

**POLICE AND FIRE PENSION FUND
ADVISORY COMMITTEE
MEETING SUMMARY – AUGUST 10, 2016**

PFPF MISSION STATEMENT:

To provide long term benefits to participants and their beneficiaries

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.

PRESENT

Battalion Chief Brady Rigdon, Chair
James Holderfield, V. Chair
Lt. Ellis Burns, Police Representative
Lt. David McCall, Fire Representative
Michael Shell, Police Representative
Rick Townsend, Retired Police Representative

STAFF

Timothy H. Johnson, Executive Director – Plan Administrator
Beth McCague, Consultant
Chuck Hayes, Pension Benefits Manager
Debbie Manning, Executive Assistant

EXCUSED

Chief Sean Hatchett, Fire Representative

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.

CHAIRMAN RIGDON CALLED THE MEETING TO ORDER AT 8:00AM

A moment of silence was observed for the following deceased members:

Edward C. Brackett Sr., Retired Fire Lieutenant
Johnny R. Rowe, Retired Fire Lieutenant
Clarence B. Tompkins, Police Sergeant
James T. Costner Jr., Active Fire Fighter Engineer

Clyde E. Dyer Jr., Retired Fire Fighter Engineer
William W. Guynn, Retired Police Officer

BETH MCCAGUE INTRODUCED OUR NEW EXECUTIVE DIRECTOR – PLAN ADMINISTRATOR, TIMOTHY “TIM” JOHNSON, TO THE ADVISORY COMMITTEE MEETING. TIM BEGAN WORKING AS OF AUGUST 1, 2016.

BETH MCCAGUE IS NOW A CONSULTANT FOR THE FUND. THE ADVISORY COMMITTEE THANKED BETH FOR HER SERVICE AS INTERIM EXECUTIVE DIRECTOR.

BETH MCCAGUE ALSO WELCOMED OUR NEWEST ADVISORY COMMITTEE MEMBER – LIEUTENANT MICHAEL SHELL.

CONSENT AGENDA (ITEMS 1-4)

1. **MINUTES TO BE APPROVED**
2. **APPLICATION FOR SURVIVOR BENEFITS**
3. **APPLICATION FOR TIME SERVICE RETIREMENT**
4. **APPLICATION FOR VESTED RETIREMENT**

PRIOR TO APPROVING THE CONSENT AGENDA, A COMMITTEE MEMBER QUESTIONED THE APPLICATION FOR VESTED RETIREMENT FOR SCOTT BRIDGES AS TO WHETHER OR NOT HIS TIME WAS CALCULATED CORRECTLY DUE TO A SUSPENSION SINCE JUNE 2015. AS A RESULT OF THIS DISCUSSION, SCOTT BRIDGES APPLICATION WAS DEFERRED UNTIL THE NEXT ADVISORY COMMITTEE MEETING IN SEPTEMBER, AS CHUCK HAYES WILL VERIFY WITH HUMAN RESOURCES TO DETERMINE IF THE CORRECT DATE WAS USED.

A MOTION WAS MADE BY DAVID MCCALL TO APPROVE CONSENT AGENDA ITEMS 1-4 WITH THE EXCEPTION OF THE APPLICATION FOR VESTED RETIREMENT FOR SCOTT BRIDGES PENDING VERIFICATION WITH HUMAN RESOURCES FOR CALCULATION OF PENSION BENEFITS. SECONDED BY RICK TOWNSEND. VOTE WAS UNANIMOUS.

FURTHER DISCUSSION BY THE ADVISORY COMMITTEE CONCLUDED THAT WE NEED TO DEVELOP A PROCESS THAT ENSURES THE FUND IS NOTIFIED BY JFRD AND JSO HUMAN RESOURCES DEPARTMENTS ANYTIME A MEMBERS EMPLOYMENT STATUS IS INTERRUPTED CAUSING A CHANGE TO PENSION.

BETH MCCAGUE ALSO ADVISED THE ADVISORY COMMITTEE OF THE FIDUCIARY TRAINING WITH BOB KLAUSNER SCHEDULED FOR SEPTEMBER 28TH WHICH THEY ARE INVITED TO ATTEND. FOLLOWING THE FIDUCIARY TRAINING, ATTORNEY

KLAUSNER WILL OFFER EDUCATION ON BEST PRACTICES FOR ADVISORS CONSIDERING PENSION ISSUES INVOLVING MEMBERS WHO ARE UNDER INVESTIGATION, ARRESTED, OR CONVICTED ON CRIMINAL ACTIVITY.

