

**PALM BAY POLICE AND FIREFIGHTERS' PENSION PLAN  
BOARD OF TRUSTEES  
Regular Meeting 18-11**

Held on the 7<sup>th</sup> of September, 2018 at Robert J. Conlan Professional Center, 1501 R. J. Conlan Blvd., NE, Suite 240, Palm Bay, Florida.

This meeting was properly noticed pursuant to law; the minutes are on file in the Office of the City Clerk, City Hall, Palm Bay, Florida.

Timothy W. Lancaster, Chairperson, called the meeting to order at the hour of 9:05 a.m.

**ROLL CALL:**

**PRESENT**

Timothy W. Lancaster, Chairman, Police Elected

Richard B. Adams, Trustee, Board Appointee  
Guillermo William Capote, Sr., Trustee,  
City Councilmember Appointee

**EXCUSED**

Jason Dorey, Vice Chairman, Fire Elected

James W. Brock, Secretary, Trustee,  
City Councilmember Appointee

Also in attendance was Ms. Kathy Adams, Board Administrator, and Ms. Katie Taglia-Polak, Office Manager, Palm Bay Police & Firefighters' Pension Fund; Ms. Terese Jones, City Clerk, and Ms. Lysandria Serrano, HR Benefits Analysts 1, City of Palm Bay.

Motion by Mr. Adams, seconded by Mr. Capote to excuse Mr. Brock as he had a prior appointment and Mr. Dorey because he was out-of-state. Motion carried with members voting as follows: Mr. Adams, Yea; Mr. Capote, Yea; and Mr. Lancaster, Yea.

**OATH OF OFFICE:**

To be administered by Terese Jones, CMC, City of Palm Bay City to Richard B. Adams, 5<sup>th</sup> Trustee Appointee

**AGENDA REVISIONS:**

Motion by Mr. Adams, seconded by Mr. Capote under New Business to add \*1. Consideration of Warrants for Payment: b. Foster & Foster, Inc.-\$200.00-Benefit Calculations Firefighter Brian Potash, Invoice No. 12990 (Fire Fund Only); c. Foster & Foster, Inc.-\$200.00-Benefit Calculations Police Officer Robert Rama, Invoice No. 12991 (Police Fund Only); and change the title to Item No. 8 to Request for Buyback of Prior Fire Service with a Non-Government Contractor, Firefighter Sean Casey. Motion carried with members voting as follows: Mr. Adams, Yea; Mr. Capote, Yea; and Mr. Lancaster, Yea.

**CONSENT AGENDA:**

Motion by Mr. Capote, seconded by Mr. Adams to approve the Consent Agenda as revised. Motion carried with members voting as follows: Mr. Adams, Yea; Mr. Capote, Yea; and Mr. Lancaster, Yea.

**ADOPTION OF MINUTES:**

\*Quarterly Minutes 18-10

This item was approved under Consent Agenda as presented.

**OLD BUSINESS:**

1. Actuarial Services & Projects: Foster & Foster, Inc.
  - a. FOP Negotiations-Mr. Lancaster said the negotiations are done and have been submitted to City Council and approved. They are pending a signed agreement. There is only a minor change to the Police Plan.
  - b. State Funding for Police Officers-The City notified us they were reducing their contributions in September based on the State amount received. Foster & Foster will recalculate the requirement in October.
  - c. State Funding for Firefighters-The City notified us they would increase the contributions for September based on the State amount received. We are waiting for the Firefighter Supplement to arrive and then Foster & Foster will recalculate the requirement in October.
  - d. Reinstatement Police Officer Robert Vickers-Officer Vickers' numbers were sent to Foster & Foster for a money-owed statement. The City will send the funds by wire and remit reimbursement to us for the \$250.00 fee so that we can pay it when billed.
2. Follow-up on Conversion of Mid-Cap Value Fund to the Virtus Collective Trust II Fund-Mr. Klausner approved the documents. Salem is trying to determine whether they can custody the funds. Mr. Myton is working on the document process.
- \*3. Interfund Transfer of \$4,166.74 from the Schwab U.S. Broad Market ETF to the R&D Account for Credit by the Board's CPA of \$3,356.47 to the Police Fund and \$810.27 to the Fire Fund- This item was approved under Consent Agenda as presented.
- \*4. Replenish Petty Cash in the Amount of \$70.20 for FYE 2018-This item was approved under Consent Agenda as presented.
5. Letter of Direction to Raise Monthly Cash for the Next Six Months-Motion by Mr. Capote, seconded by Mr. Adams to continue the Letter of Direction to Raise Monthly Cash for the Next Six Months as recommended by Mr. Cole, Performance Manager, Burgess Chambers & Associates. Motion carried with members voting as follows: Mr. Adams, Yea; Mr. Capote, Yea; and Mr. Lancaster, Yea.
6. Follow-up on Cyber Insurance-Ms. Adams said the Board made a motion last month to obtain Cyber Insurance at the maximum level pending review by Computer Experts and Mr. Klausner, Board Attorney. Mr. Klausner said only \$1 Million coverage was needed at a substantial premium savings. Computer Experts could not tell us an amount of coverage but recommended it. Motion to Amend the previous motion by Mr. Capote, seconded by Mr. Adams to authorize applying and paying for Cyber Insurance coverage for \$1 Million at a premium cost estimate of \$1,368.00 annually. Motion carried with members voting as follows: Mr. Adams, Yea; Mr. Capote, Yea; and Mr. Lancaster, Yea.
7. Equipment Upgrades-Sprint is automatically converting their Sprint Complete Protection Plan which will require a small monthly increase for some of the equipment, but not all. Motion by Mr. Capote,

