



**PALM BAY POLICE AND FIREFIGHTERS' PENSION PLAN**

[www.pbpfpf.org](http://www.pbpfpf.org)

Robert J. Conlan Professional Center  
1501 R. J. Conlan Blvd., NE, Suite 240 - Palm Bay, Florida 32905  
***48<sup>th</sup> Anniversary ~ Fund Established May 2, 1974***

**BOARD OF TRUSTEES**

Regular Meeting 22-11

Friday, September 9, 2022-9:00 A.M.

**CALL TO ORDER:**

**ROLL CALL:**

**OATH OF OFFICE:**

To be administered by Kathy Adams, Board Administrator, Palm Bay Police and Firefighters' Pension Board to Timothy W. Lancaster, 5<sup>h</sup> Trustee Appointee

**AGENDA REVISIONS:**

**CONSENT AGENDA:**

**There will be no separate discussion on those items listed under Consent Agenda (indicated with asterisks (\*)). They will be enacted by the Board of Trustees by one motion. If discussion is desired by the Board, that item will be removed from the Consent Agenda by the Board and will be considered in the order that it appears on the agenda.**

**ADOPTION OF MINUTES:**

\*Quarterly Minutes 22-09

\*Special Minutes 22-10

**NOMINATION AND APPOINTMENT OF BOARD CHAIRMAN, VICE CHAIRMAN,  
AND SECRETARY:** By the Board of Trustees

**STATE ACCEPTANCE LETTER AND ASSUMPTION RATE RECOMMENDATION AT 9:15 A.M.**

1. Mr. Patrick Donlan, Actuary, Foster and Foster, Inc.
  - a. Assumption Rate

**OLD BUSINESS:**

1. State Funding for Police Officers and Firefighters
2. Annual Required Contribution
3. Interfund Transfer
4. Request to Reduce Work Schedule Through Year-End Patricia J. A. Lindsay
5. Consideration of Special Meeting for Pension Assistant Job Interviews
6. Annual Review Samantha L. Bertolini, Records Management Liaison Officer

**NEW BUSINESS:**

- \*1. Warrants for Payment
  - a. Truist Commercial Checking Account-\$348.26-Reimbursement to the Truist Commercial Checking Account No. 1000196187347 for Auto Pay for Timothy W. Lancaster's VISA
  - b. Foster and Foster, Inc.-\$4,450.00-Benefit Calculations Byron Patrick, Dana Shields, and Preparation of the Chapter 112.664 Compliance Disclosure, Invoice 24645 (Police Fund Only)
  - c. Foster and Foster, Inc.-\$4,250.00-Preparation of the Chapter 112.664 Compliance Disclosure, Invoice 24646 (Fire Fund Only)
- \*2. New Plan Member Applications; Member Beneficiary Changes; Pre-Retirement\Death Benefit Option Selection Forms; Member Retirement Beneficiary Forms; and DROP Beneficiary Designations
3. Board Business
4. Office Business
  - a. Equipment Upgrades and Purchases, Sprint T-Mobile Phone
  - b. Annual Affidavits to Retirees
  - c. Open Enrollment City of Palm Bay
  - d. Employee VISA Invoice Review for August
  - e. Upcoming Events-Educational Opportunities

5. Organizational Chart
6. Annual Review of Pension Specialist Patricia J. A. Lindsay
- \*7. Application for Disability, Police Officer Joseph V. Moreno
- \*8. Reduction of Monthly Pension Due to Age 65 Supplement, Police Retiree Joseph Myers
- \*9. Entry into DROP, Firefighter Eric Eschmann

**INPUT FROM ACTIVE AND RETIRED PLAN MEMBERS:**

**INPUT FROM THE PUBLIC:**

**ADJOURNMENT:**

**If an individual decides to appeal any decision made by the Board of Trustees with respect to any matter considered at this meeting, a record of the proceedings will be required and the individual will need to ensure that a verbatim transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based (FS 286.0105). Such person must provide a method for recording the proceedings verbatim.**

**In accordance with the Americans with Disabilities Act, persons needing special accommodations for this meeting shall, at least 48 hours prior to the meeting, contact the Pension Office at (321) 724-8877 or Florida Relay System at 711.**

**This meeting may be conducted by means of or in conjunction with communications media technology, specifically a telephone conference call. The location, Robert J. Conlan Professional Center, 1501 R. J. Conlan Boulevard, NE, Suite 240, (corner of Palm Bay Road East & Robert J. Conlan Boulevard, 2<sup>nd</sup> Floor of the R.J. Conlan Professional Center) Palm Bay, Florida 32905, which is open to the public, shall serve as an access point.**