

**PALM BAY POLICE AND FIREFIGHTERS' PENSION  
PLAN BOARD OF TRUSTEES  
Regular Meeting 24-09**

Held on the 6<sup>th</sup> of September, 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.

Jason Dorey, Vice-Chairperson, called the meeting to order at the hour of 9:02 a.m.

**ROLL CALL:**

<b>CHAIRMAN:</b>	Timothy W. Lancaster	Absent
<b>VICE CHAIRMAN:</b>	Jason Dorey	Present
<b>SECRETARY:</b>	James W. Brock	Present
<b>TRUSTEE, BRD APPT:</b>	Anthony T. Sacco	Present
<b>TRUSTEE, CITY COUNCIL:</b>	Benjamin J. Kiszkiel	Present

Also, in attendance was Ms. Katie Taglia-Polak, Executive Director, Ms. Alice Tabares, Pension Assistant and Ms. Samantha Bertolini, Records Management Liaison Officer, Palm Bay Police and Firefighters' Pension Fund; Mr. Sean Sendra, Board Attorney, Klausner, Kaufman, Jensen and Levinson, P.A telephoned at 9:02 a.m. Motion by Mr. Sacco, seconded by Mr. Kiszkiel to excuse Mr. Lancaster. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea.

**AGENDA REVISIONS:**

Motion by Mr. Sacco, seconded by Mr. Kiszkiel to add under New Business 12. Cyber Insurance and 13. Annual Review of Patricia Lindsay. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea.

**CONSENT AGENDA:**

Motion by Mr. Sacco, 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. Sacco, Yea; Mr. Kiszkiel, Yea. Meeting continued to New Business 7. Ms. Bertolini entered at 9:04 a.m.

**ADOPTION OF MINUTES:**

\*1. August Quarterly Minutes 24-08-This item was approved under consent.

**OLD BUSINESS:**

1. Palm Bay Professional Firefighters, IAFF, Local 2446 Negotiations-This item is pending. It is still being written.
2. Fraternal Order of Police Negotiations-This was added to the City council meeting for September 5, 2024. The ordinance and impact study have been sent to the state.
3. Disability Rehire Question-Ms. Taglia-Polak said she confirmed the officer is still employed. Mr. Sendra reiterated all members collecting a retirement payment and returning to work will need to be reviewed by the Board attorney.
4. State Funding for Police-\$1,482,346.39 came in and was sent to Salem on August 22, 2024. Salem deposited the funds on August 26, 2024.
5. State Funding for Fire-\$712,568.22 came in and was sent to Salem on August 22, 2024. Salem deposited the funds on August 26, 2024. The supplement is unknown at this time.
6. Audit-This item is pending.
7. Computer Experts Contract Renewal-The contract is complete. There is an automatic annual fee increase of six percent (6%) which would be applicable beginning year two of this Agreement. Mr. Sendra said he recommends execution at this point. It is a two-year contract and auto renews.

**NEW BUSINESS:**

\*1. Warrants for Payment

\*a. Truist Commercial Checking Account-\$264.90-Reimbursement to the Truist Commercial Checking Account for Auto Pay for Timothy Lancaster's VISA-This item was approved under consent.

\*b. Truist Commercial Checking Account-\$775.00-Reimbursement to the Truist Commercial Checking Account for Auto Pay for Jason Dorey's VISA-This item was approved under consent.

\*c. Truist Commercial Checking Account-\$1,905.13-Reimbursement to the Truist Commercial Checking Account for Auto Pay for James Brock's VISA-This item was approved under consent.

\*d. Truist Commercial Checking Account-\$1,130.13-Reimbursement to the Truist Commercial Checking Account for Auto Pay for Anthony Sacco's VISA-This item was approved under consent.

\*e. Truist Commercial Checking Account-\$1,130.13-Reimbursement to the Truist Commercial Checking Account for Auto Pay for Benjamin Kiszkiel's VISA-This item was approved under consent.

\*f. Truist Commercial Checking Account-\$1,130.13-Reimbursement to the Truist Commercial Checking Account for Auto Pay for Alice Tabares' VISA-This item was approved under consent.

