

MEETING OF THE BOARD OF DIRECTORS  
CHATTANOOGA FIRE & POLICE PENSION FUND

August 17, 2017

At the regularly scheduled meeting of the Chattanooga Fire and Police Pension Fund Board of Directors held on the 17<sup>th</sup> day of August 2017, President Craig Joel presided. The meeting was held at the Pension Office, 6009 John Douglass Drive, Chattanooga, TN 37421.

The meeting convened at 0913 hours with board members Craig Joel, Kelly Simmons, Phillip McClain, Charlie Thomason, Mark Coffman, Tommy Meeks, Vickie Haley, and Chris Hopkins. Attorney Bill Robinson was also present.

**APPROVAL OF MINUTES**

Motion by Phillip McClain and seconded by Mark Coffman to approve the minutes of the August 3, 2017 meeting. Motion carried unanimously.

**APPEARING BEFORE THE BOARD**

No one appeared before the Board.

**LEGAL UPDATE**

Board Attorney Bill Robinson updated the Board on the status of the IRS determination. Attorney Robinson has submitted answers to two additional questions the IRS has requested further clarification on. Attorney Robinson also discussed the benefit of approving and signing Board minutes going forward. Motion by Kelly Simmons and seconded by Charlie Thomason to sign the Board minutes after approval. Motion carried unanimously.

**MEMBERSHIP CHANGES**

Motion by Mark Coffman and seconded by Charlie Thomason to approve the following membership items:

ADD TO THE ROLLS:

- Police Sergeant Jeffrey T. Gaines, retiring with 25 years of service and 1 month DROP, effective 08/01/2017, participation date of 06/14/1992 (2-411, 2-423)

Motion carried unanimously.

**ADMINISTRATIVE BUSINESS**

The Board reviewed the bills paid since the last meeting.

The Board recognized the appointment of City Council Representative Chris Hopkins effective August 8, 2017. Director Chris Hopkins is a Chartered Financial Analyst that is independent of both the City and the Fund.

Fund Administrator Katrina Abbott updated the Board regarding the completion of the AC/Heat Repair. The unit stopped working during the bid process. The bid was awarded to the current vendor that was able to install a new unit immediately. Katrina Abbott also updated the Board on the need to purchase a new backup server that will continue to protect the Fund's data, as well as provide external storage. Administrator Abbott provided bids and options for the appliance. The Board has asked Katrina Abbott to determine which appliance will best suit the needs of the Fund.

The Board reviewed the following candidates regarding eligibility for election to the Board of Directors.

- Police—MPO Phillip McClain (unopposed)
- Fire—CPT Kelly Simmons (unopposed)

Both are current Directors on the Board in good standing. Motion by Mark Coffman and seconded by Charlie Thomason to validate the candidates for election ballots. Motion carried unanimously. Since both races are uncontested, as outlined in the Sworn Election Policy, the Board agreed to hold the election from 9am to 3pm with the Pension Office being the sole location. Again, being an uncontested election, the ballots will be counted and Board officers named at the next regular Board meeting.

**AGENDA NOTES**

- Regular Board meeting on September 7, 2017 will be at 2 p.m.
- Barry Bryant and Steve Roth will present the 2Q performance report on September 7, 2017 at 3 p.m.
- Retirement and DROP Seminar will be on September 7, 2017 at 6 p.m.

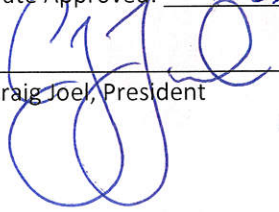
**ADJOURNMENT**

With no other business, motion by Phillip McClain and seconded by Charlie Thomason to adjourn at 0947 hours. Motion carried unanimously.

Respectfully Submitted,

  
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 Mark Coffman, Secretary

Date Approved: 9-07-2017

  
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 Craig Joel, President

<u>Visitors not Appearing Before the Board</u>	
Michael Hart	Ron Boyd
Don Bickford	

