



**Town of Longboat Key
Town Hall
501 Bay Isles Road
Longboat Key, FL 34228
(941) 316-1999
(FAX) 316-1940**

**- AGENDA -
FIREFIGHTERS' Retirement System Board of Trustees
Quarterly Meeting**

9:00 A.M.

May 15, 2013

Notice is hereby given that the Firefighters' Retirement System Board of Trustees of the Town of Longboat Key has called a meeting on Wednesday, May 15, 2013, at 9:00AM in the Town Commission Chamber located at 501 Bay Isles Road, Longboat Key, Florida, for the purpose of discussing the following items:

1. **Call to Order**
2. **Swearing in of Board Members**
3. **Introduction of Board Members**
4. **Town Manager Remarks**
5. **Overview of Duties and Responsibilities of Board Members**
6. **Election of a Secretary**
7. **Approval of Minutes**
Quarterly Meeting Minutes from February 27, 2013
8. **Reports**
 - a. The Carter Hester Group will present the 2013 1st Quarter Report (to be distributed at the meeting).
 - b. Foster & Foster will present the Oct. 1, 2012 Valuation Report
 - c. Human Resource Report
Human Resource Manager Lisa Silvertooth has submitted the following documents for approval and execution:
 - Notification of Retirement Benefits form (estimate) for Keith Tanner
 - Notification of Retirement Benefits form (estimate) for Peter Collandra
 - Notification of Retirement Benefits form (final) for Peter Collandra
 - Notification of Retirement Benefits form (estimate) for Matthew Altman
 - Notification of Retirement Benefits form (estimate) for Thomas Batchelor

- Notification of Retirement Benefits form (estimate) for Jeff Bullock
- Notification of Retirement Benefits form (estimate) for James Martin
- Notification of Retirement Benefits form (estimate) for James Jacobs
- Notification of Retirement Benefits form (estimate) for Frank Stoudt
- Authorization for refund of Retirement Benefits for Frank Stoudt and Peter Collandra for 5/1/13.
- Authorization for payment of contributions from funds for Matthew Gouge and Jason Coats.
- New Employee Acknowledgement for Plan Membership and Beneficiary Form for Brandon Hiott and Chase Opela.

Human Resource Manager Lisa Silvertooth has submitted the following for informational purposes:

- Pension List of Active Employees (to Secretary of the Board of Trustees)
- Retirement List as of 5/15/13 (to Secretary of the Board of Trustees)
- The quarterly DROP rate (please refer to e-mail).
- Confirmation of receipt of retirement benefits sent to retirees on 4/28/13.
- The Town Manager has approved for those firefighters' who are eligible to DROP (those that have the full 5 year window and they must DROP between 7/1/13 and 9/1/13 prior to the plan freeze of 9/30/13) both an estimated calculation and a final calculation, to be done by Foster & Foster, and the Town will cover both costs.

9. Approval of Invoices

To consider approval of the following invoices:

Morgan Stanley – 1 st Qtr. 2013 Custodian Fees	\$ 2,274.12
Morgan Stanley – 1 st Qtr. 2013 Manger Fees	\$26,235.02
Sugarman & Susskind – Inv. dated March 6, 2013	\$ 2,009.06
Sugarman & Susskind – Inv. dated March 6, 2013	\$ 68.75
Sugarman & Susskind – Inv. dated March 6, 2013	\$ 137.50
Sugarman & Susskind – Inv. dated April 4, 2013	\$ 220.00
Sugarman & Susskind – Inv. dated April 4, 2013	\$ 385.00
Sugarman & Susskind – Inv. dated April 4, 2013	\$ 55.00
Sugarman & Susskind – Inv. dated April 4, 2013	\$ 110.00
Sugarman & Susskind – Inv. dated April 4, 2013	\$ 660.00
Foster & Foster – Inv. #4558	\$ 8,045.00

10. Public to Be Heard

11. New Business

- a. Discussion of Attorney Contract
- b. Discussion of Meeting Schedule

12. Old Business

13. Attorney Comments

14. Board Comments

REMINDER: NEXT QUARTERLY MEETING IS _____

15. Adjournment

No verbatim record by a certified court reporter is made of these proceedings. Accordingly, any person who may seek to appeal any decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at these proceedings upon which any appeal is to be based (see Section 286.0105, Fla. Stat.).

In accordance with the Americans with Disabilities Act and Section 286.26, F.S., persons needing a special accommodation to participate in this proceeding should contact the Town Clerk's office at 941-316-1999 forty-eight (48) hours in advance of this proceeding. If you are hearing impaired, please call 941-373-7002.