

**PALM BAY POLICE AND FIREFIGHTERS' PENSION PLAN
BOARD OF TRUSTEES
Regular Meeting 12-15**

Held on the 5TH day of October 2012 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.

Richard B. Adams, Chairperson, called the meeting to order at the hour of 9:08 a.m.

ROLL CALL:

PRESENT

Richard B. Adams, Chairperson, Board Appointee
Timothy W. Lancaster, Vice Chairman, Police Elected
Douglas R. Smith, Secretary, Fire Elected
James W. Brock, Trustee, City Council Appointee

EXCUSED

Guillermo William Capote, Sr., Trustee,
City Councilmember Appointee

Also in attendance was Ms. Kathy Adams, Board Administrator; Ms. Deanna Robertson and Ms. Katie Taglia-Polak, Pension Assistants.

Motion by Mr. Brock, seconded by Mr. Smith to excuse Mr. Capote's absence due to his work schedule. Motion carried with members voting as follows: Mr. Lancaster, Yea; Mr. Smith, Yea; Mr. Brock, Yea; and Mr. Adams, Yea.

AGENDA REVISIONS:

Motion by Mr. Brock, seconded by Mr. Smith to remove the minutes from consent as they were not ready for adoption; to add under Old Business: 5. Police Officers Alexander Carroll & Kenneth Mellor to Termination Refund/Rollover for Firefighters Ulises Dauria & Desmond Russo; 13. Retiree Affidavits-Frank McBee; and add under New Business: *10. Application for Retirement & DROP-Firefighter Mark J. Barwick. Motion carried with members voting as follows: Mr. Lancaster, Yea; Mr. Smith, Yea; Mr. Brock, Yea; and Mr. Adams, Yea.

CONSENT AGENDA:

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

ADOPTION OF MINUTES:

Regular Minutes 12-10
Regular Minutes 12-11
Quarterly Minutes 12-12
Regular Minutes 12-13

PBP&F Pension Fund
Regular Minutes 12-15
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Special Minutes 12-14

The minutes were removed from consideration under Consent Agenda as they were not ready for adoption.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS-Read by Mr. Adams-Mr. Adams read the memorandum as filed on September 19, 2012.

OLD BUSINESS:

1. **Actuarial Services & Projects: Foster & Foster, Inc.**
 - a. **Senate Bill 1128 for Police & Fire Plans**-Ms. Bieler, Board Attorney, is drafting an ordinance on this item. It is pending completion of a signed firefighter union contract. Upon completion signed copies are to be provided to Ms. Bieler.
 - b. **State Funding for Firefighters-Supplemental Check for \$90,362.34**-This item is pending a clarification statement from Foster & Foster, Inc.
 - c. **State Funding for Police Officers**-This item is pending an Impact Statement from Foster & Foster, Inc.
2. **HB 401-Effect of Divorce on Designated Beneficiaries**-This will require all new beneficiary forms from participants and retirees. The forms are in development.
3. **Formal Hearing-Ronald C. Giordano**-The notice for the formal hearing is being prepared by Attorney Keith Hammond and should be received today for final preparation and distribution.
4. **Deceased Firefighter Jeffery A. Burgin-Beneficiary Application for Line-of-Duty Death Benefit**-The Board reviewed Dr. Mathias' statement provided by Ms. Burgin's Attorney Clelland. Mr. Adams said he spoke to Board Attorney Cypen about the statement. He said Mr. Cypen said it is acceptable. Motion by Mr. Smith, seconded by Mr. Brock to accept the statement from Dr. Mathias. Motion carried with members voting as follows: Mr. Lancaster, Yea; Mr. Smith, Yea; Mr. Brock, Yea; and Mr. Adams, Yea. Motion by Mr. Smith, seconded by Mr. Brock that based on Mr. Cypen's comment, to approve the benefit for the Line-of-Duty Death Disability on Deceased Firefighter Jeffery A. Burgin. Motion carried with members voting as follows: Mr. Lancaster, Yea; Mr. Smith, Yea; Mr. Brock, Yea; and Mr. Adams, Yea.
5. **Termination Refund/Rollover for Firefighters Ulises Dauria & Desmond Russo and Police Officers Alexander Carroll & Kenneth Mellor**-Ms. Adams said in processing year-end interest errors were discovered that additional funds were owed to certain terminated members. This was primarily due to a contribution coming through payroll that was not included in the final refund calculation. Motion by Mr. Brock, seconded by Mr. Smith to disburse the additional funds as needed. Motion carried with members voting as follows: Mr. Lancaster, Yea; Mr. Smith, Yea; Mr. Brock, Yea; and Mr. Adams, Yea.
6. **Firefighter Pension Workshops**-Workshops will be held the end of October and emails will be sent to all firefighters in coordination with Ms. Bowen, Office Manager, Emergency Operations Center.
7. **Pension Office Relocation-Brave Security**-The check as a result of the fraud claim was received from SunTrust and deposited. Mr. Adams discussed the two proposals from Brave Security that included a speaker system for \$694.00; the second for an access system for the file room for \$1,568.00. Motion by Mr. Brock, seconded by Mr. Smith to approve both proposals from Brave Security. Motion carried with