seconded by Mr. Adams to approve the Sprint Complete Protection Plan coverage with a payment increase. Motion carried with members voting as follows: Mr. Adams, Yea; Mr. Capote, Yea; and Mr. Lancaster, Yea. Mr. Adams said Sprint did an update that removed part of his apps. He tried to get them to fix it, but they said they would not be able to. Motion by Mr. Capote, seconded by Mr. Adams to authorize the purchase of a new phone under the group Sprint Plan to include accessories under the 2017-2018 budget. Motion carried with members voting as follows: Mr. Adams, Yea; Mr. Capote, Yea; and Mr. Lancaster, Yea.

8. Audit Progress-Ms. Adams said they had a conference call to determine a timeline. Mauldin & Jenkins representatives went to BDO to review documents. They will be in office on October 2<sup>nd</sup> to review internal controls. Ms. Janes will be coming in to meet them and answer any questions.

9. Approval of Summary Plan Descriptions and All Expenses Related to the Updates-Motion by Mr. Capote, seconded by Mr. Adams to approve the Summary Plan Descriptions and all expenses related to the updates and mailing to members. Motion carried with members voting as follows: Mr. Adams, Yea; Mr. Capote, Yea; and Mr. Lancaster, Yea.

10. Annual Review of Part-time Pension Employee Patricia J. A. Lindsay-Ms. Lindsay will be contacting the trustees to set up appointments.

11. Follow-up Items from Ms. Taglia-Polak

a. Open Enrollment for City Health Insurance-Ms. Taglia-Polak said the City anticipates open enrollment to be mid-October.

b. Purchase Key Fobs-Motion by Mr. Capote, seconded by Mr. Adams to order 25 key fobs at \$5.95 each. Motion carried with members voting as follows: Mr. Adams, Yea; Mr. Capote, Yea; and Mr. Lancaster, Yea.

c. Upcoming Events-Educational Opportunities-Mr. Adams will not be attending the upcoming FPPTA or the Division of Retirement Conferences.

## **NEW BUSINESS:**

\*1. Consideration of Warrants for Payment:

\*a. Klausner, Kaufman, Jensen & Levinson-\$3,997.00-Invoice Review for Email and Letter Correspondence to Kathy Adams and David Baker regarding Robert Rama, Preparations for Meeting & Robert Rama Disability, Attendance at Board Meeting (Robert Rama) and Retainer, Invoice No. 22091 (Police Fund Only)-This item was approved under Consent Agenda as presented.

\*b. Foster & Foster, Inc.-\$200.00-Benefit Calculations Firefighter Brian Potash, Invoice No. 12990 (Fire Fund Only)-This item was approved under Consent Agenda as presented.

\*c. Foster & Foster, Inc.-\$200.00-Benefit Calculations Police Officer Robert Rama, Invoice No. 12991 (Police Fund Only)-This item was approved under Consent Agenda as presented.

