



PALM BAY POLICE AND FIREFIGHTERS' PENSION PLAN

www.pbpf.org

Robert J. Conlan Professional Center
1501 R. J. Conlan Blvd., NE, Suite 260 - Palm Bay, Florida 32905

AGENDA

BOARD OF TRUSTEES

Quarterly Meeting No. 09-09

Wednesday, August 5, 2009 - 9:00 A.M.

CALL TO ORDER:

ROLL CALL:

AGENDA REVISIONS:

CONSENT AGENDA:

There will be no separate discussion on those items listed under Consent Agenda (indicated with asterisks (*)). They will be enacted by the Board of Trustees by one motion. If discussion is desired by the Board, that item will be removed from the Consent Agenda by the Board and will be considered in the order that it appears on the agenda.

ADOPTION OF MINUTES:

Correction to Regular Minutes 09-07

*Regular Minutes 09-08

QUARTERLY REPORTS AT 9:45 A.M. & 10:30 A.M.:

1. Burgess Chambers & Associates-Mr. Larry Cole, Senior Consultant and Ms. Karla Engard, Operations Manager
 - a. Quarterly Report
 - b. Investment Policy Draft Revision
2. SunTrust Institutional Investment Solutions-Mr. Blake Myton, Vice President, Investment Manager
 - a. Quarterly Report
 - b. Mutual Fund Fee Disclosure

PRESENTATION at 9:15 a.m.:

1. Mr. Stephen H. Cypen, Board Counsel
 - a. Proposed Policy for Disclosure of Placement Agent Fees

- b. Pension Fund Presentation-Gregory R. Miller, Esq., The firms of Beggs & Lane, RLLP; Levin, Papantonio, Thomas, Mitchell, Echsner & Proctor, P.A.; and Ledbetter & Associates, P.A.-Merrill Lynch, Pierce, Fenner & Smith, Inc. and Michael Callaway
- c. Amendments to the Pension Protection Act of 2006, the Heroes Earnings Assistance and Tax Relief Act of 2008 and Internal Revenue Service Notice 2008-98

OLD BUSINESS:

- 1. Actuarial Services & Projects: Foster & Foster, Inc.
 - a. Palm Bay Professional Firefighters, IAFF, Local 2446-Pension Re-Opener and Ongoing Issues
 - b. General Employee Transfers to Police Officer & Firefighter Status Prior to 1991
 - c. Letter from Mr. Jon Lewis, Deputy City Manager-Request for Actuarial Valuation Analysis on Freezing the Plan
- 2. Pension Website-www.pbpf.org
- 3. Office and Laptop Computers
- 4. Update on Ronald C. Giordano, Jr.-Disability Application
- 5. Firefighter Retiree Stephen A. Wojcik-Salary Adjustment
- 6. DROP Returns for Quarter-ending June 30, 2009
- 7. Payout Expense Account Monitoring
- 8. Proposed Budget FY 08-09
- 9. Annual Employee Benefit Statements & Summary Plan Descriptions

NEW BUSINESS:

- *1. Consideration of Warrants for Payment
 - a) Burgess Chambers & Associates, Inc.-\$11,2500.00-Performance Monitoring & Advisory Fee for Quarter Ending 06/30/09, Invoice No. 01-169
- *2. New Plan Member Application, Member Beneficiary Changes, Pre-Retirement Death Benefit Option Selection and Retirement Beneficiary Forms
- *3. Long Range Planning Items
- *4. Review of Correspondence:
 - a) Monthly Bank Statement-STI, 6/30/2009
 - b) Monthly Statement-JPMorgan Strategic Property Fund, 6/30/2009
- 5. Board Business
- 6. Upcoming Events-Educational Opportunities
- 7. Revision of Special Tax Notice and Related Forms
- 8. Letter of Engagement from the Accounting Firm of Janes, Key & Dinho, P.A.
- 9. Letter of Engagement from the Auditing Firm of Goldstein Schechter Koch, CPA
- 10. Application for Retirement & DROP-Firefighter David A. Ginsburg
- 11. Application for Retirement & DROP-Firefighter Mark Andrukaitis
- 12. Application for Retirement-Police Officer Myron D. Palmer
- 13. Six-month Review of Probationary Part-time Pension Employee

ADJOURNMENT:

If an individual decides to appeal any decision made by the Board of Trustees with respect to any matter considered at this meeting or hearing, a record of the proceedings will be required and the individual will need to ensure that a verbatim transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based (FS 286.0105). Such person must provide a method for recording the proceedings verbatim.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing special accommodations for this meeting shall, within a reasonable time prior to the meeting, contact Kathy Adams at the Pension Office (321) 724-8877; Florida Relay Service System at 711.

This meeting may be conducted by means of or in conjunction with communications media technology, specifically a telephone conference call. The location, Robert J. Conlan Professional Center, 1501 R. J. Conlan Boulevard, NE, Suite 260, (corner of Palm Bay Road East & Robert J. Conlan Boulevard, 2nd Floor of the R.J. Conlan Professional Center) Palm Bay, Florida 32905, which is open to the public, shall serve as an access point.