

# BOARD OF TRUSTEES OF THE CITY PENSION FUND FOR FIREFIGHTERS & POLICE OFFICERS

In the City of Pembroke Pines  
Hampton Professional Center  
1951 NW 150<sup>th</sup> Avenue – Suite #104  
Pembroke Pines, FL 33028

## REGULAR MONTHLY MEETING – DECEMBER 15, 2011

The three hundred and ninety-eighth meeting of the Firefighters and Police Officers Pension Fund in the City of Pembroke Pines was called to order at 4:05 p.m. by Chairman Adam Cabeza.

1. Roll Call –	<u>Fire Members</u>	<u>Police Members</u>	<u>City Members</u>
	Adam Cabeza	James Ryan	Gary Arenson (4:10 pm)
	Steve Dougherty	Al Xiques	Vicki Minnaugh
	Frank Musumeci		Isadore Nachimson (4:15 pm)

Carl Heim was unable to attend due to being out of town and had requested an excused absence. Motion by Vicki Minnaugh, second by James Ryan, to excuse Carl Heim for this meeting. The motion carried unanimously.

**Others Present:** Larry Wilson from Gabriel, Roeder, Smith & Co.; Stephen H. Cypen, Esq., Attorney for the Fund; and Karen H. Warner, Plan Administrator.

2. **Approval of Minutes for November 17, 2011.** Chairman Cabeza presented minutes from the November 17, 2011 meeting for approval. Motion by Vicki Minnaugh, second by Frank Musumeci, to approve as presented. The motion carried unanimously.
3. **Approval of Warrant #532.** Chairman Cabeza presented Warrant #532 in the amount of \$9,547.43 for approval and payment. Motion by Vicki Minnaugh, second by Steve Dougherty, to approve as presented. The motion carried unanimously, authorizing the payment of:

Cypen & Cypen – Monthly Retainer for December, 2011	\$3,250.00
Hampton Professional Center Condo No. 2 – Monthly Maintenance (Suite #104) for January, 2012	\$407.72
LEAF – Xerox Copier Lease for December, 2011	\$194.23
Twilight Industries, LLC – Office Maintenance for December, 2011	\$152.00
Gary Arenson Reimbursement IIR 12/9/2011-12/13/2011	\$1,688.80
Joan Wall Bookkeeping 5/14/2011-11/16/2011	\$2,942.14
Richard L. Ziff, P.A. – DROP Loan Processing Fees (December)	\$700.00
FP&L Electric Bill (already Paid)	\$4.43
Holland & Knight LLP Plan Compliance Review	\$100.96
City of Pembroke Pines (Code Of Ordinances )	\$32.15
Ultimate Security – Monitoring service 12/21/2011- 3/21/2012	\$75.00

<b>TOTAL</b>	<b>\$9,547.43</b>
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4. **Approval of DROP Benefit(s).** Motion by Steve Dougherty, second by Vicki Minnaugh, to approve the calculation of DROP Benefit(s) as presented. The motion carried unanimously to approve:

	DROP Eff. Date	DROP Term. Date	Form of Benefit
P/O Thomas Maher	11/01/2011	10/31/2016	Joint & 75% Contingent

5. **Approval of DROP Loan(s)** – The following DROP Loan applications were presented for Board consideration:

- |                        |     |                        |     |
|------------------------|-----|------------------------|-----|
| ▪ P/O Andrew Smith     | *** | ▪ F/F Richard Moss     | *** |
|                        |     | ▪ F/F Matthew Nickison | *** |
| *** (See Attachment A) |     | ▪ F/F James Sammarco   | *** |

Motion by Vicki Minnaugh, second by Steve Dougherty, to approve the DROP Loans for Andrew Smith, Richard Moss, Matthew Nickison and James Sammarco as presented. The motion carried unanimously.

6. **Request for DROP Account Distribution(s)** – Karen Warner reported that, since agenda packets were distributed, F/F Richard Moss has withdrawn his request for a DROP distribution. She also noted that an additional DROP distribution request has been received from F/F David Donzella. Ms. Warner asked that the Board consider adding this request to the agenda, if meeting with their approval. Copies of the member's request and Actuary's letter were distributed. Motion by Vicki Minnaugh, second by Gary Arenson, to add the distribution request from F/F David Donzella to the agenda for approval. The motion carried unanimously.

The following DROP account distribution requests were then presented for Board consideration:

- |                      |          |     |
|----------------------|----------|-----|
| ▪ F/F David Donzella | Monthly  | *** |
| ▪ F/F Olaf Gilmartin | Lump Sum | *** |
| ▪ F/F Donald Rynning | Lump Sum | *** |

\*\*\* (See Attachment A)

The 415 screening tool results were provided to Actuary Larry Wilson; and, when appropriate, his office has provided the necessary letters indicating these distributions would not pose a problem with the 415 limitation at the present time. Motion by Vicki Minnaugh, second by James Ryan, to approve the distribution requests for David Donzella, Olaf Gilmartin and Donald Rynning as presented. The motion carried unanimously.

