

BOARD OF TRUSTEES OF THE CITY PENSION FUND FOR FIREFIGHTERS & POLICE OFFICERS

In the City of Pembroke Pines
Hampton Professional Center
1951 NW 150th Avenue – Suite #104
Pembroke Pines, FL 33028

REGULAR MONTHLY MEETING – MARCH 21, 2013

The four hundred and eleventh meeting of the Firefighters and Police Officers Pension Fund in the City of Pembroke Pines was called to order at 2:05 p.m. by Chairman Carl Heim.

1. <u>Roll Call</u> –	<u>Fire Members</u>	<u>Police Members</u>	<u>City Members</u>
	Frank Musumeci	Carl Heim Kevin Venema Al Xiques	Gary Arenson

Others Present: Alison Bieler, Attorney for the Fund; Larry Wilson, Plan Actuary; John Curran, Citizen; James Fisher, Plan Administrator and Rachel Maldonado, Assistant Plan Administrator. Mr. Cabeza, Mr. Dougherty, and Ms. Minnaugh requested absences for this meeting. Motion by Al Xiques, second by Gary Arenson, to excuse the three trustees from this meeting. The motion carried unanimously.

2. **Approval of Minutes for February 21, 2013** – Chairman Heim presented minutes from the February 21, 2013 meeting for approval. Motion by Gary Arenson, second by Frank Musumeci, to approve the minutes. The motion carried unanimously.
3. **Approval of Warrant #564** – Chairman Heim presented Warrant #564 in the amount of \$32,186.56 for approval and payment. Motion by Gary Arenson, second by Kevin Venema, to approve as presented. It was discovered that Mr. John Curran was not sworn in by the City Clerk prior to arriving to the meeting so he could not vote. Mr. Xiques abstained from the first vote due to a payment on the warrant that pertained to him. In order to have a quorum for the vote, his payment was pulled out of the original warrant. Motion by Gary Arenson, second by Al Xiques to approve the amended warrant. The amended motion carried unanimously

Name (Pension Benefits, Services Rendered or Obligations)	Amount
Cypen & Cypen – Monthly Retainer for March 2013	\$3,250.00
Hampton Professional Center Condo #2, Ste 104 (Monthly Maintenance – April. 2013)	\$407.72
Twilight Industries, LLC – (Maintenance – March 2013)	\$152.00
FP&L (Already Paid)	\$181.31
Computers R Us-Parts	\$239.00
Computer R Us-On Site Labor	\$69.00
Richard Ziff P.A. (Feb Loans)	\$350.00
Dahab Associates (10/1/2012-12/31/2012)	\$25,481.46
Holland & Knight	\$25.00
SunTrust (J. Fisher)	\$980.93
SunTrust (R. Maldonado)	\$426.25
SunTrust (A. Cabeza)	\$27.10
Ultimate Security (3 months beginning 3/21/2013)	\$75.00
Amsterdam Printing	\$436.71
Purchase Power (Postage)	\$53.28
TOTAL	\$32,154.76

4. **Approval of DROP Loan(s)** – The following DROP Loans were presented for Board consideration:

▪ F/F Ross Kuruc	▪ P/O Nelson Martinez
▪ P/O Thomas Maher	▪ P/O France Michaud

Motion by Gary Arenson, second by Frank Musumeci, to approve the DROP Loans as presented. The motion carried unanimously.

5. **Approval of DROP Account Distribution(s)** – The following DROP Distributions were presented for Board consideration:

- F/F Anthony Curtis (Lump Sum) ***
- F/F Laurence Shahboz (Monthly) ***
- F/F Ariel Villareal (Lump Sum) ***
- P/O Christian Hemmingway (Monthly)***
- P/O Gary Jomant (Monthly) ***
- P/O David Parsons (Lump Sum) ***
- P/O David Light (Lump Sum) ***

*** (See Attachment A)

The IRC 415 screening tool results were provided to Actuary Larry Wilson. When appropriate, his office will provide the necessary letters to members indicating distributions will not pose a problem with the IRC 415 limitation at the present time. Motion by Al Xiques, second Kevin Venema, to approve the account distributions as presented. The motion carried unanimously.

UNFINISHED BUSINESS

None

NEW BUSINESS

6. **10/1/2012 Actuarial Valuation Results** - Plan Actuary Larry Wilson presented the actuarial valuation as of 10/1/2012. Some highlights from the report are listed below.

- Covered payroll has increased for the first time in 3 years.
- Member salaries have increased on average though not as much as expected, 4.6% expected versus the actual 3.8%
- More members left employment without meeting retirement eligibility than was forecasted.
- The Plan sustained an actuarial loss. Even though market value investment return was 19% this year, the five-year smoothing (which includes 2008) brought the recognized return to 6.4%.
- The City's cost increased by 2.6%, approximately \$928,000.
- The Funded Ratio increased to 61.2% from last year's ratio of 60.0%.

The Board requested a breakdown relative to the respective Fire and Police departments. They especially wanted more information on the increase in payroll. Motion by Gary Arenson, second by Al Xiques to accept the 10/1/12 Actuarial Valuation. The motion carried unanimously.

