

**PALM BAY POLICE AND FIREFIGHTERS' PENSION
PLAN BOARD OF TRUSTEES
Regular Meeting 25-12**

Held on the 7th of November 2025 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 time of 8:55 a.m.

ROLL CALL:

CHAIRMAN:	Timothy W. Lancaster	Present
VICE CHAIRMAN:	Jason Dorey	Present
SECRETARY:	James W. Brock	Present
TRUSTEE, BRD APPT:	Anthony T. Sacco	Present
TRUSTEE, CITY COUNCIL:	Benjamin J. Kiszkiel	Present

Also, in attendance was Ms. Katie Taglia-Polak, Executive Director, Palm Bay Police and Firefighters' Pension Fund arrived at 8:55 a.m.; Mr. Sean Sendra, Board Attorney, Klausner, Kaufman, Jensen and Levinson, P.A. telephoned at 9:20 a.m.

AGENDA REVISIONS:

Motion by Mr. Brock, seconded by Mr. Sacco to add under New Business, 15. Fiduciary Liability, Equipment Floater, General and Excess Liability Insurance and *16. Reduction of Monthly Pension Due to Age of Medicare Supplement, Firefighter Bertram Lewis. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea.

CONSENT AGENDA:

Motion by Mr. Brock, seconded by Mr. Sacco, to approve the Consent Agenda as revised. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea.

ADOPTION OF MINUTES:

- *1. October Regular Minutes 25-11-This item was approved under consent.

OLD BUSINESS:

1. Job Posting-Ms. Taglia-Polak interviewed two (2) people, both were good interviews. Both resumes are in the Board packet. Ms. Taglia-Polak was concerned Ms. Kryczkowski would not stay too long because she has goals of obtaining a master's degree. Ms. Sorden seems like she would stay but it is hard to tell from meeting someone for thirty minutes if their personality would be a good fit. Mr. Kiszkiel said he felt they should leave it up to Ms. Taglia-Polak as to who she felt was better suited. Mr. Lancaster and Mr. Brock met with Ms. Kryczkowski. Mr. Lancaster said he was comfortable with Ms. Kryczkowski. Mr. Brock said Ms. Kry has a fifteen (15) minute commute and it looks like Ms. Sorden is located in Vero Beach. Mr. Dorey asked what Ms. Lindsay thought. Ms. Taglia-Polak said she liked both. Mr. Sacco recommended giving Ms. Kryczkowski the opportunity at \$18.00 per hour. Motion by Mr. Brock, seconded by Mr. Sacco to offer Ms. Kryczkowski the administrative assistant position at \$18.00 per hour. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea.
2. Audit-Ms. Taglia-Polak said the audit is pending. She has sent documents to the auditors and they will be coming to the office in December.
3. State Checks-The City of Deerfield Fire's State Supplement Check was sent to Palm Bay Police and Firefighter's Pension Fund office while Ms. Taglia-Polak was out. Ms. Lindsay contacted the State to see if they wanted the check sent back to them or wanted it sent directly to Deerfield. She then contacted Deerfield and let them know she was sending it to them. In the meantime, Palm Bay Fire Supplement Check came in and was deposited.
4. Disability Applicant Jason McCoy-Mr. McCoy's former spouse has contacted the Pension Office. Ms. Taglia-Polak responded to her that the Fund does not accept QDROs. Ms. Taglia-Polak said she has no further information she can provide for Ms. McCoy. Mr. Lancaster told the office not to respond further. If she has additional questions the attorneys can discuss them.

