

Minutes of
Local Police and Fire Retirement System
and
The Arkansas Fire and Police Pension Review Board
Administrative Services Committee Meeting

Members of the Administrative Services Committee (ASC) of the Local Police and Fire Retirement System (LOPFI) and the Arkansas Fire and Police Pension Review Board (PRB), met by video conference on Thursday, November 6, 2025 with the meeting originating from the LOPFI office located at 620 W. 3rd Street, Suite 200, Little Rock, Arkansas.

Members Present: John Neal, Retired Fire Employee Trustee, LOPFI Chairman
J. Scott Baxter, Police Employee Trustee, LOPFI Vice-Chairman
Mayor Gary Baxter, Employer Trustee
Lance Spicer*, Employer Member, PRB Chairman
Rusty Watson, Police Employee Member, PRB
**Attended in-person at the LOPFI office*

Staff Present: David Clark, Executive Director
Laura Nixon, Assistant Director
Lesley Weaver, Secretary to the Committee

Chairman Neal called the meeting to order at 9:30 a.m. and recognized a quorum and notification of news media.

Approval of Minutes

Mr. Watson made a motion, seconded by Mr. G. Baxter, to approve the November 7, 2024 ASC minutes. The motion passed unanimously.

Discussion of Future June ASC Meetings

Chairman Neal stated moving forward, the ASC will only meet in June if needed. Since the Executive Director's performance review is completed by the ASC, who then submits recommendations to the LOPFI and PRB Boards at their June meetings, there is no need for the ASC to meet in June. There were no questions from the committee.

Review of 2026 Budget Items

Mr. Clark stated the 2026 proposed budget consists of two (2) items:

Item 1. Review of staff salaries for compliance with ACA 24-10-204 and adjustments from Act 499 of 2025: Mr. Clark stated a function of the ASC is to conduct an annual review of staff salaries. The meeting packet included a Compensation Study of LOPFI staff salaries with comparative salaries used in the state pay scale. With a limited number of agency staff, more responsibility is incorporated into each position than those of similarly titled positions in the state pay plan. Our business model insists that continual cross-training occurs to ensure the base of knowledge, skills, and abilities is spread across multiple staff members. This method of operation is useful for succession planning and ensures staff delivers accurate, timely, detailed, and friendly service. The state pay scales were updated by Act 499 of 2025 which overhauled the compensation structure by reducing the number of state job titles from 2,250 to 850 and creating six new pay schedules. Agency positions for Membership Services, Accountant II,

Chief Financial Officer, and Assistant Director are grouped in the Specialized Services Pay Schedule, and the Executive Director position falls in the Executive Pay Schedule. The comparative salary ranges with Act 499 of 2025 amendments are:

- Specialized Services: Minimum of \$58,700 and maximum of \$207,064
- Executive Pay: Minimum of \$141,125 and maximum of \$255,459

All Agency salaries, if adjusted for Act 499 of 2025, will be within these parameters. The Executive Director salary range is determined by the ASC, so the ASC will need to determine if the range will remain the same or increase. In addition, current language states that when a person is promoted, they will receive up to a 5% increase. Amending the current “up to 5%” language for a promotion to “up to 10% and falls within the correct year-level”, keeps the 10% factor consistent with the new pay plan and the “correct year-level” language is meant to keep a person at the right stage of their progression through a salary range. Lastly, having COLAs and merit increases fully effective on the first pay cycle they are to be paid will simplify budgeting and implementation of a COLA/merit and aligns with how Career Service Awards and Longevity Pay are paid. Awarding the full increase on the first pay cycle it is effective is cleaner.

Item 2. Cost of Living Adjustment (COLA): Mr. Clark advised the September 2024 to September 2025 CPI report reflected a 3.0% increase. Since implementing the market changes as presented will produce range adjustments, the ASC should consider rolling an approved COLA into the new ranges i.e., not add a COLA on top of the pay adjustments.

Mr. G. Baxter and Mr. Spicer both commended staff for their efficient delivery of service and overall performance. Mr. J. S. Baxter stated he continuously receives positive feedback from the membership regarding how professional and helpful everyone is and is very pleased with staff. All members of the ASC reiterated how important it is to retain long time staff members. After further discussion, Mr. G. Baxter made a motion, seconded by Mr. J. S. Baxter, to approve implementing the new pay ranges effective January 1, 2026, including moving the Executive Director to the top of the new range, amending the current “up to 5%” language to “up to 10% and falls within the correct year-level”, have COLAs and merit increases fully effective on the first pay cycle they are to be paid, and a 3% COLA included in the new salary ranges. The motion passed unanimously. Mr. Clark thanked the ASC for their positive feedback and advised it would be shared with staff.

Set date for November 2026 ASC Meeting

The committee agreed to hold the next ASC meeting on November 5, 2026 at 9:30 a.m.

With no other business, the ASC adjourned at 9:51 a.m.

Respectfully submitted,

Mr. Watson and Mr. Hensley approved 12/3/2025
Chairman Neal and Mr. J. S. Baxter approved 12/4/2025

Lesley Weaver
Recording Secretary to the Committee