NEW BUSINESS

1. APPLICATION FOR DISABILITY RETIREMENT

- 1. GRAY, David B.**, Fire Lieutenant, 16 yrs. of service, applying for disability retirement.

AFTER REVIEW OF THE INFORMATION PROVIDED BY DR. GREENE REGARDING THE DISABILITY RETIREMENT FOR DAVID GRAY, A MOTION WAS MADE BY ELLIS BURNS TO APPROVE THE APPLICATION FOR DISABILITY RETIREMENT. SECONDED BY DAVID MCCALL. VOTE WAS UNANIMOUS. THIS RECOMMENDATION WILL BE FORWARDED TO THE BOARD OF TRUSTEES FOR FINAL APPROVAL.

- 2. SHELDON, RICHARD A.**, Firefighter, 13 yrs. of service, applying for disability retirement.

AFTER REVIEW OF THE INFORMATION PROVIDED BY DR. GREENE REGARDING THE DISABILITY RETIREMENT FOR RICHARD SHELDON, A MOTION WAS MADE BY DAVID MCCALL TO APPROVE THE APPLICATION FOR DISABILITY RETIREMENT. SECONDED BY ELLIS BURNS. VOTE WAS UNANIMOUS. THIS RECOMMENDATION WILL BE FORWARDED TO THE BOARD OF TRUSTEES FOR FINAL APPROVAL.

CHAIRMAN RIGDON ASKED TIM JOHNSON TO INTRODUCE HIMSELF AND DISCUSS HIS PLANS FOR THE FUND.

TIM STATED HE WAS A NATIVE OF PITTSBURG, PA. HE HAS BEEN A BANKER, HE WAS IN GOVERNMENT FOR 15 YEARS, A MEMBER OF A PENSION BOARD FOR NINE YEARS, THEN HELD THE POSITION AS THE EXECUTIVE DIRECTOR OF ALLEGHENY COUNTY FOR THE LAST THREE YEARS. HE MADE MANY IMPROVEMENTS AND HAD MANY ACCOMPLISHMENTS IN ALLEGHENY AS EXECUTIVE DIRECTOR. A LOT WAS ACCOMPLISHED IN A SHORT AMOUNT OF TIME.

ON HIS AGENDA FOR OUR FUND, HIS GOALS ARE TO:

- IMPROVE SOLVENCY OF THE FUND**
- TRANSPARENCY AND BE MORE EFFICIENT**
- IMPROVE CUSTOMER SERVICE**
- OUTREACH TO OUR MEMBERS AND COMMUNITY**

HE ASKED THE ADVISORY COMMITTEE WHAT HE COULD DO TO HELP THEM WITH THE FUNCTION OF THE FUND HOPEFULLY TO STREAMLINE THE PROCESS WITH CONFIDENCE.

SOME SUGGESTIONS FROM THE ADVISORY COMMITTEE MEMBERS:

- **KEEP THE ADVISORY COMMITTEE UP TO DATE WITH INFORMATION**
- **ON THE AGENDA, INCLUDE MORE INFORMATION AS TO PENSION ELIGIBILITY BENEFITS SUCH AS HIRE DATE AND BREAK IN SERVICE.**
- **ATTEND MEETINGS FOR RETIRED MEMBERS SUCH AS REA, NARC, ETC., JUST TO NAME A FEW**

BETH MCCAGUE EXPLAINED THE SALES TAX REFORM ISSUE BRIEFLY. IF APPROVED ON AUGUST 30TH, THE CITY WILL THEN PROCEED TO NEGOTIATE WITH THE UNIONS. THE FUND IS NO LONGER INVOLVED IN THESE NEGOTIATIONS.

DEBBIE MANNING VERIFIED WITH THE COMMITTEE THAT EVERYONE HAD ACCESS TO “OUTLOOK” FOR SCHEDULING AS WE WILL BE FORWARDING INVITES FOR THE MEETINGS VIA OUTLOOK ALONG WITH AGENDAS AND ATTACHMENTS PRIOR TO THE MEETINGS GOING FORWARD. BRADY WOULD STILL LIKE TO RECEIVE THE TRADITIONAL E-MAIL AS NOTIFICATION.

CHAIRMAN RIGDON ADJOURNED THE MEETING AT 8:55AM

**TO BE APPROVED AT NEXT ADVISORY
COMMITTEE MEETING ON SEPTEMBER 14, 2016**

Brady Rigdon, Chairman