

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

October 19, 2017

At the regularly scheduled meeting of the Chattanooga Fire and Police Pension Fund Board of Directors held on the 19<sup>th</sup> day of October 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, Mark Coffman, Charlie Thomason, Tommy Meeks, Vickie Haley and Chris Hopkins. Attorney Bill Robinson was also present. Phillip McClain was an excused absence.

**APPROVAL OF MINUTES**

Motion by Kelly Simmons and seconded by Mark Coffman to approve the minutes of the September 21, 2017 meeting. Motion carried unanimously. Motion by Tommy Meeks and seconded by Charlie Thomason to approve the minutes of the October 13, 2017 annual meeting. Motion carried unanimously.

Fund Administrator Katrina Abbott explained to the Board that during the annual Agreed upon Procedures performed by LBMC, it had been discovered that some membership changes had been omitted from the September 1, 2016 meeting minutes. Motion by Mark Coffman and seconded by Tommy Meeks to amend the minutes of the September 1, 2016 meeting to include the following:

REMOVE FROM THE ROLLS:

- Retired Police Sergeant Bobby E. Burrell, effective 08/31/2016, passed away 08/18/2016 (2-411)

ADD TO THE ROLLS:

- Police Officer Mario Cunningham, retiring with 19 years of service at age 58, reduced for 100% J&S Option B (Kimberly Cunningham), effective 09/01/2016, adjusted participation date of 04/13/1997 (2-415, 2-418)
- Charlotte A. Burrell, surviving spouse of Retired Police Sergeant Bobby E. Burrell, effective 09/01/2016 (2-411)

PAY DEATH BENEFITS:

- Charlotte A. Burrell, designated beneficiary of Bobby E. Burrell (2-411)

Motion carried unanimously.

**LEGAL UPDATE**

Attorney Bill Robinson notified the Board that the Fund had received a letter from the IRS regarding additional information that is required to finalize a determination for the Plan Administrator Defined Benefit Pension Plan & Trust for the Chattanooga Fund. The deadline to respond is October 20, 2017. The Board has requested an extension to respond to the requested information.

Attorney Robinson reminded the Board that the favorable determination letter dated September 12, 2017 is based on the condition that the Fund adopts the proposed amendments that were submitted to the IRS to ensure the plan is in compliance with IRS guidelines. The Fund has 90 days from the date of the determination letter to adopt the proposed amendments. Vickie Haley noted that the proposed amendments have been added to the City Council's 4 week look ahead and will notify the Board when it is placed on the agenda for review.

Attorney Robinson updated the Board on the status of the Group Health Insurance Agreement with the City of Chattanooga and the Fire and Police Pension Fund. As of today's meeting, the agreement has not been executed and is still pending final approval from the City representative. Vickie Haley will follow up with Daisy Madison regarding the status of the agreement.

Attorney Robinson also discussed the role of the Fund's custodial bank as a Trustee of the Fund as required by legislation. It appears that this legislation may be outdated and no longer needed. The Board agreed for Attorney Robinson to look into the matter further.

## MEMBERSHIP CHANGES

Motion by Mark Coffman and seconded by Tommy Meeks to approve the following membership items:

### REMOVE FROM THE ROLLS:

- Retired Police Officer James A. Hixson, effective 10/31/2017, passed away 10/01/2017 (2-411)
- Retired Firefighter Gilbert Raye Shankles, effective 10/31/2017, passed away 10/05/2017 (2-411)
- Retired Fire Lieutenant Stephen Rose, Sr., effective 10/31/2017, passed away 10/08/2017 (2-411)

