



# City of Palm Coast

Fire Station #25  
1250 Belle Terre Parkway  
Palm Coast, FL 32164

## Meeting Minutes Volunteer Firefighters' Pension Board

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Friday, August 18, 2017

8:30 AM

Fire Station 25

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### AMENDED AGENDA

Staff: Christopher Quinn, Finance Director  
Virginia A. Smith, City Clerk

#### A. CALL TO ORDER

*Chair Esposito call the meeting to order at 8:39 a.m.*

#### B. PLEDGE OF ALLEGIANCE

#### C. ROLL CALL

*Recording Secretary Kay Spears called the roll.*

*Board Member Schroeder arrived at 8:39 a.m.*

*Board Member Stevens arrived at 8:47 a.m.*

**Present:** 4 - Chair Esposito, Vice Chair Wilsey, Board Member Schroeder, and Board Member Stevens

**Excused:** 1 - Board Member Brazzano

#### D. OATH OF OFFICE - DAN BRAZZANO

*Board Member Brazzano not present to take oath.*

#### E. SELECTION OF TRUSTEE BOARD OFFICERS

*A motion was made by Chair Esposito, which was seconded by Vice Chair Wilsey to nominate Robert Schroeder as Secretary.*

*A motion was made by Chair Esposito, which was seconded by Board Member Schroeder to nominate Timothy Wilsey as Vice Chair.*

*A motion was made by Vice Chair Wilsey, which was seconded by Board Member Schroeder to nominate Charles Esposito as Chair.*

*The above motions were voted on and were approved.*

#### F. MINUTES

- 1 [17-312](#) MEETING MINUTES OF THE MAY 12, 2017 VOLUNTEER FIREFIGHTERS' PENSION BOARD (VFPB) MEETING

**A motion was made by Vice Chair Wilsey, which was seconded by Board Member Schroeder to accept the minutes as presented. The motion was adopted by the following vote:**

**Approved:** 4 - Chair Esposito, Vice Chair Wilsey, Board Member Schroeder, and Board Member Stevens

**Excused:** 1 - Board Member Brazzano

## G. FINANCIAL STATUS OF PLAN ACCOUNTS

*Chair Esposito – The share payments were for the year 2016?*

*Ans: Ginger Norberg – Yes, that was Pickard and*

*Chair Esposito – I think the people that were terminated?*

*Ans: Ginger Norberg - Yes*

*Chair Esposito – Okay*

*A motion to pay the six invoices as listed was made by Vice Chair Wilsey, and seconded by Board Member Schroeder; motion carried unanimously.*

### 2 [17-355](#)

#### PROPOSED 2018 BUDGET VFFP

*Chair Esposito – So we have a total budget proposed of \$60,500?*

*Ans: Ginger Norberg – Correct*

*Chair Esposito – Okay, I think that should be alright. We stayed within that right? In the past year?*

*Ans: Ginger Norberg – If you look at the breakdown...*

*Ans: Chris Quinn – Charlie, that amount will more than cover us comfortably for what we think we are going to do for the next year. Again we can always amend the budget if we need to. This gives us some cushion so we don't have to worry about that.*

*Chair Esposito – Okay*

*Vice Chair Wilsey – Scott Christiansen is getting pretty close on his little mark.*

*Chair Esposito – Well you know at the last meeting we determined that there was a shortfall. In the frozen amount. Not a shortfall but there was a liability that exceeded what we had for the year. Do you follow me Chris?*

*Ans: Chris Quinn – I am. I'm with you.*

*Chair Esposito – Was there any accountability up to this point for that deficit? That was a projected deficit for 2018, is that right?*

*Ans: Chris Quinn – That is correct.*

*Chair Esposito – Okay so there would have been no financial impact as of right now?*

*Ans: Chris Quinn – Correct.*

*Chair Esposito – Okay*

**A motion to accept the budget as written and carry on as the same amount was made by Vice Chair Wilsey, and seconded by Board Member Schroeder; the motion was adopted by the following vote:**

**Approved:** 4 - Chair Esposito, Vice Chair Wilsey, Board Member Schroeder, and Board Member Stevens

**Excused:** 1 - Board Member Brazzano

### 3 [17-342](#)

#### DISCUSS INTERN PLAN FUND TRANSFER

*Chair Esposito – Hypothetically if we had a guy that was 3 years with us and satisfactorily completed 3 years with the career side and he stays there forever. He's*

25 years old now. As far as the defined benefit plan is concerned, he doesn't get any money until he reaches 60 or 65 years old. So the money that we need...

