



## **FRUITLAND PARK MUNICIPAL FIREFIGHTERS PENSION TRUST BOARD AGENDA**

**January 8, 2018**

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**

November 6, 2017

**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. City Treasurer's Reports  
Refund Contributions**

**6. Old Business**

**7. New 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 MODE**

**FRUITLAND PARK**  
**BOARD OF TRUSTEES FIREFIGHTERS PENSION TRUST FUND MINUTES**  
**November 6, 2017**

A meeting of the City of Fruitland Park Board of Trustees Firefighters Pension Trust Fund was held at the Conference Room at 506 West Berckman Street, Florida, 34731 on Monday, November 6, 2017 at 7:00 p.m.

**Members Present:** Firefighter Kevin Ducharme (firefighter: fire department appointed), Chair  
Firefighter Taylor Luttfiring (firefighter: fire department appointed), Vice  
Chair-Secretary  
Messrs. Charles “Chuck” Themm (residents: commission-appointed)  
Edgar J. “Jerry” Elton (pension board: appointed)  
Steve Brooker (residents: commission-appointed), and  
City Treasurer Jeannine Michaud-Racine (alternate)

**Also Present:** City Clerk Esther B. Coulson.

The chair called the meeting to order at 7:05 p.m.

**1. Pledge of Allegiance**

The Board recited the Pledge of Allegiance to the Flag.

**2. Roll Call**

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

**3. Approval of Minutes**

**On motion of Mr. Elton, seconded by Mr. Luttfiring and unanimously carried, the board approved the April 3, 2017 meeting minutes as submitted.**

**4. Public Comments**

There were no public comments at this time.

**5. City Treasurer’s Reports**

**a. 2016 Premium Tax Distribution - Florida Department of Management Services Retirement Correspondence**

Ms. Racine reviewed the correspondence from the Ms. Sarah Carr, Florida Department of Management Services Retirement, dated September 5, 2017 regarding the 2016 Premium Tax Distribution and indicated that once they receive acknowledgement, the payment of \$13,323.63 will be approved by the state.

**b. 2016 Annual Firefighters Pension Report – Approved Memorandum**

Ms. Racine pointed out the September 25, 2017 memorandum from the State of Florida Department of Management Services, Bureau Local Retirement Systems, Municipal Police Officers’ and Firefighters’ Trust Funds Office regarding the 2016 Annual Reports which has been reviewed and approved.

**c. 2016 Supplemental Tax Distribution**

With reference to the letter dated September 29, 2017 from Ms. Jo Neil Chaaban, the State of Florida Department of Revenue, Revenue Accounting, Ms. Racine noted the approval of transfer of \$724.91 which will be deposited to the trust.

**d. Firefighters Pension Accounts: SBA and Edward Jones**

Ms. Racine referred to the summary of cash accounts at the close of September 30, 2017 and noted the highlighted funds and the municipal firefighter's general fund (pension) totaling \$544,151 and indicated, under the Comprehensive Accounting Financial Reporting and the charges incurred in placing funds into one account, as reasons why she plans to transfer the majority of funds from the SBA into the Edward Jones account.

**e. Terminated Firefighters Contribution Refund Requests**

The board considered its action to approve the reimbursement of pension contributions to the following individuals:

- Pablo Echevarria
- Michael Howard
- Madison Leary
- Stephen Ogden
- Sean Parker
- Tyler Ramsey
- Josh Ranize

In response to the chair's description of his current flex position and that he no longer is a volunteer firefighter, Ms. Racine recognized that reimbursement of pension contributions for former volunteer firefighter Mr. David Campbell is pending and indicated that approval can be made at this evening's meeting provided that the necessary documents for processing are completed by November 7, 2017.

After discussion and **on motion of Mr. Themm, seconded by Mr. Elton and unanimously carried, the board approved reimbursement of pension contributions to the aforementioned individuals.**

**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 address before the board at this time.

**8. Board of Trustees' Comments**

Later in the meeting and in response to Ms. Coulson's inquiry, Mr. Themm acknowledged

that his membership term will continue to be staggered and that he agreed to serve for another term on the board.

**9. Next Meeting Date**

After discussion and by unanimous consent, the board agreed that its future meeting times will be at 6:00 p.m. and the next meeting will be held on Monday, January 8, 2018.

**10. Adjournment**

There being no further business to come before the board at this time, on motion made and seconded, the meeting adjourned at 7:28 p.m.

Submitted: \_\_\_\_\_  
Esther B. Coulson, City Clerk

\_\_\_\_\_  
Chair

SUMMARY OF  
CASH ACCOUNTS  
BY FUNDS

AS OF: 30-Nov-2017

	SBOA Investments	USB	Citizens	CDs	Edward Jones	Total	Total Fund
<b>General Fund</b>	\$ 3,599,225	\$ 1,298,467	\$ -	\$ 200,000	Citizens	\$ 5,097,692	<b>\$ 5,286,876 GF</b>
Police/Fire Fee		\$ 70,510				\$ 70,510	
Payroll		\$ 118,674				\$ 118,674	
<b>Redevelopment</b>	\$ 20,187			\$ 100,000	Citizens	\$ 120,187	<b>\$ 120,187 Redevp</b>
<b>Capital Projects</b>	\$ 462,337			\$ 100,000	Citizens	\$ 562,337	<b>\$ 562,337 CIP</b>
<b>Utility Fund</b>	\$ 2,137,695					\$ 2,137,695	<b>\$ 2,285,326 Utility</b>
						\$ -	
Utility Deposit		\$ 147,630				\$ 147,630	
<b>Municipal FF</b>	\$ 172,013					\$ 376,001	<b>\$ 548,014 FF Pension</b>
<b>Recreation</b>	\$ 4,103					\$ 4,103	<b>\$ 4,103 Rec</b>
<b>Total Funds</b>	<b>\$ 6,395,561</b>	<b>\$ 1,635,281</b>	<b>\$ -</b>	<b>\$ 400,000</b>		<b>\$ 8,806,844</b>	<b>\$ 8,806,844</b>



506 W. Berckman St.  
Fruitland Park FL 34731

Tel. (352) 360-6727  
Fax. (352) 360-6686

## MUNICIPAL FIREFIGHTER PENSION TRUST FUND Reimbursement of Funds

Firefighter's Name Emily Fisher

Please take this form to the City Finance Director who will give you an accounting of funds due to you from the Municipal Firefighter's Pension Trust Fund.

Designation of reimbursement of those funds will need to be approved by the Firefighters Pension Trust Board of Trustees.

Please fill out the following and return to the City Finance Director so that she can forward it to come before the next meeting of the Board of Trustees.

1. I have been notified by the City Treasurer that I am due a reimbursement of \$172.59, which are monies previously with-held from my Fruitland Park Volunteer Firefighters Stipend payments.
2. I understand that I have several options:
  - (A) Reimbursement of that amount shown in para. (1) above, to me at the mailing address shown under my signature.
  - (B) Reimbursement of that amount shown in para. (1) above should be left in the Pension, as I might return to fire department employment within five (5) years following the date of my separation from service.
  - (C) The amount shown in para. (1) above is donated by me to the Fruitland Park Volunteer Firefighters Pension Fund.

Please circle one of the above.

Witness Jeannine Racine  
Witness Printed Name Jeannine Racine  
506 W Berckman St  
Address Fruitland Park FL 34731  
City, State, Zip 11-14-17  
Date

Firefighter's Signature Emily Fisher  
265 Memman Rd  
Address Akron, OH 44303  
City, State, Zip e.fisher20.09@gmail.com  
Email 352-460-5614  
Cell 11-14-17  
Date