



## City of Deerfield Beach Municipal Firefighters Pension Fund

Meetings located at Fire Station #102, 1441 FAU Research Park Blvd,  
Deerfield Beach, Florida 33441

### Minutes of the special meeting held October 18, 2018

#### Trustees

Robert Weech, Chairman – Excused  
Dan Frazer, Trustee - Present  
Stephen Hill, Trustee - Present  
Bruce Young, Trustee - Present

# **Draft**

#### Also in Attendance:

Doug Falcon, FHA-TPA Benefit Administrators, Inc.  
Richelle Levy, Rice Pugatch Robinson Storfer & Cohen, PLLC., Fund Counsel

**Stephen Hill as Chairman Pro Tem called the meeting to order at 8:47 AM.**

#### PUBLIC FORUM

None

#### ATTORNEY

Ms. Levy advised the Board that it was necessary to set the dates for the election for the two Firefighter Trustee positions.

Those terms expire on January 15, 2019.

Ms. Levy explained that the procedures to follow for elections are in Sec. 54-272 of the City of Deerfield Beach Ordinances. The date for the election needs to set at today's meeting; the other dates are predicated on the election date. The ordinance requires that the election be at least 30 days after today's meeting. The City is required to post notices of the election at City Hall. Nominations are accepted at the City Clerk's office until 16 days *before* the election date. The Clerk conducts the election by mailing out ballots between 10 and 15 days before the election. The ballots are mailed to the members address as listed in their employee personnel file. The ballots must be received by the Clerk by 5:00 PM on the election date. The Clerk opens and tallies the ballots at 5:01pm on the date of the election.

Ms. Levy offered that Trustee Dan Frazer agreed to serve as representative of the Board on the Election Day to monitor the procedural tally of the votes and stated that she will be there as well in case there are any questions.

After a review of the calendar, and taking into account the preceding,

***A motion was made, seconded, and passed unanimously to set the Election Date on December 13. Nominations are due by November 27, and the Clerk will mail ballots after November 28, 2018, and before December 3, 2018.***

#### **New Business**

Ms. Levy and Mr. Falcon commended Trustee Stephen Hill and Trustee Bruce Young on the recent **certifications** they received from the **Florida Public Pension Trustees Association**. Both are certified Florida Public Pension Trustees. They not only attended a comprehensive schedule of classes, both Trustees passed all of the required tests for each level.

Trustee Young asked if the Board could consider either revising the way that the 300-hour pensionable over time is administered or if the Plan could assist the member in determining the status of the member's pensionable over time. Ms. Levy explained that the 300 limitation to the overtime hours is tracked by BSO payroll since they have to submit the contributions on the pensionable hours. There was an issue in the past with the payroll department but as soon as it was revealed to the Board, they had gotten it resolved and the actuary has been in contact with the payroll department to make sure that it is being done correctly. Trustee Young said that the real issue is that the members want to be able to track how many hours they have used in a fiscal year but that the Telestaff system that the members can access tracks overtime on a calendar year basis. Trustee Hill suggested that when the members ask how to fix this, they be told that they can input the dates into Telestaff and add that time between October and December to the current year. Trustee Young asked if there was a way to simplify this for the members and Ms. Levy suggested that the Board discuss a member portal that may provide them this information. They directed that she get more information on this type of program from Pension Technology Group and bring it to the Board at the next meeting. If the members want a change in how the 300 hours are determined from fiscal year to calendar year, Ms. Levy suggested that they discuss this with the union.

**ADJOURN**

Next meeting is **December 3, 2018, at 8:00 a.m.**

***A motion made by Trustee Young seconded by Trustee Frazer to adjourn the meeting at 9:04 a.m., motion passed unanimously.***