

**POLICE AND FIRE PENSION FUND
ADVISORY COMMITTEE
MEETING SUMMARY – OCTOBER 18, 2016**

FFPF MISSION STATEMENT:

To provide long term benefits to participants and their beneficiaries

PRESENT

Battalion Chief Brady Rigdon, Chair – *arrived late*
James Holderfield, V. Chair
Chief Sean Hatchett, Fire Representative
Lt. David McCall, Fire Representative
Rick Townsend, Retired Police Representative

STAFF

Timothy H. Johnson, Executive Director – Plan Administrator
Debbie Manning, Executive Assistant

EXCUSED

Lt. Ellis Burns, Police Representative
Michael Shell, Police Representative
Beth McCague, Consultant

GUESTS

NOTE: Any person requiring a special accommodation to participate in the meeting because of disability shall contact the Debbie Manning, Executive Assistant, at (904) 255-7373, at least five business days in advance of the meeting to make appropriate arrangements.

I. CALL TO ORDER

VICE CHAIRMAN JAMES HOLDERFIELD CALLED THE MEETING TO ORDER AT 9:09AM.

II. A MOMENT OF SILENCE WAS OBSERVED FOR THE FOLLOWING DECEASED MEMBERS:

Charles G. Joyeusaz, Retired Police Officer
William G. Dearborn, Retired Police Officer
Richard A. Caldwell, Active Police Officer
George R. Blackwell, Retired Fire Lieutenant
Vernon M. Evans, Retired Police Officer
Jack E. Anderson, Retired Police Officer

III. PUBLIC SPEAKING PERIOD

NO REQUESTS FOR PUBLIC SPEAKING. PUBLIC SPEAKING PERIOD CLOSED.

IV. CONSENT AGENDA (ITEMS 1-9)

1. MEETING SUMMARY TO BE APPROVED

Summary of the meeting held September 14, 2016. Copy in the meeting file.

A MOTION WAS MADE BY SEAN HATCHETT TO APPROVE THE MEETING SUMMARY OF SEPTEMBER 14, 2016. SECONDED BY RICK TOWNSEND. VOTE WAS UNANIMOUS.

2. APPLICATION FOR MEMBERSHIP (POLICE)

CLEARED:

ARGUDO, Luis A.
AUTHEMENT, Jacob L.
CALDERON, Jordon C.
DUNLAP, Marguex E.
ELKINS, Jonathan R.
MADDOX, Stuart R.
MINEO, Anthony S.
NEADER, Richard A.
OTTE, Evan A.
REDMOND, Brittany A.
SCOTT, Anastasia G.
WALKER, Jeremy K.

TRUSTEE RULE 13.3:

BEALL, Steven A.
BINGHAM, Rebecca L.
BRUNO, Jeffrey M.
FONTANA, Alexander
GRIGSBY, Thomas D.
NELSON, Joshua D.
RODRIGUEZ, Nelson E.
RONDAIN, Roberto J.
SEITER, Scott T.
VAUGHAN, Monique R.

A MOTION WAS MADE BY DAVID MCCALL TO APPROVE THE APPLICATIONS FOR MEMBERSHIP AS LISTED. SECONDED BY SEAN HATCHETT. VOTE WAS UNANIMOUS.

3. APPLICATION FOR SURVIVOR BENEFITS

1. **ANDERSON, Adrienne M.**, widow of Jack E. Anderson who passed away on August 30, 2016, bi-weekly gross pension benefit of \$1,232.33.
2. **EVANS, Cheryl D.**, widow of Vernon M. Evans who passed away on September 14, 2016, bi-weekly gross pension benefit of \$1,704.37.

A MOTION WAS MADE BY SEAN HATCHETT TO APPROVE THE APPLICATIONS FOR SURVIVOR BENEFITS AS VERIFIED WITH SUPPORTING DOCUMENTATION. SECONDED BY DAVID MCCALL. VOTE WAS UNANIMOUS.

