



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

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**- AGENDA -**

**Firefighters' Retirement System Board of Trustees  
Quarterly Meeting**

1:30 P.M.

February 26, 2014

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Notice is hereby given that the Firefighters' Retirement System Board of Trustees of the Town of Longboat Key has called a meeting on Wednesday, February 26, 2014, 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. Public to be Heard**
- 3. Approval of Minutes**
  - a. Quarterly Meeting Minutes from August 28, 2013
  - b. Quarterly Meeting Minutes from November 20, 2013
  - c. Special Meeting Minutes from January 30, 2014
  - d. Special Meeting Minutes from Subcommittee Meeting February 21, 2014
- 4. Report from Subcommittee**

Recommended proposal from Subcommittee regarding meeting on February 21, 2014
- 5. Reports**
  - a. The Carter Hester/Graystone Consulting will present the 2013 4<sup>th</sup> Quarter Report (to be distributed at the meeting)
  - b. Foster & Foster will continue the discussion of the draft of the Actuarial Valuation Report as of Oct. 1, 2013
  - c. Susan Smith, Finance Director, will present the Pension Discussion and Rate of Return Assumption Changes that she discussed with the Town Commissioners at their workshop on 2/18/14. Also, she will ask for approval from the Board to receive notifications from Doug Lozen.
  - d. Human Resources Report  
Human Resources Manager Lisa Silvertooth has submitted the following documents for approval and execution:

- Authorization for payment of the Actuarial present value of the frozen accrued benefit for Brian Bippen, Brandon Desch, Jeff Bullock and Denny Bickel
- Authorization for refund of contributions for Kristin Rouse, Jason Berzowski, Jose Rivera, Chase Opela, Brian Kolesa, Jay Gosnell, Daniel Heath, Bryan Carr, Brandon Hiott and Richard Jenkins

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 2/26/14 (to Secretary of the Board of Trustees)
- The quarterly DROP rate (please refer to e-mail)

**6. Approval of Invoices**

To consider approval of the following invoices:

Sugarman & Susskind – Inv. dated November 12, 2013	\$ 435.00
Sugarman & Susskind – Inv. dated December 12, 2013	\$ 1,652.00
Sugarman & Susskind – Inv. dated February 6, 2014	\$ 1,665.00
Foster & Foster – Inv. #5721	\$11,577.00

**7. New Business**

Request for Records Management/Audio Tapes – retention is 2 years after the adoption of the meeting minutes. Audio tapes from 2005-2009 have met the retention requirement. Asking for authorization to destroy in accordance with the retention schedule.

**8. Old Business**

**9. Attorney Comments**

Discussion and approval to send notification out to firefighter employees who did not opt for a refund of contributions when the Pension Fund was frozen.

**10. Board Comments**

**REMINDER: NEXT QUARTERLY MEETING IS WED., MAY 28, 2014 @ 1:30PM**

**11. 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

February 26, 2014

Page 3

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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.