PALM BAY POLICE AND FIREFIGHTERS' PENSION
PLAN BOARD OF TRUSTEES
Regular Meeting 25-11

Held on the 3rd of October 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 8:57 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	Absent
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 8:57 a.m.; Mr. Sean Sendra, Board Attorney, Klausner, Kaufman, Jensen and Levinson, P.A. telephoned at 8:57 a.m.; Ms. Sharon Gray, Human Resource Generalist II, City of Palm Bay telephoned at 9:15 a.m.; Mr. Patrick Donlan, Actuary, Foster and Foster Inc. telephoned at 9:12 a.m. Motion by Mr. Brock seconded by Mr. Kiszkiel to excuse Mr. Sacco. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea.

AGENDA REVISIONS:

Motion by Mr. Brock, seconded by Mr. Kiszkiel to add under New Business, 1. Warrants for Payment, e. JP Morgan Asset Management-$17,468.51-Management Fee for the RE Strategic Property Fund for period ending 6/30/2025, Invoice 20250630-57655-A (Fire Fund Only) and f. JP Morgan Asset Management-$17,468.51-Management Fee for the RE Strategic Property Fund for period ending 6/30/2025, Invoice 20250630-1788-A (Police Fund Only); Add under 3. Office Business i. Bauman payment; Add 9. Disability Applicant Jason McCoy; *10. Request for Actuarial Post Retirement Beneficiary Election Change Firefighter Michael Kurrus; *11. Close DROP, Firefighter Retiree Bertram Lewis.

Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea.

CONSENT AGENDA:

Motion by Mr. Brock, seconded by Mr. Kiszkiel to approve the Consent Agenda as revised. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea. Discussion continued to 1. Job Posting.

ADOPTION OF MINUTES:

*1. September Quarterly Minutes 25-10-This item was approved under consent.

FOSTER AND FOSTER, INC. AT 9:15 A.M.: -CONTINUANCE (the Board considered this item out of order at 9:15 a.m. as noticed for time certain):

1. Mr. Patrick Donlan, Actuary

a. Assumed Rate-The assumed rate did not need to be discussed because it was discussed two (2) months ago.

b. Annual Required Contribution-Fire ended up short by about $100,000.00 and Police ended up over by about $100,000.00. Mr. Donlan will still need to verify with Ms. Taglia-Polak. The City uses the AVR from 10/1/2023 to pay the contribution. Mr. Donlan said he will provide the letter soon and the City should put the money in the Fund quickly.

c. State Funding-Mr. Donlan reviewed the State Monies this year for Police came in at $1,695,996.87, which was an increase from last year, which was $1,482,346.39. The frozen amount is $520,734.08. Therefore, for 2025 the City will get to use $1,108,365.47 and the remaining $587,631.40 will go into the Share Plan. For Fire, the State Monies came in at $1,176,431.83, which was an increase from last year, which was $1,118,779.26. The frozen amount is $825,324. Therefore, for 2025 the City will get to use $1,000,877.92 and the remaining $175,553.91 will go into the Share Plan. Mr. Donlan left the meeting at 9:24 a.m. Discussion continued to Audit.

OLD BUSINESS:

1. Job Posting-Ms. Taglia-Polak asked what pay she should post the Administrative Assistant job for. The pension assistant job was posted for $21 to $23 per hour. An administrative assistant will not be expected to do as much and have reduced hours. Motion by Mr. Brock, seconded by Mr. Kiszkiel to make the pay range $16 to $20 per hour depending on experience. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea.

2. New Hire Records Request-This was tabled at the last meeting. Ms. Taglia-Polak needs approval to pay for the EKG record of a new hire whose physical listed a heart condition. Mr. Kiszkiel said the Board did not feel they needed it. Mr. Sendra said it will help later when there is a preexisting condition. It also helps with the heart and lung bill and whether it is presumed line of duty. Mr. Lancaster suggested when there is a red flag in new hire medical to approve staff requesting medical records on a case-by-case basis. Mr. Kiszkiel suggested a blanket approval and leave the decision to staff whether medical records are needed to be requested. Motion by Mr. Brock, seconded by Mr. Kiszkiel to approve all new hire medical record requests on a case-by-case basis at the discretion of pension staff. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea.

