

**KEY BISCAYNE POLICE OFFICERS' & FIREFIGHTERS'  
RETIREMENT PLAN**

Village Council Chambers  
560 Crandon Blvd., Key Biscayne, Fl 33149  
REGULAR MEETING OF JULY 23<sup>RD</sup>, 2015

**1. Call to Order** – Chairman Michael Haring called the meeting of the Key Biscayne Police Officers' & Firefighters' Retirement Plan to order at 5:30 P.M.

**Roll Call**

Present

Servando M. Parapar, Secretary  
Michael Haring, Chairman  
Martha F. Broucek

Absent

Ramon Rodriguez  
Jose L. Monteagudo

**OTHERS PRESENT:** Stephen H. Cypen, Esq., Attorney for the Plan and Joan L. Wall, Administrator.

**2. Additions/Deletions to Agenda** – None.

**3. Approval of Minutes for June 11<sup>th</sup>, 2015.** Chairman Haring presented the minutes from the previous meeting for approval. Martha Broucek moved to approve. Servando Parapar seconded the motion. The motion carried unanimously.

**4. Approval of Invoices.** Chairman Haring presented the invoices listed on the agenda for approval and payment. Martha Broucek moved to approve payment. Servando Parapar seconded the motion. The motion carried unanimously, authorizing payment of the following:

Burgess Chambers & Associates, Inc., Inv #15-161, 5/6/15	\$3,750.00
Burgess Chambers & Associates, Inc., Inv #15-181, 6/11/15	\$ 610.87
Burgess Chambers & Associates, Inc., Inv #15-182, 6/11/15	<u>\$1,139.13</u>
<u>TOTAL</u>	\$5,500.00
Joan L. Wall, Administrator, 6/8 – 7/16/15, 55 3/4 hrs, plus expense	\$2,639.94

**5. UNFINISHED BUSINESS** – As discussed at the last meeting additional review by the payroll department of the previous spreadsheet indicting possible errors in twenty-nine of the thirty-six firefighters' pension contributions resulted in errors in only nine firefighters pension contributions. One of the nine had previously retired and would require a benefit recalculation. The other eight would require revised Employee Benefit Statements. The trustees recommended bringing this to the attention of Peter Strong of Gabriel Roeder Smith.

## NEW BUSINESS

### 6. a) Schools & Conferences

- **FPPTA** – Fall Trustees' School, October 4 – 7, 2015, Waldorf Astoria, Naples, Fl
- **Division of Retirement** – November 17 – 19, 2015, Radisson Resort, Orlando Celebration, 2900 Parkway Blvd., Kissimmee, Fl *(if anyone plans to attend we might consider changing our meeting date)*

**6. b) Overpayment By SunTrust to ICMA** – Six monthly benefits were paid from 2/2/15 through 7/2/15 to the ICMA DROP account of a member who had left the DROP on 1/2/15. The member began receiving monthly benefits directly on 2/2/2015. The overpayment totaled \$36,535.92. A refund has been requested from the member's ICMA account. The trustees requested this matter be continued under Unfinished Business for the next meeting.

**7. Trustees' Concerns.** Martha Broucek's term will be up on September 30<sup>th</sup>, 2015. She advised she would like to continue as trustee. The Village Clerk will be notified of this and also asked to have the Village Council find a replacement for Ramon Rodriguez who is no longer able to serve due to new work commitments.

### 8. REPORTS

- **Attorney** – The memorandum from Attorney Cypen's office dated 5/27/15 regarding Senate Bill 172 (Chapter 2015-29, Laws of Florida) was reviewed and discussed.
- **Administrator** – The budget for final review and approval will be on the September agenda as it must be sent to the Village prior to October 1, 2015.
- **Other** – SunTrust's "2014 Addendum to Float Disclosure" was included in the agenda packages.

**9. Input from Active Members/Retired Members/Public Comments** – Retiree Neil Rubin, from the Police Department, passed away on July 16<sup>th</sup>, 2015.

**10. Next Meeting Date/Adjournment** – Chairman Haring announced the next regular meeting was scheduled for Thursday, September 24<sup>th</sup>, 2015 at 5:30 P.M. There being no additional matters before the board, Servando Parapar moved to adjourn at 6 P.M. Martha Broucek seconded the motion. The motion carried unanimously.

Respectfully submitted,

Servando Parapar, Secretary