Motion carried by roll call vote.

AYES: Vice Chairman Sparks and Trustees Cevallos, Sanchez, Murphy and Darden

NAYS: None

ABSENT: Chairman Delk and Trustee Smith

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

- A. Lauterbach & Amen invoice in the amount of \$2,525 for February 2026 administration services
- B. Trustee Training and Reimbursable Expenses
  - a. Approve Trustee Training and Travel Expenses for 2026
  - b. Reimbursement

A motion was made by Trustee Cevallos and seconded by Trustee Sanchez to approve the Lauterbach & Amen invoice in the amount of \$2,525 and the reimbursement to City of Big Spring in the amount of \$2,049.17, as presented. Motion carried by roll call vote.

AYES: Vice Chairman Sparks and Trustees Cevallos, Sanchez, Murphy and Darden

NAYS: None

ABSENT: Chairman Delk and Trustee Smith

**APPLICATIONS FOR MEMBERSHIP/WITHDRAWALS FROM FUND:** *Applications for Membership – Jaxson Browne and Lane Wenske:* The Board reviewed the Application for Membership submitted by Jaxson Browne. A motion was made by Trustee Sanchez and seconded by Trustee Murphy to accept Jaxson Browne into the Big Spring Firemen's Relief and Retirement Fund, effective February 23, 2026. Motion carried by roll call vote.

AYES: Vice Chairman Sparks and Trustees Cevallos, Sanchez, Murphy and Darden

NAYS: None

ABSENT: Chairman Delk and Trustee Smith

The Board noted that Lane Wenske's hire date is April 13, 2026 and his application will be approved at the May 2026 regular meeting.

*Contribution Refunds – Arimani Stayner and Kaeze Zen:* The Board reviewed the contribution refund request forms for Arimani Stayner and Kaeze Zen. A motion was made by Trustee Cevallos and seconded by Trustee Murphy to approve the contribution refund for Arimani Stayner in the amount of \$9,697.21 and Kaeze Zen in the amount of \$12,350.27. Motion carried by roll call vote.

AYES: Vice Chairman Sparks and Trustees Cevallos, Sanchez, Murphy and Darden

NAYS: None

ABSENT: Chairman Delk and Trustee Smith

**APPLICATIONS FOR RETIREMENT BENEFITS:** *Review/Approve Vested Retirement Benefit – Shawn Haney:* The Board noted that this was approved at the October 10, 2024 Board meeting. No additional Board action is required.

**NEW BUSINESS:** *Discussion/Possible Action – 13<sup>th</sup> Check Methodology and Language Changes:* Mr. Cavanaugh reviewed the 13<sup>th</sup> methodology and potential language changes with the Board. It was noted that a memo will be distributed to the full Board with the proposed language changes for review. It was also recommended that any language changes be reviewed by the Board Attorney. Further discussion will be held at the next regular meeting.

*Review/Approve – GASB 68 Actuarial Valuation Report for September 30, 2025:* Mr. Cavanaugh reviewed the GASB 68 report with the Board. No Board action was required.

*Review/Approve – Medical Subsidy Reimbursement – Bob Stapp:* Mr. Cavanaugh discussed the medical subsidy eligibility requirements with the Board. Further discussion will be held at the next regular meeting.

The Board reviewed Robert Stapp's application for retiree medical subsidy benefits in the amount of \$6,360. A motion was made by Trustee Cevallos and seconded by Trustee Sanchez to approve Bob Stapp's medical subsidy benefit in the amount of \$6,360. Motion carried by roll call vote.

AYES: Vice Chairman Sparks and Trustees Cevallos, Sanchez, Murphy and Darden

NAYS: None

ABSENT: Chairman Delk and Trustee Smith

*Status Update – Affidavits of Continued Eligibility:* The Board noted that five affidavits remain outstanding. L&A will send second request affidavits to the outstanding pensioners. Updates will be provided as they become available.

**OLD BUSINESS:** *Discussion/Possible Action – Westwood Investment:* The Board discussed the Westwood investment. A motion was made by Trustee Cevallos and seconded by Trustee Sparks to leave custody of the investment with Westmont. Motion carried by roll call vote.

AYES: Vice Chairman Sparks and Trustees Cevallos, Sanchez, Murphy and Darden

NAYS: None

ABSENT: Chairman Delk and Trustee Smith

*Review/Approve – DROP Retirement Benefits – Jay Holt:* The Board noted that the calculation is in process. Further discussion will be held at the next regular meeting.

**ADJOURNMENT:** A motion was made by Trustee Darden and seconded by Trustee Cevallos to adjourn the meeting at 9:06 a.m. Motion carried by roll call vote.

AYES: Vice Chairman Sparks and Trustees Cevallos, Sanchez, Murphy and Darden

NAYS: None

ABSENT: Chairman Delk and Trustee Smith

The next regular meeting is scheduled for April 9, 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 \_\_\_\_\_

*Minutes prepared by Elizabeth Adelman, Plan Administrator, Lauterbach & Amen*