



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**

1:30 P.M.

August 28, 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, August 28, 2013, at 1:30 PM 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. **Letter of Resignation**

For Town Manager Appointed Trustee Keith Tanner, Seat 6 and memo dated August 21, 2013 from the Town Manager sent to Town Manager Appointed Trustee Matt Taylor, Seat 7.

3. **Swearing in of New Board Members**

Jason Berzowski, Town Manager Appointed Trustee, Seat 6 and Brandon Desch, Town Manager Appointed Trustee, Seat 7.

4. **Approval of Minutes**

Special Meeting Minutes from July 12, 2013

5. **Discussion of RFP's submitted and selection of Legal Services**

The subcommittee has chosen two firms, Sugarman & Susskind and Lewis, Longman & Walker for consideration for the Board's selection.

6. **Reports**

- a. The Carter Hester Group will present the 2013 2nd Quarter Report (to be distributed at the meeting). Also, discussion on preparation for the Plan freeze.
- b. Presentations from prospective new Managers
- c. Discussion and approval of the Investment Policy
- d. Doug Lozen with Foster & Foster will answer any questions regarding the Plan freeze and the letter that was received from Doug Beckendorf, Division of Retirement, regarding the not state acceptance of the Valuation Report and Impact Statement as of October 1, 2012.

e. Human Resources Report

Human Resources Manager Lisa Silvertooth has submitted the following documents for approval and execution:

- Authorization for payment from funds for Keith Tanner, James Martin, James Jacobs, Thomas Batchelor and Matthew Altman.
- New Employee Acknowledgement for Plan Membership and Beneficiary Form for Tirso Guererro

Human Resources 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 8/28/13 (to Secretary of the Board of Trustees)
- The quarterly DROP rate (please refer to e-mail).
- Completed estimated deferred calculations and actuarial lump sum values for all Firefighters.

7. Approval of Invoices

To consider approval of the following invoices:

Morgan Stanley – 2nd Qtr. 2013 Custodian Fees	\$ 2,356.84
Morgan Stanley – 2nd Qtr. 2013 Manager Fees (one fund)	\$ 6,235.80
Sugarman & Susskind – Inv. dated May 8, 2013	\$ 220.00
Sugarman & Susskind – Inv. dated May 8, 2013	\$ 220.00
Foster & Foster – Inv. #5172	\$ 8,503.00

8. Public to Be Heard

9. New Business

- a. Discussion of renewal of the Fiduciary Liability Insurance.
- b. Approval of Proposed 2014 Dates for Quarterly Pension Meetings.

10. Old Business

11. Attorney Comments

12. Board Comments

REMINDER: NEXT QUARTERLY MEETING IS WED., NOV. 20, 2013 @ 1:30PM

13. 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.).

AGENDA
Firefighters' Pension Board Quarterly Meeting

August 28, 2013

Page 3

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.