\*2. New Plan Member Applications; Member Beneficiary Changes; Pre-Retirement Death Benefit Option Selection Forms; Member Retirement Beneficiary Forms; and DROP Beneficiary Designations-New Member applications and beneficiary forms were approved and accepted under Consent on Police Officers Cole McDonald, Juan Phillips, and Bill Ray Weatherman, Jr.; Member beneficiary changes were approved and accepted on Police Officer Anthony T. Sacco and Aaron

members voting as follows: Mr. Adams, Yea; Mr. Capote, Yea; and Mr. Lancaster, Yea. Ms. Adams said she will be updating the on-line Trustee Manual to include the Quarterly Gift Form. Ms. Adams said the temp staff was reduced to one individual to complete the current project and year-end scanning. Once that is done she recommended bringing someone in once a month for a few days to a week to help with mailings, filing, and scanning. She said temp staff expenses have averaged \$14,000 per year so it is still cost-effective versus hiring additional staff. Motion by Mr. Capote, seconded by Mr. Adams to authorize the use of temp staff monthly for a few days to a week as needed. Motion carried with members voting as follows: Mr. Adams, Yea; Mr. Capote, Yea; and Mr. Lancaster, Yea.

4. Proposed 2019 Meeting Schedule-Motion by Mr. Adams, seconded by Mr. Capote to approve the Proposed 2019 Meeting Schedule. Motion carried with members voting as follows: Mr. Adams, Yea; Mr. Capote, Yea; and Mr. Lancaster, Yea.

5. Contract Renewal for Computer Experts-This item is pending inclusion of the Public Records clause. The server proposal included an increase in the monthly fee that was approved. Motion by Mr. Capote, seconded by Mr. Adams to approve the final contract upon completion by the attorney. Motion carried with members voting as follows: Mr. Adams, Yea; Mr. Capote, Yea; and Mr. Lancaster, Yea.

6. Contract for Ultra Cleaning of Brevard, Inc.-Ms. Adams said she and Ms. Taglia-Polak were reviewing contract and discovered there was no formal contract with Ultra Cleaning. Mr. Klausner's office prepare this one. The increase in the per cleaning fee to \$75.00 was approved in March 2018. Motion by Mr. Capote, seconded by Mr. Adams to approve the contract with Ultra Cleaning of Brevard, Inc. Motion carried with members voting as follows: Mr. Adams, Yea; Mr. Capote, Yea; and Mr. Lancaster, Yea.

7. Consideration to Revise Limits on the Capitalization for Fixed Assets-This came up due to recent server upgrade with increase recommended by Ms. Janes. The amount is still significantly lower when compared to asset size. Motion by Mr. Capote, seconded by Mr. Adams to increase the Limit on the Capitalization for Fixed Assets to \$25,000.00. Motion carried with members voting as follows: Mr. Adams, Yea; Mr. Capote, Yea; and Mr. Lancaster, Yea.

8. Request for Buyback of Prior Fire Service with a Non-Government Contractor, Firefighter Sean Casey-There was a question about the fire company that this individual worked for. The company is a private company that provides fire service to rural areas across the country. The owner sold the company to the employees. It is not funded by taxpayers. It is a contract for fire services like the Cape or Patrick AFB. It is not certified firefighter service. Motion by Mr. Capote, seconded by Mr. Adams to deny the request that the prior firefighter service was with a non-government contractor for buyback purposes. Motion carried with members voting as follows: Mr. Adams, Yea; Mr. Capote, Yea; and Mr. Lancaster, Yea.

9. Request for Buyback with Time Restriction by Police Officer Danielle Featherston-The member is running close to the 36<sup>th</sup> month window and does not have enough sick and vacation time to do the buyback. Ms. Adams said members are told about the provisions at the time of hire and it is included in the Summary Plan Description. We require the funds to be deposited by the 36<sup>th</sup> month. This is different from a previous member. Ms. Klausner, Board Attorney, advised not to allow the extension of the 36 months requirement because it can be paid by cash by the member. Motion by Mr. Capote, seconded by Mr. Adams to continue to allow for buybacks under the provisions of the current Ordinance. Motion carried with members voting as follows: Mr. Adams, Yea; Mr. Capote, Yea; and Mr. Lancaster, Yea.

\*10. Termination Refund/Rollover/or Vested Termination, If Eligible, Police Officer Mark Richard-This item was approved under Consent Agenda as presented.

PBP&F Pension Fund  
Regular Minutes 18-11  
September 7, 2018

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

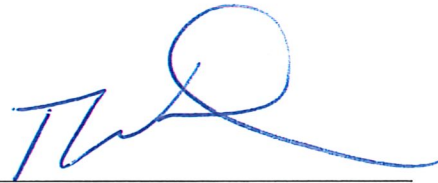
There was no input from any active or retired plan members at this time.

**INPUT FROM THE PUBLIC:**

There was no input from the public at this time.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 10:07 a.m.



Timothy W. Lancaster, Chairperson

**ATTEST:**

  
Richard B. Adams, Trustee