NEW BUSINESS:

*1. Warrants for Payment

*a. Truist Commercial Checking Account-$850.00-Reimbursement to the Truist Commercial Checking Account Auto Pay for Anthony Sacco's Visa-This item was approved under consent.

*b. Truist Commercial Checking Account-$850.00-Reimbursement to the Truist Commercial Checking Account Auto Pay for Jason Dorey's Visa-This item was approved under consent.

*c. Truist Commercial Checking Account-$850.00-Reimbursement to the Truist Commercial Checking Account Auto Pay for Mary K. Taglia-Polak's Visa-This item was approved under consent.

*d. Foster and Foster, Inc.-$1,226.00-Benefit Calculations for Police Officers

Robert Meehan Jr., Lance Fisher, Kimberly Waters, and Preparation for and attendance at the July 11, 2025, Board Meeting, Preparation and participation in the Audit video meeting July 16, 2025, Invoice No. 37913 (Police Fund Only)-This item was approved under consent.

*e. JP Morgan Asset Management-$17,468.51-Management Fee for the RE Strategic Property Fund for period ending 6/30/2025, Invoice 20250630-57655-A (Fire Fund Only)-This item was approved under consent.

*f. JP Morgan Asset Management-$17,468.51-Management Fee for the RE Strategic Property Fund for period ending 6/30/2025, Invoice 20250630-1788-A (Police Fund Only)-This item was approved 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 Jeremy Everhart, Brandon Bisel, Jason Janvier and Tyler Smith; a Member Beneficiary Form was accepted and approved on Police Officer Caitlynn Trenor; a Member Retirement Beneficiary Form was accepted and approved on Firefighter Jason Tull; Member DROP Beneficiary Forms were accepted and approved on Firefighters Jason Tull and Michael Kurrus; Member Share Plan Beneficiary Forms were accepted and approved on Police Officers Jeremy Everhart, Brandon Bisel, Jason Janvier, Tyler Smith, Caitlynn Trenor and Firefighters Jason Tull and Michael Kurrus. This item was approved under consent.

3. Office Business

a. Equipment Upgrades and Purchases-There were none.
b. Employee VISA Invoice Review for July-FPPTA Annual Hotel was on the July Visa for Ms. Lindsay and Ms. Taglia-Polak
c. Upcoming Events-Educational Opportunities-FPPTA is the next educational event and last one for the calendar year.
d. 401a or 457-This item is pending.
e. Affidavits-All affidavits were returned. Mr. Lancaster said a member requested the cost of the affidavit mailings. He asked Ms. Taglia-Polak to calculate the postage and hours and bring the information to the next meeting.

f. Pitney Bowes Lease-Mr. Sendra has tried contacting Pitney Bowes to add Florida specific language to the lease contract. The contact is not responding. The lease does not expire until November.

g. City Computer System Change-The City will be using a new computer system. Mr. Lancaster said it is Workday. Ms. Taglia-Polak said she sent information from Mr. Blythe at LRS to the City on file specs for payroll to work with PensionGold. Ms. Taglia-Polak said we will not know if it works until we receive the first payroll for this fiscal year. Ms. Taglia-Polak said she was also informed they will no longer be able to create a Personnel Action Form. The staff use these for things like salary, position and date of hire or date of termination. Staff will work with human resources to find another way to receive the information needed.

