

FRUITLAND PARK MUNICIPAL FIREFIGHTERS PENSION TRUST BOARD

AGENDA

March 4, 2019

City Hall Conference Room
506 W. Berckman Street
Fruitland Park, FL 34731 6:00 p.m.

1. Pledge of Allegiance

2. Roll Call

3. Approval of Minutes
December 3, 2018

4. Public Comments

This section is reserved for members of the public to bring up matters of concern or opportunities for praise. Action may not be taken by the pension trust board at this meeting; however, questions may be answered by staff or issues may be referred for appropriate staff action.

Note: Pursuant to F.S. 286.0114 and the City of Fruitland Park's Public Participation Policy adopted by Resolution 2013-023, members of the public shall be given a reasonable opportunity to be heard on propositions before the City Commission. Accordingly, comments, questions, and concerns regarding items listed on this agenda shall be received at the time the board addresses such items during this meeting. Pursuant to Resolution 2013-023, public comments are limited to three minutes.

5. Fire Pension Board - Residents: Commission - Appointed New Member

6. City Treasurer's Reports

a. Cash by Fund – Firefighters Pension

b. FY 2018-19 Annual Pension Report

7. Other Business

8. Board of Trustees' Comments

9. Next Meeting Date

10. Adjournment

Any person requiring a special accommodation at this meeting because of disability or physical impairment should contact the City Clerk's Office at City Hall (352) 360-6727 at least forty-eight (48) hours' notice prior to the meeting. (§286.26 F.S.)

If a person decides to appeal any decision made by the board with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings and ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The city does not provide verbatim records. (§286.0105, F.S.)

PLEASE TURN OFF ELECTRONIC DEVICES OR PLACE IN VIBRATE MODE¹

**FRUITLAND PARK
BOARD OF TRUSTEES FIREFIGHTERS PENSION TRUST FUND
DRAFT MINUTES
December 3, 2018**

A meeting of the City of Fruitland Park Board of Trustees Firefighters Pension Trust Fund was held in the City Commission Executive Room at 506 West Berckman Street, Florida, 34731 on Monday, December 3, 2018 at 6:00 p.m.

Members Present: Firefighter Kevin Ducharme (firefighter: fire department appointed), Chair (participated by telephonic conference)
Messrs. Charles “Chuck” Themm (residents: commission-appointed),
Edgar J. “Jerry” Elton (pension board: appointed), and
City Treasurer Jeannine Racine (alternate)

Members Absent: Firefighter Taylor Luttfiring (firefighter: fire department appointed), Vice Chair-Secretary,

Also Present: City Clerk Esther B. Coulson.

The chair called the meeting to order at 6:09 p.m.

1. Pledge of Allegiance

2. Roll Call

Ms. Coulson called the roll and a quorum was declared present.

Ms. Coulson announced that the chair called prior to this evening’s meeting on his ability to be present and acknowledged that his participation by telephone does not constitute a quorum.

On motion of Ms. Racine, seconded by Mr. Elton and unanimously carried, the board excused the chair’s absence in being present at this evening’s meeting and agreed that he participate by telephonic conference.

3. Approval of Minutes

On motion of Ms. Racine, seconded by Mr. Elton and unanimously carried, the board approved the October 22, 2018 meeting minutes as submitted.

4. Public Comments

There were no public comments at this time.

5. Fire Pension Board Appointments

i. Firefighter Appointed – Expires December 31, 2018

Ms. Coulson referred to the October 22, 2018 discussion at the last meeting and reported that Mr. Luttfiring has accepted to serve in the firefighter appointed

position category for another term.

After discussion and **on motion of Ms. Racine, seconded by Mr. Elton and unanimously carried, the board accepted, as its rules of procedure, that members who miss three consecutive meetings, without receiving an excused absence, would be automatically removed.**

On motion of Mr. Elton, seconded by Mr. Themm and unanimously carried, the board approved the reappointment of Mr. Taylor Luttfriing to the firefighter-appointed position which will be expire on December 31, 2018.

ii. Residents: Commission Appointed – Vacant

Ms. Coulson explained that that the residents: commission appointment, left vacant by Mr. Steve Brooker, was addressed before the November 8, 2018 regular Fruitland Park City Commission and reported that she had advertised the position on the city's social media platform with the application posted on the city's website.