5. Open Enrollment City of Palm Bay- Open Enrollment ended October 24, 2025. The members were given until November 10, 2025, to return their forms. Ms. Cardona has been updating the Fire spreadsheet. Mr. Sacco asked if everyone returned their forms. Ms. Taglia-Polak said no, once the return date has passed Ms. Cardona will call the Firefighters who need to complete the form; Ms. Lindsay will contact Police. Motion by Mr. Brock, seconded by Mr. Sacco to accept and approve the deduction changes for Police and Fire open enrollment. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea.
6. Cyber Insurance-The Cyber insurance for 2026 is \$4,295.55. Motion by Mr. Brock, seconded by Mr. Sacco, to approve the \$4,295.55 for Cyber insurance renewal. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea. SonicWall sent an email about an issue regarding a cloud backup security incident. Ms. Taglia-Polak called Computer Experts, because there is no remote access to the server the Fund was not affected according to SonicWall.
7. Disability Applicant Amber Samuels-There are no close Independent Medical Examiners to Ms. Samuels. The closest is four and a half (4.5) hours away at the Denton Hand Center. Ms. Parish reached out to Medical Evaluation Specialists (MES) Solutions, they did not have an Independent Medical Exam (IME) doctor within 100 miles. Ms. Lindsay has been working on scheduling the IME at the Denton Hand Center. The Fund will pay for a room for Ms. Samuels for one (1) night. Motion by Mr. Brock, seconded by Mr. Sacco to approve a room for Ms. Samuels IME and using and fees for Dr. Larson at Denton Hand Center. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea.
8. Annual Required Contribution-For Fire, the City has a shortfall of \$99,557.13 and for Police the City has an excess of \$97,170.47. The City has already contributed the Fire shortfall.
9. Affidavit-Mr. Lancaster requested Ms. Taglia-Polak calculate the cost of processing the affidavits. It was a request from a member. The total is \$371.80.

NEW BUSINESS:

***1. Warrants for Payment**

- * a. Truist Commercial Checking Account-\$760.00-Reimbursement to the Truist Commercial Checking Account Auto Pay for Anthony Sacco's Visa-This item was considered under consent.
- *b. Truist Commercial Checking Account-\$732.00-Reimbursement to the Truist Commercial Checking Account Auto Pay for Jason Dorey's Visa-This item was considered under consent.
- *c. Truist Commercial Checking Account-\$732.00-Reimbursement Commercial Checking Account Auto Pay for Mark K. Taglia-Polak's Visa-This item was considered under consent.
- *d. Allspring Global Investments-\$9,869.79-Management Fee for 7/1-9/30/2025, Invoice 4401090021 (Police Fund Only)-This item was considered under consent.
- *e. Allspring Global Investments-\$4,920.76-Management Fee for 7/1-9/30/2025, Invoice 4401090031 (Fire Fund Only)-This item was considered under consent.
- *f. Deprince, Race, and Zollo, Inc.-\$4,488.17-Management Fee for 7/1-9/30/2025, Invoice 202503085 (Police Fund Only)-This item was considered under consent.
- *g. Deprince, Race, and Zollo, Inc.-\$4,346.43-Management Fee for 7/1-9/30/2025, Invoice 202503086 (Fire Fund Only)-This item was considered under consent.
- *h. SSI Investment Management-\$12,958.00-Management Fee for 7/1-9/30/2025, Invoice 002025-0180 (Police Fund Only)-This item was considered under consent.
- *i. SSI Investment Management-\$12,961.00-Management Fee for 7/1-9/30/2025, Invoice 002025-0181-This item was considered under consent.
- *j. Eagle Asset Investment Management-\$1,773.28-Management Fee for 7/1-9/30/2025, Invoice 041006537930 (Police Fund Only)-This item was considered under consent.

- *k. Eagle Asset Investment Management-\$654.35-Management Fee for 7/1-9/30/2025, Invoice 943766561360 (Fire Fund Only)-This item was considered under consent.
 - *l. Polen Capital Management-\$13,855.58-Management Fee for 7/1-9/30/2025 (Police Fund Only)-This item was considered under consent.
 - *m. Polen Capital Management-\$5,786.30-Management Fee for 7/1-9/30/2025 (Fire Fund Only)-This item was considered under consent.
 - *n. Advent Capital-\$12,909.52-Investment Management Fees for Quarter End 9/30/2025 (Police Fund Only)-This item was considered under consent.
 - *o. Advent Capital-\$12,867.74-Investment Management Fees for Quarter End 9/30/2025 (Fire Fund Only)-This item was considered under consent.
 - *p. Sterling Capital Management LLC-\$18,946.00-Investment Management Fees for Equity for 7/1-9/30/2025 (Police Fund Only)-This item was considered under consent.
 - *q. Sterling Capital Management LLC-\$14,896.00-Investment Management Fees for Equity for 7/1-9/30/2025 (Fire Fund Only)-This item was considered under consent.
 - *r. Sterling Capital Management LLC-\$22,675.00-Investment Management Fees for Fixed for 7/1-9/30/2025 (Police Fund Only)-This item was considered under consent.
 - *s. Sterling Capital Management LLC-\$15,997.00-Investment Management Fees for Fixed for 7/1-9/30/2025 (Fire Fund Only)-This item was considered under consent.
 - *t. Salem Trust-\$25,857.87-Account Management Fee for 7/1-9/30/2025, Fee A/C Number M69930-This item was considered under consent.
- *2. New Plan Member Applications; Member Beneficiary Changes; Pre-Retirement\Death Benefit Option Selection Forms; Member Retirement Beneficiary Forms; and DROP Beneficiary Designations-New Plan Member Applications and Beneficiary Forms were accepted and approved on Police Officers Jacob Everhart and Devin Knapp; a Member Beneficiary Form was accepted and approved on Police Officer Chelo Zamor; a Member DROP Beneficiary Form was accepted and approved on Firefighter Richard Acevedo; Member Share Plan Beneficiary Forms were accepted and