### ADD TO THE ROLLS:

- Fire Chief James Chris Adams, retiring with 30 years of service, reduced to a 27 year pension and a 36 month DROP, further reduced for 100% J&S Option B (Jennifer Adams), effective 10/01/2017, adjusted participation date of 09/24/1987 (2-411, 2-418, 2-422)
- Deputy Fire Chief Randy Jacks, retiring with 30 years of service, reduced to a 27 year pension and a 36 month DROP, effective 11/01/2017, participation date of 10/23/1987 (2-411, 2-422)
- Fire Captain Charles Patterson, Jr., retiring with 30 years of service, reduced to a 27 year pension and a 36 month DROP, effective 11/01/2017, adjusted participation date of 10/24/1987 (2-411, 2-422)
- Fire Captain David Peace, retiring with 30 years of service, reduced to a 27 year pension and a 36 month DROP, effective 11/01/2017, participation date of 10/23/1987 (2-411, 2-422)
- Susan D. Shankles, surviving spouse of Retired Firefighter Gilbert Raye Shankles, effective 11/01/2017 (2-411)

### REFUND CONTRIBUTIONS:

- Former Police Officer Patrick Fugitt, terminated effective 09/13/2017, participation date of 06/01/2012 (2-413)
- Former Police Officer Mike DeLeon, terminated effective 09/21/2017, adjusted participation date of 09/24/2015 (2-413)
- Former Firefighter Jared Broome, terminated effective 09/25/2017, participation date of 09/04/2015 (2-413)
- Former Police Officer Abiodun Oseni, terminated effective 10/09/2017, participation date of 05/17/2017 (2-413)
- Former Police Officer Kenneth Blue, terminated effective 10/12/2017, adjusted participation date of 01/14/2005 (2-413)-elected not to remain vested.

### PAY DEATH BENEFITS:

- Frances Dickson, designated beneficiary of James A. Hixson (2-411)
- Susan D. Shankles, designated beneficiary of Gilbert Raye Shankles (2-411)
- Dusty Rose and Evan Rose, designated co-beneficiaries of Stephen Rose, Sr. (2-411)

### APPROVED DISABILITIES:

- Police Officer Douglas Rawson, approved for Job-Related disability effective 10/01/2017, reduced for 10 Year Certain J&S Option A (Corina Rawson)(2-412, 2-418)

Motion carried unanimously.

## ADMINISTRATIVE BUSINESS

The Board reviewed the bills paid since the last meeting.

Fund Administrator Katrina Abbott discussed the findings of the Agreed upon Procedures performed by LBMC. All findings have been corrected. A representative of LBMC will appear before the Board to present the official findings on November 2, 2017.

Katrina Abbott also presented the renewal quote for the fiduciary insurance policy. It was noted that the renewal quote did not increase premiums, as well as the premiums remain below average for Public Pensions. Motion by Mark Coffman and seconded by Kelly Simmons to renew the fiduciary insurance coverage with Ullico/Markel effective November 1, 2017. Motion carried unanimously.

Katrina Abbott updated the Board on a pending job-related disability application. The Board agreed to have Attorney Bill Robinson review the medical records to determine how to proceed with the application.

The Board recessed for an executive legal session at 0941.


**AGENDA NOTES**

- Personnel committee meeting immediately following today’s meeting
- LBMC will present AUP report to Board on November 2, 2017
- Dahab will present the 3Q Investment Report to the Board at 10 a.m. on December 7, 2017
- Garcia Hamilton and Johnson Institutional Mgt. will appear before the Board on December 7, 2017 at 11 and 11:30 a.m.
- Received CARTA Parking fees for August 2017 (\$4,450.00)
- Received City Court fees for August 2017 (\$6,157.54)
- Received CARTA Parking fees for September 2017 (\$4,915.00)
- Following Membership Changes during 2017 YTD:
  - 31 Police and 8 Fire terminated employment
  - 9 Police retired; 12 Fire retired
  - 2 Police Disability and 2 Pending Disability Applications
  - 12 Retirees passed away; 8 beneficiaries passed away
  - 7 new beneficiaries added to rolls
  - 27 New Police Officers and 35 New Firefighters


**ADJOURNMENT**

With no other business, motion by Tommy Meeks and seconded by Kelly Simmons to adjourn at 1106 hours. Motion carried unanimously.

Respectfully Submitted,

  
\_\_\_\_\_  
Mark Coffman, Secretary

Date Approved: \_\_\_\_\_

  
\_\_\_\_\_  
Craig Joel, President

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