Ans: Chris Quinn – Sorry Charlie, in that particular case, the person would have greater than a combined 6 years but they would only get the maximum 5 years under the volunteer plan which is the minimum to qualify for a benefit. They would not get any other years of service once they hit 5 combined years unless they came back and worked as a volunteer.

Chair Esposito – So our plan would always have to account for that liability. Is that correct?

Ans: Chris Quinn – Yes, and that is not unusual in pension plans.

Vice Chair Wilsey – Chris, I have a question. On this proposed plan, if somebody gives let's say hypothetically 3 years good service to the volunteers, they go career, they put in their max 5 years. Let's say 20 years down the road they retire. Are the volunteers obligated to give them their 5 years defined benefit or the 3 years that they gave the volunteers that amount of dollar?

Ans: Chris Quinn – You know we really haven't talked about it. Because the way our program is that you have to have 5 years of credited service to get your defined benefit that at that case they would have gotten their 5 years of total service between the two. And they would get their minimum 5 year benefit when they retire from the defined benefit.

Chair Esposito – Didn't we approve that last time (regarding the travel policy)?

Ans: Ginger Norberg – Scott sent this to me in April and said it needs to be approved by the Board. So you signed it in July so.

Ans: Chris Quinn – This is the travel policy that we all went through and agreed to. And then Scott kind of had it sewn into the operating policies and procedures and that's really what he's looking to have approved is that modification for that. That includes the travel policy.

Chair Esposito – I thought that we did that.

Ans: Ginger Norberg – I think we had talked about amending it but this is the official signed document

**A motion to approve the amendment to the travel policy was made by Board Member Schroeder, and seconded by Board Member Stevens; the motion was approved by the following vote:**

**Approved:** 4 - Chair Esposito, Vice Chair Wilsey, Board Member Schroeder, and Board Member Stevens

**Excused:** 1 - Board Member Brazzano

## H. LEGAL REVIEW

4      [17-343](#)      BOARD ATTORNEY NOT SCHEDULED FOR AUGUST MEETING

## I. OLD BUSINESS

5      [17-344](#)      INTERN PROGRAM APPROACH - VOLUNTARY- BY-LAWS

Chair Esposito – There was supposed to be some input from the Volunteers on the change of the bylaws if indeed this was going to be mentioned in the bylaws, the Intern Program.

How that would impact whatever it is that the Trustees needed to do. Have you had that

*discussion do you know Tim?*

*Ans: Vice Chair Wilsey - They've had several bylaw meetings and I think as they said at the last business meeting they are totally revamping some areas and have not presented anything yet. So it'll probably be presented come November. So as of right now there are no recommendations.*

*Chair Esposito – Did you hear that Chris?*

*Ans: Chris Quinn - I did.*

**A motion to approve the amendment to the travel policy was made by Board Member Schroeder, and seconded by Board Member Stevens; the motion was adopted by the following vote:**

**Approved:** 4 - Chair Esposito, Vice Chair Wilsey, Board Member Schroeder, and Board Member Stevens

**Excused:** 1 - Board Member Brazzano

## **J. NEW BUSINESS**

### **6 [17-345](#) DISCUSS INCREASE IN "FROZEN AMOUNT"**

*Ans: Chris Quinn – Charlie, if you don't mind I'll just kind of roll with it just for a few minutes.*

*Chair Esposito – Okay, so right now what we want to do is consider whether or not we want to take the frozen amount up to \$200,000?*

