

**CITY OF FRUITLAND PARK MUNICIPAL FIREFIGHTERS' PENSION TRUST BOARD  
MINUTES  
SEPTEMBER 22, 2015**

A regular meeting of the Fruitland Park Municipal Firefighters' Pension Trust Board was held in the City of Fruitland Park Commission Chambers at 506 West Berckman Street, Fruitland Park, Florida 34731 on Thursday, September 22, 2015 at 6:00 p.m.

**Members Present:** Donald Gilpin, Charles "Chuck" Themm, and Diane Gibson Smith

**Members Absent:** Jerry Elton and Michael Laming

**Also Present:** City Treasurer Jeannine Racine Michaud, City Attorney Anita Geraci-Carver, Firefighter Kevin Ducharme, and City Clerk Esther B. Coulson.

**Call to Order**

The meeting was called to order at 6:15 p.m.

**Roll Call**

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

**Election of Chair Pro-Tem**

After discussion, Ms. Gibson placed the name of Donald Gilpin as Chair Pro-Tem at this evening's meeting. The nomination was seconded by Mr. Themm.

There being no further names placed in nomination and by unanimous consent, the nomination was declared closed.

By unanimous consent, the board appointed Lieutenant Donald Gilpin to serve as Chair-Pro Tem at this evening's meeting.

**1. Approval of Minutes**

On motion of Mr. Themm, seconded by Ms. Gibson Smith and unanimously carried, the board approved the April 28, 2015 minutes as submitted.

**2. Member Appointments**

After discussion, the Chair-Pro-Tem announced the fire department's recommendation to nominate Mr. Kevin Ducharme to serve as the member of the Firefighters' Pension Trust Board representing the firefighters: fire department category.

The Chair Pro-Tem announced that since Lieutenant Michael Laming had been appointed as the Fire Department Chief for the City of Fruitland Park, he had to relinquish his position from the board.

On motion of Ms. Gibson Smith, seconded by Mr. Themm and unanimously carried, the board approved the fire department's recommendation to appoint Mr. Kevin Ducharme to complete the remaining two-year term which will expire December 31, 2015 replacing Michael Laming representing the firefighters: fire department category who has resigned.

The members welcomed Mr. Ducharme to the board.

In response to Ms. Coulson inquiry, Ms. Geraci-Carver agreed to contact Mr. Ducharme to advise him of the Government-in-the Sunshine Public Meetings and Records Laws.

3. **City Treasurer's Reports**

(a) **FY 2015-016 Budget**

Ms. Michaud reviewed the availability of funds from the summary of cash accounts as of August 31, 2015; a copy of which is filed with the supplemental papers to the minutes of this meeting.

Ms. Michaud pointed out the recent Police and Firefighter Pension Law requiring the board to adopt and operate a budget and post same on the website and noted that the city commission will also have to approve said budget; a copy of which is filed with the supplemental papers to the minutes of this meeting.

**On motion of Ms. Gibson Smith, Lieutenant Gilpin stepped down to make a second, and unanimously carried, the board approved the city treasurer's recommendation to approve the Fiscal Year 2015-2016 budget of \$315,618 as submitted.**

(b) **Reimbursement of Funds**

Ms. Michaud described the process of receiving refunds from the pension trust fund upon the termination of employment and relayed the requests received from Messrs. Christopher Burris to receive \$66.67 and Steven Whitaker, \$477.83 respectively.

**On motion of Ms. Gibson Smith, Lieutenant Gilpin stepped down to make a second, and unanimously carried, the board approved the requests for refunds as previously cited.**

After Ms. Michaud reported that former firefighter Leonides Gonzalez did not receive his full refund, a motion was made by Mr. Themm and seconded by Ms. Gibson Smith that the board approve refunding him the additional amount due of \$20.

(c) **2014 Annual Report and FY 2015, 2014, and Prior Firefighter Employees**

For informational purposes, Ms. Michaud referred to the approved memorandum dated September 1, 2015 from the State of Florida Department of Management Services, (DMS) Division of Retirement, regarding the 2014 Annual Reports for the pension fund.

Ms. Michaud pointed out the spreadsheet outlining the termination of firefighters during FYs 2015, 2014 and prior and gave reasons why she will be resending letters shortly to the firefighters who were not refunded, addressed her attempt to place them on the refund list; thus, seek assistance in obtaining better responses, and that she will report back to the board. Copies of the respective documents are filed with the supplemental papers to the minutes of this meeting.

**4. 2015 Police and Firefighter Pension Law**

Ms. Geraci-Carver gave a summary update on new requirements for the Firefighters' Pension Trust Board and indicated that:

- mutual consent is required for deviations from the default rules for the use of premium tax revenues collected;
- as the city is a non-collective bargaining unit, approval of the terms is required by the plan sponsor, Edward Jones (where the funds are invested), the majority of the firefighters, and members of the plan;
- the board already approved in its budget and will ensure that it is in compliance with the plan's defined contribution of five percent which needs to be established by October 1, 2015;
- all fire pension plans have to: prepare a detailed accounting report and an administrative expense budget; provide copies to the plan's sponsor and the state; make them available to the plan members with copies to all the fire fighters; post same on the city's website, and said report must accompany the plan's annual report due to the state on March 15 of the following year;
- the detailed accounting report is required to include certain line items for administrative expenses for legal counsel, actuary plan administrator, other consultants, and include travel and expenses paid to or on behalf of the board members of the board of trustees or on behalf of the plan, and
- starting January 1, 2016, the city's retirement plans will be using mortality tables used in either of the two most recent actuary reports in the Florida Retirement System; thus, mortality tables must be used as of October 16, 2015 whereby DMS would publish the tables and methodology used.

In response to Ms. Michaud's inquiry, Ms. Geraci-Carver suggested indicating the line items on the listing as zero; continue utilizing FRS' actuary tables, and visit its website to determine what is required noting that they will be making updates. She stated that the board will be reviewing the plans to ensure that they are redefined contribution plan.

**5. Old Business**

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

**6. New Business**

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

**7. Board of Trustee's Comments**

After Ms. Coulson responded to Mr. Themm's question that the terms of Messrs. Ducharme, Themm and Ms. Gibson Smith will be expiring on December 31, 2015, Ms. Gibson Smith explained that she will not be seeking reappointment for another term due to time constraints; however, she expressed willingness to continue to serve as a member until a replacement is found.

8. **Date of Next Meeting**

Tuesday, October 6, 2015 at 7:00 p.m. in the conference room.

9. **Adjournment**

There being no further business to come before the board at this time, on motion made, second and unanimously carried, the meeting adjourned at 6:31 p.m.

Submitted by:

A handwritten signature in blue ink, appearing to read "Jerry Elton", is written over a horizontal line. The signature is stylized and cursive.

Jerry Elton, Secretary