In response, Mr. Elton addressed his plan to relay same to individuals who are interested and forward same to Ms. Coulson.

6. City Treasurer's Reports

i. FYs Ending 2018, 2019, and 2020 Actuarial Valuation

Ms. Racine reported that the firefighters' retirement trust fund is 529 percent funded; indicated that the city no longer contributes to the pension as the board's contribution is more and gave reasons why she is not instituting same.

ii. Cash by Fund – October 31, 2018

Ms. Racine reported that the cash report as of October 31, 2018 shows approximately \$88,603 -- with almost \$81,000 in the SBOA Investment and \$474,118 in Edward Jones -- with a total pension of \$562,722.

6. Old Business

There was no old business to come before the board at this time.

7. New Business

There was no new business to come before the board at this time.

8. Board of Trustees' Comments

There were no board comments at this time.

9. Next Meeting Date

By unanimous consent, the board agreed to hold the next meeting at 6:00 p.m. on Monday, March 4, 2019.

10. Adjournment

There being no further business to come before the board at this time, the meeting adjourned at 6:19 p.m.

Submitted: _____
Esther B. Coulson, City Clerk

Chair

RESOLUTION 2019-002

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FRUITLAND PARK, FLORIDA, APPOINTING A MEMBER TO THE BOARD OF TRUSTEES OF THE MUNICIPAL FIRE FIGHTERS PENSION TRUST FUND OF THE CITY OF FRUITLAND PARK; PROVIDING THE TERM EXPIRATION DATE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Fruitland Park established a municipal fire fighters pension trust fund; and

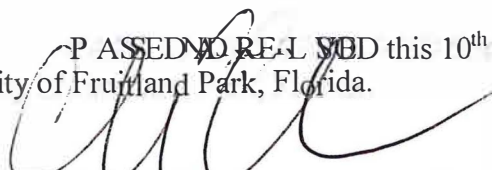
WHEREAS, one (1) vacancy currently exists on the board of trustees.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FRUITLAND PARK, FLORIDA:

1. Mr. Marc Matthews Jr. is hereby appointed to the board of trustees of the municipal fire fighters pension trust fund of the City of Fruitland Park. His term shall expire December 31, 2020.

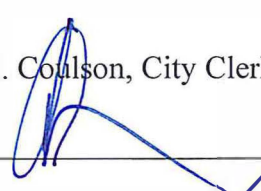
2. This resolution shall take effect immediately upon its final adoption by the City Commission of the City of Fruitland Park, Florida.

PASSED AND ADOPTED this 10th day of January 2019, by the City Commission of the City of Fruitland Park, Florida.




City of Fruitland Park
Chris Cheshire, Mayor

Attest:
Esther B. Coulson, City Clerk

Vice Mayor Gunter		(Yes), _____	(No), _____	(Abstained), _____	(Absent) _____
Commissioner Bell	/	(Yes), _____	(No), _____	(Abstained), _____	(Absent) _____
Commissioner DeGrave	/	(Yes), _____	(No), _____	(Abstained), _____	(Absent) _____
Commissioner Mobilian	/	(Yes), _____	(No), _____	(Abstained), _____	(Absent) _____
Mayor Cheshire	/	(Yes), _____	(No), _____	(Abstained), _____	(Absent) _____

Approved as to form and legality:



Anita Geraci-Carver, City Attorney

SUMMARY OF
CASH ACCOUNTS
BY FUNDS

AS OF: 31-Jan-2019

	SBOA Investments	USB	Citizens	CDs	Edward Jones	Total	Total Fund
General Fund	\$ 3,933,159	\$ 3,669,261	\$ -	\$ 200,000	Citizens	\$ 7,802,420	\$ 7,877,043 GF
Police/Fire Fee		\$ 70,511				\$ 70,511	
Payroll		\$ 4,112				\$ 4,112	
Redevelopment	\$ 216,271			\$ 100,000	Citizens	\$ 316,271	\$ 316,271 Redevp
Capital Projects	\$ 199,775			\$ 100,000	Citizens	\$ 299,775	\$ 299,775 CIP
Utility Fund	\$ 98,408					\$ 98,408	\$ 257,388 Utility
						\$ -	
Utility Deposit		\$ 158,981				\$ 158,981	
Municipal FF	\$ 89,338				\$ 482,286	\$ 571,624	\$ 571,624 FF Pension
Recreation	\$ (10,959)					\$ (10,959)	\$ (10,959) Rec
Total Funds	\$ 4,525,991	\$ 3,902,865	\$ -	\$ 400,000	\$ 482,286	\$ 9,311,143	\$ 9,311,143



Bureau Local Retirement Systems
Municipal Police Officers' & Firefighters' Trust Funds' Office
P.O. Box 3010
Tallahassee, FL 32315-3010
Tel: 850-922-0667 | Fax: 850-921-2161 | Toll-Free: 877-738-6737

Ron DeSantis, Governor

Jonathan R. Satter, Secretary

February 27, 2019

Ms. Jeannine Racine, City Treasurer
City of Fruitland Park
506 West Berckman Street
Fruitland Park, Florida 34731

Dear Ms. Racine:

We have completed our preliminary review of the 2018 Annual Report for the Fruitland Park Firefighters' Pension Fund.

Based on that review, listed below are items that need corrections, clarification and/or additional information.

- Please upload a complete copy of the audited financial statements to the online report as soon as received.
- Page 4 – Detailed Accounting Report – Please revise to indicate that the report has been included with the submission of the 2018 online report.
- Termination Page – Christian Perez does not appear to be listed on the prior years' Statistical Exhibit. Did he make any employee contributions for that reporting period? If so, where were they recorded?
- Statistical Exhibit – Please verify the date of employment and plan entry date for Emiliano Apprato and Brandon Clutter. They don't appear to be listed on the prior years' report. If they made any employee contributions for the prior years' reporting period, where are they recorded?
- Statistical Exhibit – Pablo Echevarria is listed on the prior years Termination Page as receiving a refund of \$24.45. Please explain why he is listed on this years' report.
- Statistical Exhibit – Please complete the Age Column for Emily Fisher.
- Please submit an online revision of any information that has been corrected.

Please be advised that ss. 175.121(2) and 185.10(2), require that in order for a municipality or special fire control district and its pension fund to participate in the distribution of premium tax moneys under Chapters 175 and 185, F. S., all the provisions of these chapters shall be complied with annually, **including state acceptance pursuant to Part VII of Chapter 112, F. S.** If you receive a notice from the Local Retirement Section (LRS) that the plan is "not state accepted," or there is some outstanding issue that the LRS office is waiting on, please provide a prompt response so as not to jeopardize release of your state premium tax moneys.

The 40th Annual Police Officers' and Firefighters' Pension Trustees' School at FSU's Center for Academic & Professional Program Services in Tallahassee will take place on April 30th – May 2nd, 2019. Continue to check our website to access information and updates about the Trustees' School, including

area maps, a copy of the program when completed, and links to register with FSU as well as hotel information on our website at www.myflorida.com/frs/mpf. All police officer and firefighter plan participants, board of trustee members, plan sponsors, and anyone interested in the administration and operation of the Chapters 175 and 185 pension plans should take advantage of this unique, insightful and informative program.

If you have any questions or need further information, please call our office at 850/922-0667.

Sincerely,

A handwritten signature in blue ink that reads "Julie Browning". The signature is written in a cursive style with a large initial "J" and "B".

Julie Browning, Accountant
Municipal Police Officers' and
Firefighters' Retirement Trust Funds

JB:mjm

Copy: Kevin Ducharme, Chairman
Patrick Donlan, Plan Actuary
Tammy Campbell, CPA
Anita Geraci-Carver, Plan Attorney