7. **Review and Approve DROP Firefighter COLA Effective 4/1/2013** – The agenda packets included information on the retired and DROP firefighters' COLA, applicable to those members who are eligible to receive the annual adjustment. Motion by Gary Arenson, second by Kevin Venema, to approve the Firefighter COLAs for retired and DROP members effective 4/1/13. The motion carried unanimously.
8. **Review and Approve Budget 9/30/2014** – Administrator Fisher presented the office's operating budget projections for the remainder of this fiscal year and the coming fiscal year. Motion by Gary Arenson, second by Frank Musumeci, to approve the budget as presented. The motion carried unanimously.

9. **Reports:**

Actuary – Nothing additional from Mr. Wilson.

Attorney – Plan Attorney Alison Bieler updated the Board on different bills that are being reviewed by Florida Legislature that could impact Chapters 175 & Chapters 185.

Chairman – No report from the Chairman.

Plan Administrator – Assistant Administrator Maldonado discussed various options regarding the purchase of a new copy machine. She spoke to 6 different companies and received quotes from most. There was discussion on the overall aspects of the proposed machines and how they would meet the needs of the office. Motion by Gary Arenson, second by Frank Musumeci, to allow the office staff to select between Toshiba and Accelerated Business Solutions, whichever machine is most appropriate. The motion carried unanimously.

Administrator Fisher reported the death of one of the Pembroke Pines Police retirees, Mr. James Edwards. His benefit ceases and will not be paid out to anyone else. He also mentioned that all of the 2013 "Are You Alive?" Affidavits had been returned in a timely fashion, except for Anthony Zitnick. Mr. Zitnick did not turn in his 2012 affidavit last year so his benefit has not been paid since last year and will continue this way, until such time as he reports to the office or we receive further instruction.

The Administrator asked the Board to formally add F/F Rick Torres to the add Warrant #565. He requested a DROP Distribution. Motion by Gary Arenson, second by Kevin Venema, to add Mr. Torres to the add Warrant #565. The motion carried unanimously.

Administrator Fisher formally presented Warrant #565 for addition to the agenda. Motion by Gary Arenson, second by Al Xiques, to add Warrant #565 to the agenda. The motion carried unanimously. Motion by Al Xiques, second by Gary Arenson, to approve add Warrant #565 as presented in the amount of \$159,655.32. The motion carried unanimously.

Plan Benefits:	
P/O Christian Hemingway– Normal Retirement Benefit Commencing 4/1/2013	***
P/O Gary Jomant - Normal Retirement Benefit Commencing 4/1/2013	***
DROP Withdrawals:	
P/O Gary Jomant – Monthly DROP Withdrawal effective 4/1/2013	***
P/O Christian Hemingway – Monthly DROP Withdrawal effective 4/1/2013	***
F/F Ariel Villarreal – Lump Sum DROP Withdrawal	***
F/F Laurence Shahboz – Monthly DROP Withdrawal effective 4/1/2013	***
P/O David Parsons- Lump Sum DROP Withdrawal	***
F/F Anthony Curtis- Lump Sum DROP Withdrawal	***
F/F Ricardo Torres- Lump Sum DROP Withdrawal	***
U.S.Treasury- FIT- W/H (Villarreal,Parsons,Curtis,Torres)	***
DROP Loans:	
F/F Ross Kuruc - DROP Loan	***
P/O France Michaud- DROP Loan	***
P/O Nelson Martinez – DROP Loan	***
P/O Thomas Maher – DROP Loan	***
Documentary Stamp for DROP Loans:	
Florida Department of Revenue – Documentary Stamp (Kuruc,Michaud,Martinez,Maher)	***
Various:	
Richard Ziff P.A.- Loan Processing for March 2013	\$700.00
Gabriel Roeder Smith & Company Actuarial Services for February 2013	\$7,652.00
GSK Progress Bill 9/30/2012 Audit	\$400.00
Computers R Us- On Site Labor 3/5/2013	\$69.00
Computers R Us – Battery Back-up & On Site Labor 2/26/2013	\$239.00
TOTAL	\$159,655.32

*** (See Attachment A)

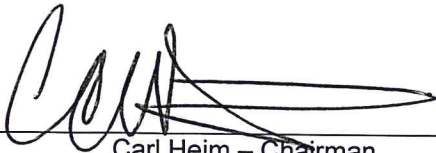
The Administrator informed the Board that the next April meeting will include a discussion about the performance and annual salary adjustment of the office staff. Ms. Bieler suggested that we send a copy of the staff contracts to the Trustees. The trustees can send feedback to the Chairman.

9. **Input from Retirees:** None.

10. **Input from Active Members:** None.

11. Input from Trustees: None.

12. Adjournment – Chairman Heim announced that the next regular meeting would be held on **Thursday, April 18th** at 2:00 p.m. There being no further business to come before the Board, motion by Frank Musumeci, second by Al Xiques, to adjourn the meeting at 3:45 p.m. The motion carried unanimously.



Carl Heim – Chairman

Kevin Venema – Secretary