\*g. Truist Commercial Checking Account-\$1,130.13-Reimbursement to the Truist Commercial Checking Account for Auto Pay for Samantha Bertolini's VISA-This item was approved under consent.

\*h. Truist Commercial Checking Account-\$1,130.13-Reimbursement to the Truist Commercial Checking Account for Auto Pay for Mary Taglia-Polak's VISA-This item was approved under consent.

\*i. Foster and Foster, Inc.-\$1,800.00- Preparation of the Actuarial Impact Statement dated July 25, 2024; Benefit R. Blake, Invoice 32543 (Police Fund Only)-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-New Member beneficiary forms were accepted and approved on Police Officers Brandon Everhart and Kaomi Hodge;

Member beneficiary forms were accepted and approved on Police Officers Joleene James, Sean Rollins, Casey Rae and Michelle Jaroz; Share Plan designation forms were accepted and approved on Police Officers Joleene James, Casey Rae, Michelle Jaroz, Brandon Everhart and Kaomi Hodge; DROP Beneficiary designation forms were accepted and approved on Firefighter Bertram Lewis-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-Ms. Taglia-Polak reviewed the quote for the new server, there were additional options listed at the bottom of the quote for Windows 2022 Standard Server with nine (9) users add \$1,250.00 and Exchange Server 2019 Standard with nine (9) users add \$1,795.00. Ms. Taglia-Polak spoke with Mr. Mageau before the meeting. He said the Fund does not need either of those options. Motion by Mr. Sacco, seconded by Mr. Kiszkiel to approve the purchase of a new server for \$5,995.00. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea. Ms. Taglia-Polak reviewed three (3) of the work stations need to be replaced. Ms. Tabares' is newer and does not need replacement. Each workstation is \$899.00 and does not include new monitors. Motion by Mr. Sacco, seconded by Mr. Kiszkiel to replace three of the work stations at \$899.00 each for a total of \$2,697.00. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea.
- b. Employee VISA Invoice Review for July-Charges on Ms. Bertolini, Ms. Tabares and Ms. Taglia-Polak's Visa cards are for FPPTA registration and hotel deposit.
- c. Upcoming Events-Educational Opportunities-FPPTA is September 22, 2024-September 25, 2024. NCPERS Public Safety is October 27, 2024-October 30, 2024.
- d. Office Security-This item is pending. Mr. Kaufman, the building owner does not allow cameras from the ceiling, he requests something small like a doorbell camera. Mr. Sacco has been reviewing some options that are

battery operated, something with a camera on the outside and a monitor inside. They range in price from \$60.00 to \$200.00.

- e. Affidavits-All fire affidavits have been returned. One police officer has not returned his affidavit due to extenuating circumstances that cannot be addressed in a public meeting. The office is in contact with his family. Motion by Mr. Sacco, seconded by Mr. Kiszkiel to give the member and his family more time. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea.
- f. Proposed Meeting Schedule-Quarterly meetings were moved to the third month after the quarter ends to provide BCA more time for the report, rather than having a preliminary and final. Motion by Mr. Sacco, seconded by Mr. Kiszkiel to approve the proposed meeting schedule. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea.
- g. Business Tax Receipt-This was completed on August 14, 2024 and is good until October 1, 2025. A procedure was created on how to renew the business tax receipt. Motion by Mr. Sacco, seconded by Mr. Kiszkiel to approve the procedure on renewing the business tax receipt. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea.
- h. Truist Notification-The office received a letter indicating Truist payments are due 25 days after the statement closing. There are 28-31 days in a month so it does not always fall on the same date. Since the Fund is set up for auto pay this is a change from having the same calendar date. If there had been any late fees Truist has corrected them. The Board acknowledged.

5. NCPERS Review-Mr. Brock said presenters were unsure of how Artificial Intelligence (AI) would change the future. Ms. Taglia-Polak said AI presentation was interesting. One speaker discussed demographics and the birth rate. There needs to be a birthrate of 2.1 to replace the existing population, currently it's 1.6. AI could help fill the labor gap. There was a presenter that said in a particular fund if they do not make the assumed rate of return, the employees have to contribute more.

6. Annual Required Contribution-Motion by Mr. Sacco, seconded by Mr. Kiszkiel to forward data for analysis to Foster and Foster to complete the Annual Required

Contribution. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea.

