

CITY OF PLANTATION VOLUNTEER FIREFIGHTERS

RETIREMENT SYSTEM

SUMMARY PLAN DESCRIPTION

Prepared June 2018

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INTRODUCTION TO YOUR PLAN

The City of Plantation has established a defined benefit pension plan to provide eligible volunteer firefighters with retirement and related benefits.

This Summary Plan Description is a brief description of your Plan and your rights, obligations, and benefits under that Plan. This Summary Plan Description is not meant to interpret, extend, or change the provisions of your Plan in any way. The provisions of your Plan may only be determined accurately by reading the actual Plan document.

A copy of your Plan is on file with the City and may be read by you, your beneficiaries, or your legal representatives at any reasonable time. If you have any questions regarding either your Plan or this Summary Plan Description, you should ask your Plan's Administrator. In the event of any discrepancy between this Summary Plan Description and the actual provisions of the Plan, the Plan shall govern.

GENERAL INFORMATION ABOUT YOUR PLAN

General information about your Plan is summarized in this section.

Name of Plan

City of Plantation Volunteer Firefighters Retirement System

Plan Sponsor/Plan Sponsor

City of Plantation

Plan Administrator

Board of Trustees

Plantation Volunteer Firefighters

Retirement System

400 Northwest 73 Avenue

Plantation, Florida 33317

Telephone: (954) 797-2200

Trustee (if other than Plan Administrator)

See "Plan Administrator"

Designated Agent for Service of Legal Process

Chairman of the Board of Trustees

Type of Administration

The Plan Administrator is responsible for the overall administration of the Plan. It has discretionary authority to construe the terms of the Plan and make determinations on questions which may affect your eligibility for benefits. The Plan Administrator may also retain the services of attorneys, accountants, actuaries, investment advisors and other professionals.

Plan Year

Each 12 month period beginning on October 1st and ending on September 30th. The Plan's fiscal records are maintained on this basis.

GENERAL INFORMATION ABOUT YOUR PLAN

Relevant Provisions of Local and State Laws

The Plan is set forth in Chapter 18 of the Code of Ordinances.

The most recent amendment to the Plan which is reflected in this Summary Plan Description is **Ordinance No. 2567**.

Your Plan is also governed by certain provisions of Part VII, Chapter 112, Florida Statutes (F.S.), Chapter 175 F.S. and various federal laws.

Relevant Provisions of Collective Bargaining Agreements

No employees covered by the Plan are members of a collective bargaining unit.

Custodian

The custodian of the Plan is responsible for the safe-keeping of securities owned by the Pension Fund. At the direction of the Plan Administrator, the custodian also pays benefits to eligible persons and pays expenses incurred by the Plan. The custodian is:

- Sun Trust Banks, Inc., Atlanta, GA

Investment Manager

The investment manager is responsible for selecting the securities to be bought and sold by the Pension Fund, in accordance with guidelines established by the Plan Administrator. The investment managers are:

- SunTrust Banks, Inc., Orlando, FL
- Advent Capital Management, LLC, New York, NY
- Westwood MLP, Dallas Texas
- Salient MLP, Houston Texas
- American Funds EuroPacific – Mutual Fund
- JP Morgan Asset Management, Westerville, OH

GENERAL INFORMATION ABOUT YOUR PLAN

Investment Performance Monitor

The investment performance monitor is responsible for monitoring the performance of the investment manager in accordance with guidelines established by the Plan Administrator. The performance monitor is:

- Burgess Chambers & Associates, Orlando, FL

Member

Each employee of the Plan Sponsor who is eligible to participate in the Plan and who fulfills the prescribed eligibility requirements.

Beneficiary

Each person designated to the Plan Administrator by you to receive any payments that may become payable by the Plan upon your death. You should designate a Beneficiary when you become a member of the Plan. You may designate a Trust as your Beneficiary if the Trust satisfies applicable federal law at the time the Trust is designated as your Beneficiary. You may change your designation at any time upon written notification to the Plan Administrator.