*Ans: Chris Quinn – Right.*

*Vice Chair Wilsey – It currently is?*

*Ans: Chair Esposito – It currently is \$144,000.*

*Vice Chair Wilsey – Oh okay.*

*Ans: Chris Quinn – It is just under \$145,000. Just under \$145,000.*

*Chair Esposito – Do we need a memorandum of understanding or did we already do something like that with the City? Between us?*

*Ans: Chris Quinn – Yeah, we would need a memo from the Volunteer Corporation signed by Joe that said we the volunteers agreed to this amount and then the City would do the same and we would provide that to Scott and Doug.*

*Chair Esposito – Okay. So we would like a motion now to do that?*

*Ans: Board Member Schroeder – I think that it is up to the Volunteer Corporation to first come to us and say the Memorandum, Letter, whatever say that they approve the increase to \$200,000 and then we would approve that as a Board.*

*Chair Esposito - Should the Board of Trustees recommend that the approach be made to the Volunteer Organization so that there is cohesion?*

*Ans: Chris Quinn – Charlie, I think that you can do that. I think the Board collectively can say that we're making a motion to recommend to the Volunteer Corporation that they've adopted \$200,000 number. The Board can do that as a motion so that yes we've taken action and we agree that we are cool with this number. And then go to the Volunteer Corporation and try to get their agreement and if they agree then they would just produce that letter for us.*

*Chair Esposito – Okay. So do we agree with that as Board Members, that the approach should be made to the Volunteer Organization that the frozen amount be adjusted to \$200,000?*

**A motion that the approach be made to the Volunteer Organization that the frozen amount be adjusted to \$200,000 was made by Vice Chair Wilsey, and seconded by Board Member Schroeder; the motion was adopted by the following vote:**

**Approved:** 4 - Chair Esposito, Vice Chair Wilsey, Board Member Schroeder, and Board Member Stevens

**Excused:** 1 - Board Member Brazzano

**7**      [17-346](#)

**DISTRIBUTION OF SUMMARY PLAN DESCRIPTION**

*Chair Esposito – Do you want to take a few minutes to read it or would you prefer to postpone it?*

*Ans: Vice Chair Wilsey – I would like to read through it.*

*Chair Esposito – Can we, it's on the agenda and we'll discuss it, intent. And perhaps each of the trustees can call in and either approve or disapprove. Is that something that we can do?*

*Ans: Chris Quinn – I'm not sure I understand that one Charlie. One more time.*

*Chair Esposito – You know we have the Summary Plan Description right? And I wasn't able to circulate that until today because we just got in Exhibit B. So each of the trustees now has a copy of it but they haven't had time to digest it. So what I'm suggesting perhaps is that we take a week and then each of the trustees call into Kay either accepting it or rejecting it. Would that be acceptable do you think?*

*Ans: Chris Quinn – Probably not. I mean we probably have to have an actual meeting, minutes, you know.*

*Chair Esposito – Any difficulty with just hanging on until November?*

*Ans: Chris Quinn – Nothing that I know but that's really a Scott question.*

*Vice Chair Wilsey – Are we having a special meeting for that other issue we discussed? Because we can present at that one.*

*Ans: Chair Esposito – I don't know.*

*Board Member Schroeder- Is this document being distributed to the membership?*

*Ans: Chair Esposito – Not until it's signed here. Not until the Board approves it. And then it gets to the membership.*

**K. PUBLIC COMMENTS**

*No members of the public were present and opening the meeting to public comment was inadvertently omitted.*

**L. DISCUSSION BY BOARD OF ITEMS NOT ON THE AGENDA**

*Chris Quinn – Is this member looking to draw on their pension benefits?*

*Ans: Chair Esposito – No the member has left us. He is working at Flagler Beach right now but we have him as not vested.*

*Chair Esposito – So this is notification to the Board and you guys give me the approval to square this away?*

*Ans: Board Member Schroeder – Yes, if it's an error. We need to correct the error.*

**ADJOURNMENT**

*This meeting was adjourned at 9:15 AM.*

*Respectfully submitted,*

*Kay Spears, Recording Secretary*

[17-386](#)

**ATTACHMENTS TO MINUTES**