### **UNFINISHED BUSINESS**

None

### **NEW BUSINESS**

None

### **7. Reports:**

**Actuary** – Actuary Larry Wilson reported on the following:

- Experience Study – Copies of the GRS engagement letter were distributed for discussion. An experience study is recommended every five years, to review if everything happening within the fund is in line with the actuarial assumptions being used. Motion by Vicki Minnaugh, second by Steve Dougherty, authorizing GRS to perform an experience study as outlined in their letter dated December 8, 2011 and not to exceed \$9,862.00. The motion carried unanimously.
- It has been discovered that one of the retirees has exceeded the "415 limitation" by approximately \$8,000 during the month of December, without receiving a DROP disbursement. GRS has modified its procedure regarding when to review a retiree's 415 limit. GRS recommends that the City reimburse the Pension Fund for the amount that should have been paid from the Excess Benefit Plan. Fiduciary Trust (custodian) must apply the excess benefit payment to the retiree's year-to-date benefits paid, otherwise Form 1099-R will be incorrect.
- DROP statements have been redesigned to include the DROP loan activity and should be received by the Pension Office prior to the end of the month.
- Mr. Wilson reported that the GRS annual fee increase letter will be released in the next few days to adjust for the CPI.
- Actuarial Valuation – All census data has been received. GRS is waiting for "draft" financial information from the auditors.

**Attorney** – None.

**Chairman** – Chairman Cabeza addressed the matter of new office equipment previously approved by the Board. The Pension Office has learned that the total cost will be approximately \$300 higher than the original proposal, due to flooding in areas where the equipment is being obtained. Chairman Cabeza gave verbal authorization in order to move the process along. Motion by Gary Arenson, second by Frank Musumeci, to ratify the Chairman's verbal authorization for an increase of approximately \$300 in cost for new office equipment. The motion carried unanimously. .

**Plan Administrator** – The Pension Office is in receipt of additional bills for payment and other disbursements for approval. Chairman Cabeza presented Warrant #533 for addition to the agenda and approval for payment. Motion by Gary Arenson, second by Vicki Minnaugh, to approve the payment of Warrant #533 as presented in the amount of \$197,395.41. The motion carried unanimously, authorizing the payment of:

<b>Plan Benefits:</b>			
P/O Bonnie Robinson – Normal Retirement Benefit Commencing 12/1/2011			***
<b>DROP Withdrawals:</b>			
F/F David Donzella – Monthly DROP Withdrawal Commencing 1/1/2012			***
F/F Olaf Gilmartin– Lump Sum DROP Withdrawal			***
F/F Donald Rynning– Lump Sum DROP Withdrawal			***
U.S.Treasury – FIT Withholding (Gilmartin-Rynning)			***
<b>DROP Loans:</b>			
F/F Richard Moss – DROP Loan			***
F/F Matthew Nickison – DROP Loan			***
F/F James Sammarco – DROP Loan			***
P/O Andrew Smith – DROP Loan			***
<b>Documentary Stamp for DROP Loans:</b>			
Florida Department of Revenue – Documentary Stamp (Moss)			***
Florida Department of Revenue – Documentary Stamp (Nickison)			***
Florida Department of Revenue – Documentary Stamp (Sammarco)			***
Florida Department of Revenue – Documentary Stamp (Smith)			***
<b>Various:</b>			
SunTrust Bank (Corporate Visa – Fisher)	DirecTV		\$98.45
SunTrust Bank (Corporate Visa – Warner)	ISP		\$25.90
SunTrust Bank (Business Visa – Fisher)	Cbeyond (Phones/Internet)	\$435.70	
	Gasoline	50.00	
	Storage Unit	104.00	
		\$589.70	\$589.70
SunTrust Bank (Business Visa – Warner)	Bd Mtg / Ofc Supplies	\$457.12	
	Xerox	23.32	
		\$480.44	\$480.44
Employers Preferred Ins. Co. – Renewal Business Deposit (Workers Comp)			\$690.00
Gabriel Roeder Smith & Company – Professional Fees (November 2011)			\$13,498.00
Buckhead Capital Management, LLC – Final Mgmt. Fees through 12/7/2011			\$14,596.53
James Fisher – Reimb Conference Exp. (I.I.R. New Orleans)			
	Per Diem – 5 days @ \$60		\$300.00
Gary Arenson – Reimb Conference Exp. (I.I.R. New Orleans)			
	Hotel (Arenson, Fisher)	\$824.82	
	Per Diem – 5 days @ \$60	300.00	
	Taxi	40.00	
		\$1,164.82	\$1,164.82
*** (See Attachment A)		<b>TOTAL</b>	<b>\$197,395.41</b>

As a matter of information only, the Pension Office has received correspondence from The State's Actuary, Doug Beckendorf. All actuarial items submitted through 10/1/2010 have been reviewed and are considered "State Accepted".

**8. Input from Retirees:** None.

9. **Input from Active Members:** None.
10. **Input from Trustees:** Gary Arenson reported that he will be scheduling a date in the near future for the Ad Hoc committee to review the contracts of service providers. The custodian (Fiduciary Trust) will be reviewed first. In addition to legal issues, they were asked to consider performance in making a recommendation back to the Board.

Trustee Arenson also gave a brief report on the IIR conference he attended in New Orleans with Jim Fisher.

11. **Adjournment** – Chairman Cabeza announced that the next regular meeting would be held on **Thursday, January 19, 2011** as follows:

**3:00 p.m.** Presentations from Large-Cap Growth Finalists:

- Boston Company
- MFS Investment Management
- Wells Capital Management

**4:00 p.m.** Regular order of business

There being no further business to come before the Board, motion by Vicki Minnaugh, second by Gary Arenson, to adjourn the meeting at 4:40 p.m. The motion carried unanimously.

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Adam Cabeza – Chairman

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Al Xiques – Secretary