members voting as follows: Mr. Lancaster, Yea; Mr. Smith, Yea; Mr. Brock, Yea; and Mr. Adams, Yea. Motion by Mr. Brock, seconded by Mr. Lancaster to adjust the recapture fund to remove educational expenses to bring the balance in alignment. Motion carried with members voting as follows: Mr. Lancaster, Yea; Mr. Smith, Yea; Mr. Brock, Yea; and Mr. Adams, Yea.

8. Consideration of a Scheduled Cash Sweep from the Fund to the Regions Commercial Account for Payroll Purposes-Motion by Mr. Brock, seconded by Mr. Smith to approve the cash sweep of \$12,000.00 from the main disbursement account of the Fund to the Regions checking account when the balance in the checking account falls below \$7,000.00 as recommended by Ms. Janes, Board Accountant. Motion carried with members voting as follows: Mr. Lancaster, Yea; Mr. Smith, Yea; Mr. Brock, Yea; and Mr. Adams, Yea.

9. Audit for Fiscal Year-End September 30, 2012-Ms. Adams is working on this item.

10. Pension Employee Benefit-Personal Leave Policy-Mr. Lancaster discussed the policy stating that the office will be closed on the same holiday days as the City of Palm Bay. He stated that if the work day falls on a holiday, the employee may be allowed to work on another day. Motion by Mr. Brock, seconded by Mr. Smith to approve the Pension Employee Personal Leave Policy. Motion carried with members voting as follows: Mr. Lancaster, Yea; Mr. Smith, Yea; Mr. Brock, Yea; and Mr. Adams, Yea.

11. Pension Office Staffing-Ms. Adams said she received one job description and will obtaining more along with compensation information.

12. Review of the Proposed Budget FY 2012-13-Various items were discussed. Motion by Mr. Brock, seconded by Mr. Smith to approve the 2012-2013 Budget for \$500,000.00. Motion carried with members voting as follows: Mr. Lancaster, Yea; Mr. Smith, Yea; Mr. Brock, Yea; and Mr. Adams, Yea.

13. Retiree Affidavits-Frank McBee-Ms. Robertson said she sent annual affidavit letters to Police Retiree Frank McBee, called him and left several messages, and called his employer and left messages twice. They said they gave him the messages. She sent a certified letter that the post office attempted delivery on September 20th. The post office sends three notices before sending the letter back to the office. She said Mr. McBee has not responded to any of the requests. Motion by Mr. Lancaster, seconded by Mr. Smith to stop Mr. McBee's future pension checks due to lack of response to the annual affidavit. Motion carried with members voting as follows: Mr. Lancaster, Yea; Mr. Smith, Yea; Mr. Brock, Yea; and Mr. Adams, Yea.

NEW BUSINESS:

***1. Consideration of Warrants for Payment**

***a) Foster & Foster, Inc.-\$840.00-Professional Actuarial Services, Invoice No. 3011 (Fire Fund Only)**-This item was considered under Consent Agenda as revised and approved as presented.

***2. Review of Correspondence:**

a) Market Value of the Fund-8/31/2012-This item was considered under Consent Agenda as revised and approved as presented. The total market value of the Fund at August 31, 2012 for all investments was \$138,917,724.99.