7. Annual Review of Samantha Bertolini-Ms. Taglia-Polak said Ms. Bertolini is doing a great job. She recently took the initiative to ask about taking over requesting insurance from vendors and keeping up with it. She completed the CPPT program. Ms. Bertolini said she relabeled and organized the contract files as well as the front office files. She will restart member files scanning. Ms. Taglia-Polak said she included a copy of the Longevity Policy and a Memo from February 4, 2022. The policy states all full time and part time employees begin receiving longevity at five years. The memo removes that from Ms. Bertolini because she began working one day a week. She began working one day a week beginning March 2022, it increased to two days a week in July 2022 then three days in December 2022. Mr. Sacco asked how long Ms. Bertolini has worked at the Fund? Ms. Bertolini said six and a half years, although a year and a half was as a temp. In October 2019 she became an employee of the Fund. A few months after March 2022 Ms. Adams had turned over the records management to Ms. Bertolini. Mr. Sacco asked how many days Ms. Bertolini was originally hired to work? Ms. Bertolini replied four (4) days a week. Mr. Sacco said the Longevity Policy does not list criteria. Motion by Mr. Sacco, seconded by Mr. Kiszkiel to update the longevity policy to add a minimum of 24 hours a week to be eligible. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea. Motion by Mr. Sacco, seconded by Mr. Kiszkiel to reinstate Longevity pay for Ms. Bertolini. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea. Ms. Tabares asked what are the criteria for other benefits like holiday pay and personal leave? Ms. Taglia-Polak said we have policies, but she did not have them with her. Mr. Sendra requested they be sent to him. Motion by Mr. Sacco, seconded by Mr. Kiszkiel to table the conversation about pay increases. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea. The Board thanked Ms. Bertolini and Ms. Tabares for their contributions. Ms. Bertolini left at 9:17 a.m. Discussion continued to Old Business 1.

8. Annual Review of Alice Tabares-Ms. Taglia-Polak said Ms. Tabares provided a list of tasks she is completing and Ms. Taglia-Polak agrees the list. She is doing an excellent job and has a positive attitude. Ms. Tabares completed the CPPT program, has trained on ten-year spreadsheets, sends member information to Salem, Foster and Foster and

Ms. Janes. She is answering member questions and began training on travel with Ms. Lindsay. Ms. Tabares said she felt like this list she provided details the tasks she does. This will be discussed further at the next meeting.

9. Open Enrollment City of Palm Bay-The office will be preparing to send letters with forms to members September 18, 2024. The members will have the paperwork when they complete their open enrollment. The City is targeting October 21, 2024-November 1, 2024 for Open Enrollment. These are tentative dates for open enrollment and could still change.

\*10. Request to Close DROP Account Firefighter Douglas R. Smith-This item was approved under consent.

\*11. Termination Refund/Rollover or Vested Termination, if Eligible, Firefighter Shawn Collins-This item was approved under consent.

12. Cyber Insurance-The Fund needs to apply for Cyber insurance, once this is done a quote can be sent for approval. Motion by Mr. Sacco, seconded by Mr. Kiszkiel to approve applying for Cyber insurance. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea.

13. Annual Review Patricia Lindsay-Ms. Lindsay's review is coming up. Ms. Taglia-Polak will schedule a time with Mr. Lancaster and Ms. Lindsay for her review.

**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 the public.

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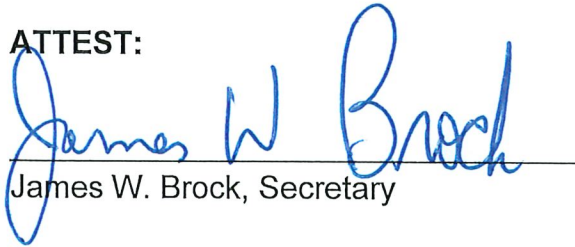
**ADJOURNMENT:**

Motion by Mr. Sacco, seconded by Mr. Kiszkiel to adjourn the meeting at 9:42 a.m. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Kiszkiel, Yea.



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Timothy W. Lancaster, Chairman

**ATTEST:**



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James W. Brock, Secretary