approved on Police Officers Jacob Everhart, Devin Knapp and Chelo Zamor; a Post Retirement Beneficiary Form was accepted and approved on Firefighter Michael Kurrus. This item was approved under consent.

3. Office Business

- a. Equipment Upgrades and Purchases-Ms. Taglia-Polak asked to have approximately thirty ceiling tiles replaced. There are stains and holes in the ceiling. Between the handyman and ceiling tiles it would cost less than \$1,000.00. Mr. Sacco said they would not match the existing tiles if they only replaced some. The Board declined replacing ceiling tiles.
- b. Employee VISA Invoice Review for August-There were none.
- c. Upcoming Events-Educational Opportunities-Ms. Taglia-Polak asked who would be attending FPPTA in February so Ms. Lindsay can begin working on arrangements.
- d. 401a or 457-This item is pending. Mr. Sendra has been reviewing documents from Voya.
- e. Pitney Bowes Lease-Mr. Sendra is collaborating with the contact at Pitney Bowes to include Florida specific information in the lease. Once those documents are signed Ms. Taglia-Polak can send the signed lease and side letter. The new rate is \$139.11 per month billed quarterly for 63 months. Motion by Mr. Brock, second by Mr. Sacco to accept and approve the new rate and lease through Pitney Bowes. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea.
- f. Annual DROP Disbursements-Motion by Mr. Brock, seconded by Mr. Sacco to approve the Annual DROP payments. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea. Ms. Taglia-Polak discussed retirees are having issues with Mission Square. The members' calls are not being returned. Mission Square refuses to sign paperwork, Ms. Clawson at the City signed for the members who have Mission Square. Additionally, one member set an appointment with the representative, and the representative did not attend the virtual appointment. Mr. Lancaster said the member called him and was grateful for the help of Ms. Lindsay.

The member was pleased with the office. Mr. Sendra telephoned into the meeting at 9:20 a.m.

- g. Ricoh-The Fund's May payment to Ricoh was fraudulently cashed. The check was in the amount of \$473.19. Ricoh did not confirm or deny the person who signed the check ever worked there. Ms. Lindsay has paid Ricoh again and has provided Salem information so they can start fraud investigation. Ms. Taglia-Polak contacted Ricoh regarding ACH payment. They require someone to email them every time a payment is made and the amount of the payment. Since Salem makes our payments, we would need to know from them every time a payment is being made. The office will continue to pay by check. Mr. Lancaster asked that this be brought back at the next meeting with an update.
- h. City Computer System Change-The City changed from an old system to Workday. The office has not received the last two (2) payrolls so cannot payout terminations. The City is working with IT to try resolve issues. Mr. Sacco said the Police Department is considering doing away with it, the Fire Department uses something else.
- i. Fire Inspection-The office received a \$2.25 late fee from the fire inspector. The inspection was done April 8, 2025. Ms. Taglia-Polak waited until the May meeting to have it approved, then it was sent to Salem so Fire Inspections received payment May 15, 2025. The late fee was because it was more than 30 days after the inspection. Additionally, the emails were sent to Spam. Computer Experts changed the emails so Mr. Taglia-Polak will receive the emails in her inbox. Motion by Mr. Brock, seconded by Mr. Sacco to approve the \$2.25 late fee. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea. Motion by Mr. Brock, seconded by Mr. Sacco to have a recurring warrant for Fire Inspections. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea.

4. FPPTA Review-Ms. Taglia-Polak reviewed FPPTA legal session discussed a similar Freedom of Information Act (FOIA) request that the Fund recently received. The Economic Cycle was interesting, understanding the cycle helps to make better decisions. The fraud session presented by Salem was beneficial. Mr. Sacco and Ms. Taglia-Polak

both attended the administrative session. Mr. Sacco and Mr. Dorey agreed the conference overall was good.