h. Freedom of Information Act (FOIA) Request-Ms. Taglia-Polak received a request for the presentations for Taurus and Terra Cap. One of the presentations said it was confidential at the bottom of every page. Everything that is in a Board meeting is public record. She conferred with Mr. Sendra who said both presentations included language about not distributing, to acquire approval from each company to distribute. Taurus sent approval immediately. Terra Cap sent back a letter that was forwarded to Mr. Sendra, he advised Ms. Taglia-Polak to give Terra Cap two (2) business days to file an injunction to prevent distribution of the presentation. They responded with an additional letter and said they would not be filing an injunction. Ms. Taglia-Polak fulfilled the request. Mr. Sendra recommended in the future notify all presenters that their presentations are subject to public records and if they do not want to disclose not to use the presentation. Ms. Gray telephoned into the meeting at 9:15 a.m. Mr. Lancaster said the request was from Fin News, he has been receiving those for years.

i. Bauman Payment-The office received notification from the City to stop Ms. Bauman's insurance deduction. Ms. Lindsay had already done so. Ms. Taglia-Polak spoke with Ms. Hann at Salem and said it shows up on the deduction report that staff sends to the City. Ms. Hann researched why a deduction would show up. She found that when the COLA spreadsheet was sent over it included Ms. Bauman, but Mr. Bauman's social security number. That reactivated Mr. Bauman's payment and added the COLA to his payment. Ms. Taglia-Polak called and spoke to Ms. Bauman and explained she had been paid twice, and we would be recalling one of the payments. November will be increased to add the COLA Ms. Bauman should have received and then corrected for December. Discussion continued with Foster and Foster, Inc.

4. Audit-In preparing for the Audit it was discovered that Firefighter Gonzalez was paid out his contributions before his last contribution. Ms. Taglia-Polak recently paid him out the last $111.00 of his contributions.

5. Review Patricia Lindsay-Ms. Lindsay, Mr. Lancaster and Ms. Taglia-Polak met for Ms. Lindsay's review. Her review was excellent. She has been at the Fund for 11 years, is in process of four (4) disabilities, completed three (3) in the last year. Ms. Lindsay is responsible for the Police State Report, paying invoices, training, Board insurance, all police members, and board employee payroll. When Ms. Taglia-Polak called Ms. Bauman, she spoke very highly of Ms. Lindsay. She has requested 5.4% increase. Mr. Kiszkiel said the Board approved 5% for Ms. Bertolini. Mr. Lancaster said he met with Human Resources and the relationship between the office and Human Resources has been good. Motion by Mr. Brock, seconded by Mr. Kiszkiel to approve a 5% increase in Ms. Lindsay's hourly rate. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea. Mr. Lancaster said he would like to add for her performance one out of state conference per year and one in state conference. Motion by Mr. Brock, second by Mr. Kiszkiel to approve of Ms. Lindsay attending one out of state and one instate conference per year. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea.

6. Open Enrollment City of Palm Bay-Mr. Lancaster said Ms. De Arco Hill from Human Resources at the City is the liaison for open enrollment. He spoke with Ms. Clawson and Ms. Stroup the feedback on the working relationship was positive. Human Resources would like to meet with Pension Staff again to troubleshoot any issues.

*7. Application for Retirement and Entry into the DROP-Firefighter Jason Tull-This item was approved under consent.

8. State Checks-The office has not received the Fire supplement state check, based off the Division of Retirement website it will be $393,043.15.

9. Disability Applicant Police Officer Jason McCoy-The member applied for disability. Motion by Mr. Brock, seconded by Mr. Kiszkiel to approve requesting, paying for records and choosing a Board attorney approved Independent Medical Examiner. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea.

Mr. Lancaster said on the disabled retirees affidavit there is a place to provide the member's doctor, the doctor's address and last appointment. If the Fund hears something the staff can contact the doctor but does not feel it needs to be changed; it is reasonable.

*10. Request for Actuarial Post Retirement Beneficiary Election Change Firefighter Michael Kurrus-This item was approved under consent.

*11. Close DROP, Firefighter Retiree Bertram Lewis-This item was approved under consent.

ADJOURNMENT:

Motion by Mr. Brock, seconded by Mr. Kiszkiel to adjourn the meeting at 9:31 a.m. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea.

Timothy W. Lancaster, Chairman

ATTEST:

James W Brock

James W. Brock, Secretary