



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

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

Robert J. Conlan Professional Center

1501 R. J. Conlan Blvd., NE, Suite 240 - Palm Bay, Florida 32905

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

**AGENDA**

**BOARD OF TRUSTEES**

**Regular Meeting No. 12-17**

**Friday, December 7, 2012-9:00 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 Minutes 12-12

\*Regular Minutes 12-13

\*Quarterly Minutes 12-16

**OLD BUSINESS:**

1. Actuarial Services & Projects: Foster & Foster, Inc.
  - a. Senate Bill 1128 for Police & Fire Plans
  - b. State Funding for Firefighters-Excess State Money Reserves
  - c. State Funding for Police Officers-Excess State Money Reserves
  - d. Mr. Heinrichs' Annual Report
2. Advent Fee Agreement
3. Formal Hearing-Ronald C. Giordano
4. Unemployment Tax for Pension Employees
5. Audit for Fiscal Year-End September 30, 2012
6. 2013 Board Meeting Schedule
7. Pension Office Staffing

## **NEW BUSINESS:**

- \*1. Consideration of Warrants for Payment
  - a) Advent Capital Management, LLC-\$10,885.18-Investment Management Fees for Qtr End 09/30/2012
  - b) SunTrust Bank-\$92,392.43-Investment Management Services 07/01-09/30/2012, Invoice No. 243680
  - c) Goldstein Schechter Koch, CPA-\$800.00-Progress Bill for Audit Work for Period Ending 9/30/2012, Invoice No. 99451
  - d) Foster & Foster, Inc.-\$1,400.00-Professional Actuarial Services, Invoice No. 4382 (Police Fund Only)
  - e) Foster & Foster, Inc.-\$800.00-Professional Actuarial Services, Invoice No. 4381 (Fire Fund Only)
  - f) JP Morgan Asset Management-\$27,143.38-Investment Management Services 07/01-9/30/2012, Invoice No. 20120930-1788-A
2. Review of Correspondence:
  - a) Market Value of the Fund-10/31/2012 & Revision of Statement
- \*3. New Plan Member Application, Member Beneficiary Changes, Pre-Retirement Death Benefit Option Selection and Retirement Beneficiary Forms
4. Board Business
5. Upcoming Events-Educational Opportunities
6. Foster & Foster Consulting Actuaries, Inc.-Contract Renewal
7. City of Palm Bay Medical Insurance Open Enrollment and Notification to Retirees
- \*8. Application for Retirement & DROP-Police Officer Mark K. Fell
- \*9. Application for Retirement & DROP-Firefighter Douglas R. Smith
- \*10. Termination from Employment; Begin Regular Monthly Retirement Distribution; Authorize DROP Distribution and Authorize Annual DROP Distribution, if Selected-Police Officer Joseph G. Myers
- \*11. Termination from Employment; Begin Regular Monthly Retirement Distribution; Authorize DROP Distribution and Authorize Annual DROP Distribution, if Selected-Police Officer Douglas S. Potts
- \*12. Termination Refund/Rollover/or Vested Termination, If Eligible-Police Officer David E. Carter
- \*13. Termination Refund/Rollover/or Vested Termination, If Eligible-Police Officer Susan Figueroa

## **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.**