5. Archive Management Record Disposal-Ms. Bertolini will have this ready for the next meeting. Ms. Taglia-Polak reviewed there were thirty boxes in 2022. In 2023 mid-year bank statements started to be saved, rather than printed and there were twenty-four boxes. In 2024 there were thirteen boxes. This does not include the board packets no longer being printed or the disability binders no longer being printed and mailed. They are provided electronically now.

6. Division of Retirement Information Release-This was from 2023 with House Bill Three (3). The memos from 2023 and the current Investment Policy Statement are prepared, Ms. Taglia-Polak designated herself as the one to respond, she is waiting for the website to open. It is due December 15, 2025.

7. Department of Veterans Affairs Letter for Buyback-A member provided the office with a copy of his Department of Veterans Affairs Letter to use for a buyback. It was provided to Mr. Sendra to see if this was sufficient. Mr. Sendra recommended continuing to use the DD214. Mr. Sendra said the DD214 is the gold standard. The VA uses it to grant benefits and it provides service dates.

*8. Termination from Employment; Begin Regular Retirement Distribution; Authorize DROP Distribution by Withdrawal/Rollover and/or Annual Distribution as per Guidelines and Authorize Share Plan Distribution Firefighter Richard Acevedo-This item was considered under consent.

*9. Termination Refund/Rollover or Vested Termination, if Eligible, Police Officer John Neal-This item was considered under consent.

*10. Termination Refund/Rollover or Vested Termination, if Eligible, Firefighter Jordan Robinson-This item was considered under consent.

*11. Termination Refund/Rollover or Vested Termination, if Eligible, Firefighter Robert Furci Jr.-This item was considered under consent.

*12. Termination from Employment; Begin Regular Retirement Distribution; Authorize DROP Distribution by Withdrawal/Rollover and/or Annual Distribution as per Guidelines and Authorize Share Plan Distribution Police Officer David Morales-This item was considered under consent.

*13. Reduction of Monthly Pension Due to Age 65 Supplement, Police Officer Kenneth Arnold-This item was considered under consent.

*14. Reduction of Monthly Pension Due to Age 65 Supplement, Police Officer Barry Self-This item was approved under consent.

15. Fiduciary Liability, Equipment Floater, General and Excess Liability Insurance-These insurance policies will be expiring next. Motion by Mr. Brock, seconded by Mr. Sacco to approve Mr. Lancaster sign the paperwork to receive the quotes for insurance renewal. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea.

*16. Reduction of Monthly Pension Due to Age of Medicare Supplement, Firefighter Bertram Lewis-This item was considered under consent.

Mr. Kiszkiel asked if the rest of the Board saw the Fund's ranking from Foster and Foster. Mr. Sacco said it was not good. Mr. Lancaster said last quarter was good.

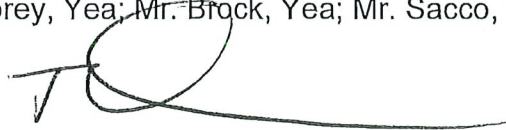
Mr. Lancaster would like to consider closing the office the day after Christmas as a paid day off for staff. Motion by Mr. Brock, seconded by Mr. Sacco. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea.

Mr. Lancaster notified the Board he has a deposition for Firefighter Kateb. His widow and the attorney are suing Work Comp. It is not related to the pension.

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ADJOURNMENT:

Motion by Mr. Brock, seconded by Mr. Sacco to adjourn the meeting at 9:43 a.m. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea.



Timothy W. Lancaster, Chairman

ATTEST:

James W. Brock

[James W. Brock \(Dec 9, 2025 20:21:56 EST\)](#)

James W. Brock, Secretary








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Final Audit Report

2025-12-10

Created:	2025-12-08
By:	Isabel Cardona (icardona@pbpf.org)
Status:	Signed
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-  Email viewed by jbrock@pbpf.org
2025-12-10 - 1:21:25 AM GMT
-  Signer jbrock@pbpf.org entered name at signing as James W. Brock
2025-12-10 - 1:21:54 AM GMT
-  Document e-signed by James W. Brock (jbrock@pbpf.org)
Signature Date: 2025-12-10 - 1:21:56 AM GMT - Time Source: server
-  Agreement completed.
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