



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.

November 20, 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, November 20, 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. **Approval of Minutes**
 - a. Quarterly Meeting Minutes from August 28, 2013
 - b. Special Meeting Minutes from September 25, 2013
3. **Public to Be Heard**
4. **Reports**
 - a. Doug Lozen with Foster & Foster
 - Discuss and update on the proposed timeline memo dated October 17, 2013 by the Finance Director, Susan Smith
 - Review of the letter received by the Florida Division of Retirement regarding the state acceptance of the Oct. 1, 2012 Actuarial Valuation
 - Review and discuss the Investment Return Assumption Analysis
 - b. The Carter Hester Group/Graystone Consulting will present the 2013 3rd Quarter Report (to be distributed at the meeting)
5. **Attorney Comments**
 - a. Approval of Attorney Contract
 - b. Approval of Proposed 2014 Dates for Quarterly Pension Meetings
4. **Reports Cont.**
 - a. Human Resources Report
Human Resources Manager Lisa Silvertooth has submitted the following documents for approval and execution:
 - Authorization for payment from funds for Lou Gagliardi
 - Authorization for Cost of Living Adjustment for Nate Williams

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 11/20/13 (to Secretary of the Board of Trustees)
- The quarterly DROP rate (please refer to e-mail)
- Final calculations for the Firefighters' with less than 10 yrs. have been provided. They have until 12/13/13 to request a refund of the accumulated lump-sum distribution and/or contributions.

6. Approval of Invoices

To consider approval of the following invoices:

Sugarman & Susskind – Inv. dated September 10, 2013	\$ 1,320.00
Sugarman & Susskind – Inv. dated October 3, 2013	\$ 75.00
Foster & Foster – Inv. #5493	\$12,910.00

7. New Business

- a. FPPTA 2014 Membership Renewal
- b. Approval of the Records Management Compliance Statement

8. Old Business

9. Board Comments

REMINDER: NEXT QUARTERLY MEETING IS WED., FEB. 26, 2014 @ 1:30PM

10. 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.