

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

August 15, 2019

At the regularly scheduled meeting of the Chattanooga Fire and Police Pension Fund Board of Trustees held on the 15<sup>th</sup> day of August 2019, President Charlie Thomason presided. The meeting was held at the Pension Office, 6009 John Douglass Drive, Chattanooga, TN 37421.

The meeting convened at 0912 hours with board members Charlie Thomason, Joe Shaw, Kelly Simmons, Phillip McClain, Nathan Vaughn, Mark Coffman and Chris Hopkins. Attorney Bill Robinson was also present.

**APPROVAL OF MINUTES**

Motion by Nathan Vaughn and seconded by Kelly Simmons to approve the minutes of the August 01, 2019 meeting. Motion carried unanimously.

**APPEARING BEFORE THE BOARD**

No one appeared before the Board.

**LEGAL UPDATE**

Fund Administrator Katrina Abbott updated the Board on the status of the Motion for Default and/or Compel and the accompanying Protective Order.

**MEMBERSHIP CHANGES**

Motion by Joe Shaw and seconded by Kelly Simmons to approve the following membership items:

REMOVE FROM THE ROLLS:

- Joy O. Harris, surviving spouse of Retired Fire Captain Arthur Harris, Sr., effective 07/31/2019, passed away 07/16/2019 (2-411)

ADD TO THE ROLLS:

- Master Police Officer Bruce V. Elliott, retiring with 27 years of service, reduced to a 25-year pension and a 25-month DROP, effective 09/01/2019, pension participation date of 06/26/1992 (2-411, 2-423)

REFUND CONTRIBUTIONS:

- Former Fire Engineer David Ruffin, terminated effective 08/05/2019, participation date 05/18/2012 (2-413)
- Former Police Officer Damean Sawyer, terminated effective 08/07/2019, participation date 11/10/2017 (2-413)
- Former Police Officer Brian Cottell, terminated effective 08/08/2019, adjusted participation date 09/01/2013 (2-413)
- Former Police Officer Ayriel Novak, terminated effective 08/09/2019, adjusted participation date 07/06/2013 (2-413)

Motion carried unanimously.

**ADMINISTRATIVE BUSINESS**

The Board reviewed the bills paid since the last meeting.

The Board reviewed the following candidates regarding eligibility for election to the Board of Trustees:

- Police – Captain Nathan Vaughn (unopposed)
- Fire – Fire Engineer Terrell Britt Bradshaw (unopposed)

All candidates are in good standing. The Board validated the candidates for election ballots. Since both races are uncontested, as outlined in the Sworn Election Policy, the Board agreed to hold the election from 8:00 a.m. to 4:00 p.m. 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 regularly scheduled Board meeting following the election.

Fund Administrator Katrina Abbott updated the Board on the status of the receipt of Wage and Income Transcripts from disability pensioners. Katrina Abbott noted that it had received all but 12 of the required transcripts, with 10 of those requesting documentation from the IRS within a timely manner and are still awaiting such documentation. Katrina Abbott noted that 2 of the members with outstanding transcripts have not cooperated with the Fund in anyway. Katrina Abbott provided the Board with the names of the members whom have not cooperated. It was noted that the Fund would send certified notification to the 2 members and would cease subsequent benefit payments until the Fund has received the required transcripts.

Fund Administrator Katrina Abbott also updated the Board on an issue regarding the form utilized for members to name and/or update their designated beneficiary for the Fund's \$10,000 death benefit. It was discovered that the incorrect form had been mistakenly provided to members since December 2015. Fund staff will work with the members to update the correct form. The Fund will recognize the names designated by members on the incorrect form as the intended designated beneficiaries for the Fund's \$10,000 death benefit until all forms can be updated.

The Board recessed at 0924 hours for its annual Personnel Committee meeting. The Board reconvened at 0955 hours. Motion by Kelly Simmons and seconded by Chris Hopkins to accept the recommendations of the Personnel Committee. Motion carried unanimously. The Board also held a Policy Committee meeting to work on an updated Summary Plan Description as well as other pertinent policies.

**AGENDA NOTES**

- Barry Bryant and Steve Roth will be appearing before the Board on September 5, 2019 for 2Q Performance Summary
- City of Chattanooga Employer Contributions received for August 1, 2019 (\$775,095.65)
- City of Chattanooga Employee Contributions received for August 1, 2019 (\$172,036.05)

**ADJOURNMENT**

With no other business, motion by Mark Coffman and seconded by Phillip McClain to adjourn at 1121 hours. Motion carried unanimously.

Respectfully Submitted,

  
Nathan Vaughn, Secretary

Date Approved: 9-5-19

  
Charlie Thomason, President

<u>Visitors not Appearing Before the Board</u>	
Ron Boyd	Britt Bradshaw
Don Bickford	Josh Meyer
Kevin Akins	