4. APPLICATION FOR TIME SERVICE CONNECTIONS

1. **ALLOUSH, Tom S.**, Prior Florida Service (2 yrs., 8 mths., 5 days), \$28,499.60. Fire Fighter
2. **DAVIS III, John A.**, Prior Wartime Military Service (9 mths., 8 days), \$12,076.34. Fire Lieutenant

A MOTION WAS MADE BY RICK TOWNSEND TO APPROVE THE APPLICATIONS FOR TIME SERVICE CONNECTIONS AS VERIFIED WITH SUPPORTING DOCUMENTATION. SECONDED BY SEAN HATCHETT. VOTE WAS UNANIMOUS.

5. APPLICATION FOR TIME SERVICE RETIREMENT

1. **KOCS, Attila R.**, date of retirement September 23, 2016, monthly pension base amount of \$3,407.02. Police Officer

A MOTION WAS MADE BY RICK TOWNSEND TO APPROVE THE APPLICATION FOR TIME SERVICE RETIREMENT AS VERIFIED WITH SUPPORTING DOCUMENTATION. SECONDED BY DAVID MCCALL. VOTE WAS UNANIMOUS.

6. APPLICATION FOR VESTED RETIREMENT

1. **MACEACHERN, David A.**, date of vesting September 16, 2016, to be placed on pension July 10, 2024, monthly pension base amount of \$1,831.44. Police Officer
2. **SELZER, Bryan.**, date of vesting August 5, 2016, to be placed on pension April 20, 2017, monthly pension base amount of \$3,648.48. Police Sergeant

A MOTION WAS MADE BY DAVID MCCALL TO APPROVE THE APPLICATIONS FOR VESTED RETIREMENT AS VERIFIED WITH SUPPORTING DOCUMENTATION. SECONDED BY RICK TOWNSEND. VOTE WAS UNANIMOUS.

7. REFUND OF PENSION CONTRIBUTIONS

1. **HOLTZENDORFF, Michael J.**, refund of pension contributions in the amount of \$404.21. Police Officer
2. **LAMB, Nanette C.**, refund of pension contributions in the amount of \$23,473.43. Police Officer

A MOTION WAS MADE BY RICK TOWNSEND TO APPROVE THE REFUND OF PENSION CONTRIBUTIONS AS VERIFIED WITH SUPPORTING DOCUMENTATION. SECONDED BY DAVID MCCALL. VOTE WAS UNANIMOUS.

8. SHARE PLAN DISTRIBUTION

1. **BROWN JR., Curtis J.**, refund of \$1,500.65
2. **SELZER, Bryan**, refund of \$1,500.65
3. **VITALE, John**, refund of \$1,500.65

A MOTION WAS MADE BY DAVID MCCALL TO APPROVE THE SHARE PLAN DISTRIBUTIONS AS VERIFIED WITH SUPPORTING DOCUMENTATION. SECONDED BY BRADY RIGDON. VOTE WAS UNANIMOUS.

9. RECISION OF DROP PARTICIPATION

1. **AYOUB, Andre E.**, DROP commencement date of October 10, 2015, date of recision September 17, 2016, 6% pension contribution requirement at the rate of \$5,159.16. Police Lieutenant

A MOTION WAS MADE BY RICK TOWNSEND TO APPROVE THE RECISION OF DROP PARTICIPATION AS VERIFIED WITH SUPPORTING DOCUMENTATION. SECONDED BY BRADY RIGDON. VOTE WAS UNANIMOUS.

V. OLD BUSINESS

NO OLD BUSINESS ON THE AGENDA

VI. EXECUTIVE DIRECTOR'S REPORT

TIM JOHNSON SHARED WITH THE ADVISORY COMMITTEE A FIRE DEPARTMENT EMPLOYMENT DOCUMENT DATING BACK TO 1963. A FIREFIGHTER WHEN HIRED BY THE CITY HAD TO STATE THAT HE WAS NOT A MEMBER OF THE COMMUNIST PARTY AND THAT HE DOES NOT BELIEVE IN THE OVERTHROW OF THE GOVERNMENT OF THE UNITED STATES OR OF THE STATE OF FLORIDA. THIS DOCUMENT HAD TO BE SIGNED AND NOTARIZED BY THE EMPLOYEE.