***3. New Plan Member Application, Member Beneficiary Changes, Pre-Retirement Death Benefit Option Selection and Retirement Beneficiary Forms**-The following member beneficiary form was accepted and approved for Police Officer Jasmine Lee Smith formerly known as Jasmine Lee Campbell

and the member beneficiary form for retirement purposes for Firefighter Mark J. Barwick. This item was considered under Consent Agenda as revised and approved as presented.

4. Board Business-Motion by Mr. Brock, seconded by Mr. Smith to replenish petty cash. Motion carried with members voting as follows: Mr. Lancaster, Yea; Mr. Smith, Yea; Mr. Brock, Yea; and Mr. Adams, Yea. Ms. Adams discussed notification from the Palm Bay Self Storage Unit requiring insurance on the unit and then after speaking with them, they said businesses were waived from the requirement. Motion by Mr. Brock, seconded by Mr. Lancaster to approve the additional items for Mr. Capote's pension tablet for Word, Excel and a camera connection on his corporate credit card. Motion carried with members voting as follows: Mr. Lancaster, Yea; Mr. Smith, Yea; Mr. Brock, Yea; and Mr. Adams, Yea. Motion by Mr. Brock, seconded by Mr. Lancaster for Mr. Adams to purchase two refrigerator filters on his corporate credit card. Motion carried with members voting as follows: Mr. Lancaster, Yea; Mr. Smith, Yea; Mr. Brock, Yea; and Mr. Adams, Yea. Ms. Adams explained several phone calls she made in attempting to obtain a new unemployment tax number and continues to work on that issue. Mr. Adams said he and Ms. Adams will be out of town from October 8th-25th. Mr. Adams said there was a tear in the carpet that was repaired under the warranty. Ms. Adams reviewed a draft meeting schedule for 2013. The Board asked her to determine if all the meetings could be moved to Fridays. They also asked her to remove the council workshop. Mr. Adams said he installed the clock in the boardroom. Mr. Adams said he met with staff downstairs at the jazz radio station that had recently moved into the building. He had a proposal for possible opportunities for service announcements. The Board said they did not see the need for this item at this time. Mr. Adams said he is still working with Brighthouse on issues with the server. He is also waiting for Mr. Warner to deliver the revised lease.

5. Upcoming Events-Educational Opportunities-The Board agreed to add Public Retirement Information Systems Management (PRISM) Conference to the list of approved educational events.

6. City of Palm Bay Medical Insurance Open Enrollment and Notification to Retirees-Ms. Adams said letters will go out next week from the pension office. News distributions forms on any changes need to be sent to Regions by the first week of December.

***7. Termination from Employment; Begin Regular Monthly Retirement Distribution; Authorize DROP Distribution-Firefighter David Ginsburg**-This item was considered under Consent Agenda as revised and approved as presented.

***8. Termination Refund/Rollover/or Vested Termination, If Eligible-Police Officer Jeffrey Hunter**-This item was considered under Consent Agenda as revised and approved as presented.

***9. Termination Refund/Rollover/or Vested Termination, If Eligible-Police Officer Matthew Waldron**- This item was considered under Consent Agenda as revised and approved as presented.

***10. Application for Retirement & DROP-Firefighter Mark J. Barwick**- This item was considered under Consent Agenda as revised and approved as presented.

INPUT FROM ACTIVE AND RETIRED PLAN MEMBERS:

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

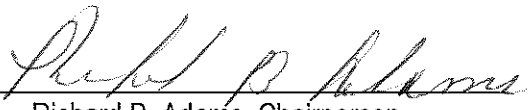
INPUT FROM THE PUBLIC:

There was no input from the public at this time.

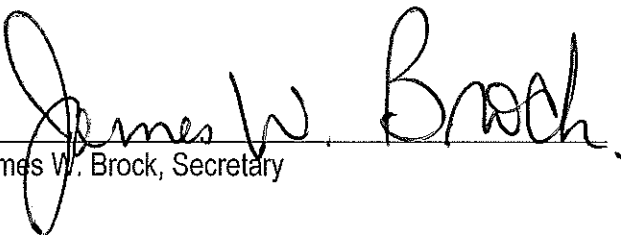
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ADJOURNMENT:

There being no further business, the meeting adjourned at 10:56 a.m.


Richard B. Adams, Chairperson

ATTEST:


James W. Brock, Secretary