



**PALM BAY POLICE AND FIREFIGHTERS' PENSION PLAN**

[www.pbpf.org](http://www.pbpf.org)

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

*37<sup>th</sup> Anniversary - Established May 2, 1974*

**AGENDA**

**BOARD OF TRUSTEES**

Quarterly Meeting No. 11-07

Wednesday May 4, 2011- 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:**

**QUARTERLY REPORTS AT 9:30 A.M. & 10:00 A.M.:**

1. Burgess Chambers & Associates-Mr. Larry Cole, Senior Consultant
  - a. Investment Policy on Closed General Employee Defined Benefit Retirement Plan
  - b. Convertibles-Contract for Advent
  - c. Convertibles-Contract for SSI
  - d. Revision of SunTrust Addendum
2. SunTrust Institutional Investment Solutions-Mr. Blake Myton, Vice President, Investment Manager

**OLD BUSINESS:**

1. Actuarial Services & Projects: Foster & Foster, Inc.
  - a. City of Palm Bay Proposed Ordinance 2010-81, Amendment

- Implementing Firefighter Pension Changes-Unfair Labor Hearing
  - b. Firefighter Brian Potash Arbitration
- 2. Pension Website-[www.pbpf.org](http://www.pbpf.org)
- \*3. DROP Returns for Quarter-ending March 31, 2010
- 4. Payout Expense Account
- 5. Update on Ronald C. Giordano, Jr.-Disability Application
- 6. Economic Development Administration Revolving Loan Fund (EDA RLF)
- 7. City Council Appointee to the Board of Trustees
- 8. Pension Office Lease

**NEW BUSINESS:**

- \*1. Consideration of Warrants for Payment
  - a) First Comp-\$362.00- Annual Insurance Premium (6/5/11-6/5/12) for Workers' Compensation Insurance for P/T Employees Policy #SIC00117707-01
  - b) Levi, Ray & Shoup, Inc.-\$1,056.00-Monthly Web & Portal Hosting Fees \$88.00 p/mo; Billed Annually
  - c) Burgess Chambers & Associates, Inc.-\$11,250.00-Performance Monitoring & Advisory Fee for Quarter Ending 03/31/2011; Invoice No. 11-79
  - d) SunTrust Bank-\$77,231.53-Administrative Fees for Quarter Ending 03/31/2011 Invoice No. 6825583
  - e) SunTrust Bank-\$878.43-Services Rendered for 01/01-03/31/2011 Administrative Services for the Euro Pacific Account, Invoice No. 7926813 (Police & Fire Funds Only)
- \*2. New Plan Member Application, Member Beneficiary Changes, Pre-Retirement Death Benefit Option Selection and Retirement Beneficiary Forms
- \*3. Review of Correspondence:
  - a) Monthly Bank Statement-STI, 03/31/2011
  - b) Monthly Statement-JPMorgan Strategic Property Fund, 03/31/2011
- 4. Board Business
- 5. Upcoming Events-Educational Opportunities
- 6. Annual Affidavits to Retirees
- \*7. Termination from Employment; Begin Regular Monthly Retirement Distribution; Authorize DROP Distribution; Begin Annual DROP Distribution Payment in December-Police Officer David W. Crispin
- \*8. Application for Retirement & DROP-Police Officer Glenn A. Garceau
- \*9. Application for Retirement & DROP-Firefighter Glenn Martin

**INPUT FROM ACTIVE AND RETIRED PLAN MEMBERS:**

**INPUT FROM THE PUBLIC:**

**ADJOURNMENT:**

If an individual decides to appeal any decision made by the Board of Trustees with respect to any matter considered at this meeting, 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, persons needing special accommodations for this meeting shall, at least 48 hours prior to the meeting, contact the Pension Office at (321) 724-8877 or Florida Relay 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, 2<sup>nd</sup> Floor of the R.J. Conlan Professional Center) Palm Bay, Florida 32905, which is open to the public, shall serve as an access point.**