- Annual Cycle of Work

TIM JOHNSON REVIEWED WITH THE ADVISORY COMMITTEE THE DRAFT OF THE ANNUAL CYCLE OF WORK FOR 2016/2017 FISCAL YEAR AS IT PERTAINS TO THE OPERATION OF THE OFFICE.

TIM WELCOMES INPUT FROM THE ADVISORY COMMITTEE SUCH AS SUGGESTIONS AS TO THE MEMBERS USE OF THE BUILDING FOR SPECIAL EVENTS, ANNUAL STATEMENTS TO THE MEMBERS TO VERIFY TIME SERVED AND CONTRIBUTIONS TO THE PLAN, THE ADVISORY COMMITTEE MAKING RECOMMENDATIONS TO THE BOARD FOR THE HOLIDAY BONUS, AND FIDUCIARY TRAINING FOR ADVISORY MEMBERS.

ALSO, WE HAVE TWO MEMBERS ON THE ADVISORY COMMITTEE RETIRING IN DECEMBER, 2016 AND APRIL, 2017. ELECTIONS WILL BE HELD. ALSO WE NEED TO VERIFY THE END OF TERM DATE FOR THE REMAINING ADVISORY COMMITTEE MEMBERS.

- New Member Orientation Slides and Presentation

DUE TO THE CHANGE IN THE DATE OF THE ADVISORY MEETING, THE NEW MEMBER ORIENTATION OCCURRED ON OCTOBER 17TH THEREFORE, THE ADVISORY COMMITTEE WAS UNABLE TO REVIEW THE PRESENTATION PRIOR TO THAT PRESENTATION. FUTURE SLIDES WILL BE CHANGED SLIGHTLY BASED ON RECOMMENDATIONS FROM THOSE ATTENDING. QUESTIONS WERE ASKED ABOUT TIME SERVICE CONNECTIONS, COULD THEIR BENEFITS CHANGE, ETC. WHICH WILL NOW BE INCORPORATED.

SEAN HATCHETT RECOMMENDED TALKING TO MEMBERS ABOUT CONTRIBUTIONS AND PROVIDING A BENEFIT CALCULATOR FOR MEMBERS ON THE WEBSITE. THINK ABOUT THEIR FUTURE.

A VESTING SEMINAR WAS SUGGESTED.

RICK TOWNSEND SUGGESTED TELLING THE MEMBERS HOW THE WINDFALL ELIMINATION PROCESS MIGHT IMPACT MEMBERS WITH REGARDS TO SOCIAL SECURITY BENEFITS WHEN THEY RETIRE.

TALK TO FIRE CHIEFS ABOUT INCORPORATING PRESENTATION WITH FUTURE MEETINGS. AT THE POLICE ACADEMY POSSIBLY BLOCK OUT AN HOUR DURING ORIENTATION CLASSES (LOTS OF DOWN TIME) FOR THE ORIENTATION.

VII. NEW BUSINESS

INFORMATION WAS DISTRIBUTED TO THE ADVISORY COMMITTEE REGARDING THE RE-EMPLOYMENT OF A RETIRED MEMBER. INFORMATION IS TO BE REVIEWED BY THE ADVISORY COMMITTEE PRIOR TO THE NEXT ADVISORY MEETING IN NOVEMBER AND FURTHER DISCUSSION WILL ENSUE.

VIII. ADJOURNMENT

VICE CHAIRMAN HOLDERFIELD ADJOURNED THE MEETING AT 10:38AM

NOTE: The public meeting may be continued to a date, time, and place to be specified on the record at the meeting. If any person decides to appeal any decision made with respect to any matter considered at this public meeting such person will need to a record of proceedings, and for such purpose such person may need to ensure that a verbatim record of the proceedings is made at their own expense and that such record includes the testimony and evidence on which the appeal is based.

**TO BE APPROVED AT THE NEXT ADVISORY
COMMITTEE MEETING HELD ON NOVEMBER 9, 2016**

James Holderfield, V. Chair