

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

October 03, 2019

At the regularly scheduled meeting of the Chattanooga Fire and Police Pension Fund Board of Trustees held on the 3<sup>rd</sup> day of October 2019, President Charlie Thomason presided. The meeting was held at the Pension Office, 6009 John Douglass Drive, Chattanooga, TN 37421.

The meeting convened at 0901 hours with board members Charlie Thomason, Joe Shaw, Nathan Vaughn, Kelly Simmons, Phillip McClain, Britt Bradshaw and Chris Hopkins. Attorney Bill Robinson was also present.

**APPROVAL OF MINUTES**

Motion by Kelly Simmons and seconded by Chris Hopkins to approve the minutes of the September 19, 2019 meeting. Motion carried unanimously.

**APPEARING BEFORE THE BOARD**

Carolyn Dozier, surviving spouse of Retired Fire Battalion Chief Robert James Dozier, thanked the trustees of the Board for their service to the members and their beneficiaries. Mrs. Dozier also donated fire memorabilia from her husband's service to the Fund.

**LEGAL UPDATE**

Attorney Bill Robinson spoke with City Attorney Valerie Maleug and updated the Board on the request to review options regarding the reinstatement of language allowing the Board members to attend pension meetings and educational training without requiring the use of personal time. All language regarding employment matters was removed from the City Code and inserted in to the Employee Information Guide for the City of Chattanooga. However, the language regarding paid approved leave for meetings and trainings was inadvertently omitted. The City reviews the Employee Information Guide on an annual basis and is currently under review, therefore the Fund can request this omission be included in the revision process. Attorney Robinson also informed the Board of the possibility to include representatives of the Fire and Police Pension Board on the committee reviewing the Employee Information Guide.

**MEMBERSHIP CHANGES**

REMOVE FROM THE ROLLS:

- Elsie Scoggins, surviving spouse of Retired Assistant Fire Chief Winston Scoggins, Sr., effective 08/31/2019, passed away on 08/31/2019 (2-411)

ADD TO THE ROLLS:

REFUND CONTRIBUTIONS:

- Former Firefighter JaMichael Sandridge, terminated effective 09/12/2019, adjusted participation date 09/17/2014 (2-413)
- Former Police Officer Jose Meneses, terminated effective 09/17/2019, participation date 12/02/2016 (2-413)
- Former Police Officer Eric Scaife, Jr., terminated effective 09/18/2019, participation date 02/02/2018 (2-413)
- Former Police Officer Madyson Hazen, terminated effective 09/24/2019, participation date 02/02/2018 (2-413)

**ADMINISTRATIVE BUSINESS**

The Board reviewed the bills paid since the last meeting.

Fund Administrator Katrina Abbott provided the Board a draft of the proposed Proof of Life Policy. The Board discussed the policy and the implications that it could have regarding health insurance eligibility for potential suspensions of member benefits for non-compliance. The Board made minor revisions to the proposed draft. Motion by Joe Shaw and seconded by Phillip McClain to approve the Proof of Life Policy. Motion carried unanimously.

The Board reviewed a draft of the updated Summary Plan Description. Motion by Joe Shaw and seconded by Nathan Vaughn to approve the proposed draft of the Summary Plan Description. Motion carried unanimously. The Board reviewed a revised draft of the Member's Guide to Disability Benefits with minor revisions to included language. Motion by Joe Shaw and seconded by Phillip McClain to approved the revised draft of the Member's Guide to Disability Benefits. Motion carried unanimously. The Board reviewed a revised draft of the Disability Policy with minor revisions to included language. Motion by Nathan Vaughn and seconded by Britt Bradshaw to approved the revised draft of the Disability Policy. Motion carried unanimously.

Fund Administrator Katrina Abbott provided the Board with an updated list of Authorized Signers that have the authority to act on behalf of the Fund to conduct business in regards to its investments. Motion by Kelly Simmons and seconded by Joe Shaw to grant signing authority to Katrina Abbott, Christina Culpepper, Charles Thomason, Nathan Vaughn, and Joe Shaw. Motion carried unanimously. The Board also discussed final arrangements for the upcoming annual investment meeting.

Fund Administrator Katrina Abbott updated the Board on the status of the last remaining Wage & Income transcript due the Fund. The member has requested the documentation from the IRS and has yet to receive it due to a conflict with the last address on record. The member has filed the necessary documentation to update his address with the IRS. Motion by Joe Shaw and seconded by Kelly Simmons to grant another 30-day extension to allow the member to obtain the transcript from the IRS due to the extenuating circumstances. Motion carried unanimously.

The Board recessed for an executive legal session at 0941 hours to discuss pending litigation and disability matters.

#### AGENDA NOTES


- Annual Investment Meeting is scheduled for October 17-19, 2019
- City of Chattanooga Employer Contributions received for September 26, 2019 (\$788,513.23)
- City of Chattanooga Employee Contributions received for September 26, 2019 (\$174,560.39)
- Received CARTA parking fees for July 2019 (\$5,650.00)

#### ADJOURNMENT

With no other business, motion by Kelly Simmons and seconded by Joe Shaw to adjourn at 1015 hours. Motion carried unanimously.

Respectfully Submitted,

  
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Nathan Vaughn, Secretary

Date Approved: 10-7-19  
  
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Charlie Thomason, President

<u>Visitors not Appearing Before the Board</u>	
Ron Boyd	Michael Hart
Carolyn Dozier	