

**PALM BAY POLICE AND FIREFIGHTERS' PENSION
PLAN BOARD OF TRUSTEES
Regular Meeting 24-12**

Held on the 6th of December 2024 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 Lancaster, Chairperson, called the meeting to order at the hour of 8:57a.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, Ms. Alice Tabares, Pension Assistant, Palm Bay Police and Firefighters' Pension Fund; Mr. Sean Sendra, Board Attorney, Klausner, Kaufman, Jensen and Levinson, P.A telephoned at 9:00 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, 4. Office Business, e. Records Compliance Statement Fiscal Year 2023-2024; add *8 Request for Actuarial Benefit Calculation Estimate at Member's Expense-Firefighter Jason Tull; *9 Application for Retirement and Entry into the DROP-Firefighter Nathan Thomas. 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.

ADOPTION OF MINUTES:

- *1. November Quarterly Minutes 24-11-This item was approved under consent.

OLD BUSINESS:

1. Palm Bay Professional Firefighters, IAFF, Local 2446 Negotiations-The ordinance was sent to the State. It was scheduled for the second reading November 21, 2024, the new council tabled it until December 19, 2024.
2. Board Employee Policy Review-Ms. Taglia-Polak made the changes discussed in the last meeting and highlighted the changes in yellow to make them easier to see. Motion by Mr. Brock, seconded by Mr. Kiszkiel to approve the revised Training Policy. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea.
3. Audit-The auditors come next week on Tuesday, December 10, 2024. This item is pending.
4. 60T Disclosure-Mr. Cole did not have this last meeting because he was waiting for the Churchill returns. Motion by Mr. Brock, seconded by Mr. Kiszkiel to approve the 60T Disclosure. 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-\$3,415.40-Reimbursement to the Truist Commercial Checking Account for Auto Pay for James Brock's VISA.-This item was approved under consent.

*b Truist Commercial Checking Account-\$661.29-Reimbursement to the Truist Commercial Checking Account for Auto Pay for Timothy Lancaster's VISA.-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-Member Beneficiary Forms were accepted on Firefighter Jason Tull; Member Pre Retirement Death Benefit Option Selection Form Firefighter Jason Tull; DROP Beneficiary designation forms were accepted and approved on Police Officer David Weber; Member Retirement Beneficiary Form was accepted on Firefighter Michael Kurrus-This item was approved under consent.

*3. DROP Returns and BCA Quarterly Report-This item was approved under consent.

4. Office Business

a. Equipment Upgrades and Purchases-None.

b. Employee VISA Invoice Review for September-Nothing to review. Ms. Taglia-Polak needed to use her Visa for UPS postage to respond to a records request. An invoice was sent to the requestor for reimbursement. Motion by Mr. Brock, seconded by Mr. Kiszkiel to approve \$46.90 for UPS fee. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea.

c. Upcoming Events-Educational Opportunities-FPPTA in Orlando is coming up in January. Ms. Lindsay sent an email to each trustee asking who would attend. NCPERS Annual is in May. Ms. Taglia-Polak asked since she was exempt from the Training Policy, did the Board want her to ask for each conference she planned to attend? Mr. Lancaster responded yes. She did not have any at that time.

d. Office Security-Mr. Sacco has the camera and is charging it and reviewing installation instructions.

e. Records Compliance Statement Fiscal Year 2023-2024-Ms. Bertolini completed the Form required. 27 boxes were destroyed in December 2023. Motion by Mr. Brock seconded by Mr. Kiszkiel to approve the compliance form. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Kiszkiel, Yea; Mr.

Lancaster, Yea. Ms. Taglia-Polak said this Fiscal Year there are 11 boxes. That is 13 fewer boxes than last year since we are saving statements electronically. We started in February 2024; she expects fewer boxes next year.

Mr. Lancaster brought up the Christmas and New Year's holidays being on Wednesday. He proposed closing the office at noon on Christmas Eve and New Year's Eve and paying employees for both half days. Motion by Mr. Brock, seconded by Mr. Kiszkiel to close the office early on Christmas Eve and New Year's Eve and pay employees for the half day. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea.

5. Arthur J. Gallagher Risk Management Service-Ms. Lindsay is working on Fiduciary and General Liability. Motion by Mr. Brock, seconded by Mr. Kiszkiel to approve and pay invoices when they arrive. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea.

6. Memo New Withholding Requirements-This was provided by Mr. Klausner's office. It was reviewed with the Board. The Board acknowledged.

*7. Termination Refund/Rollover or Vested Termination, if Eligible, Firefighter Zachary Cubero-This item was approved under consent.

*8. Request for Actuarial Benefit Calculation Estimate at Member's Expense-Firefighter Jason Tull-This item was approved under consent.

*9. Application for Retirement and Entry into the DROP-Firefighter Nathan Thomas-This item was approved under consent.

INPUT FROM ACTIVE AND RETIRED PLAN MEMBERS:

There was no input from active or retired plan members.

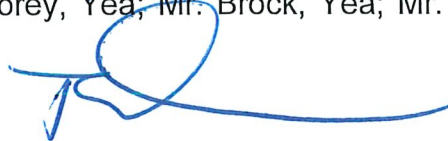
INPUT FROM THE PUBLIC:

There was no input from any of the public.

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ADJOURNMENT:

Motion by Mr. Brock, seconded by Mr. Kiszkiel to adjourn the meeting at 9:12 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, Secretary