CONTRIBUTIONS TO THE PLAN

Benefits of the Plan are financed by contributions that are paid into the pension fund and by investment earnings generated by investment of the pension fund. Contributions to the fund are made by:

State of Florida

Monies are paid each year by the State pursuant to Chapter 175, F.S. Said monies are used for the benefit of firefighters.

Your Plan Sponsor

Your Plan Sponsor must contribute an amount determined by the Plan's actuary to be sufficient, along with the State contribution, to fund systematically the benefits under the Plan. The Plan Sponsor's contribution will vary depending on the experience of the Plan.

ELIGIBILITY AND CREDITED SERVICE

Eligibility

You are eligible to be a Member of the Plan if you are designated by the Plan Sponsor as a volunteer firefighter. A volunteer firefighter is any person whose name is carried on the active membership roll of the Plantation Volunteer Fire Association and whose duty it is to extinguish fires, to protect life, and to protect property, and who is a member of the fire department which has been assigned a position description. To be carried on the active membership roll of the association, a person must meet the criteria and standards established by the board of fire officers, with such criteria and standards to be approved, at all times, by the city council.

Credited Service

Credited Service shall mean the aggregate number of years of service for which a volunteer firefighter is credited for eligibility, benefit and vesting purposes.

One year of Credited Service shall be given for a year in which a member fulfills his/her position description as a member of the Plantation Fire Department. The year period for this purpose shall be the fiscal year.

Break in Service

If you terminate employment and later return to work for the Plan Sponsor, the following rules apply. You will have your prior service reinstated if you return to the fund any amounts paid to you when you terminated employment. The repayment must occur within 120 days of the date of reemployment.

ELIGIBILITY AND CREDITED SERVICE

Military Service

Should you take an official leave of absence in order to enter the military, your period of leave will be included in your Credited Service if you return to classification for the Fire Department within one year after your discharge. You would be required to make a contribution to the Plan in an amount that you would have contributed had you not taken the leave of absence. Credit for such military service shall not exceed five years.

Your active duty in the military prior to date of hire by the Plan Sponsor is not included in Credited Service.

Normal Retirement Date

The Normal Retirement Date is the earliest date when unreduced retirement benefits may be paid. Your Normal Retirement Date is the earlier of the date when you reach age 55 and complete 7 years of Credited Service or the date when you complete 20 years of Credited Service.

Early Retirement Date

The Early Retirement Date is the date prior to your Normal Retirement Date that you reach age 50 and complete 10 years of Credited Service.

Late Retirement Date

You may continue to work past your Normal Retirement Date. The date you actually stop working will be your Late Retirement Date.

Normal Retirement Benefit

The monthly benefit that you will receive if you continue in employment until your Normal Retirement Date is called your Normal Retirement Benefit.

The amount of your monthly Normal Retirement Benefit is equal to \$60.00 multiplied by your years of Credited Service. As an example, if your Credited Service is equal to 22 years, then the calculation would be as follows:

$\$60.00 \times 22 \text{ years} = \$1,320.00$ which would be your Normal Retirement Benefit payable each month.

The retirement benefit is paid to you for the rest of your life in accordance with the Normal Form of Benefit Payment as described later (however, see the sections on Death Benefits After Retirement and Election of Optional Forms of Benefit Payments). Your benefits from this Plan are paid in addition to any benefits you may receive from Social Security.

Accrued Benefit

The portion of your Normal Retirement Benefit that you have earned at any point in time is called your Accrued Benefit. Your Accrued Benefit is computed in the same way as the Normal Retirement Benefit, except you use your present Credited Service in the calculation. The Accrued Benefit is a monthly amount which starts on your Normal Retirement Date.

Early Retirement Benefit

If you decide to retire early, you may receive an Early Retirement Benefit. The benefit is equal to your Accrued Benefit but reduced for the number of months by which the starting date of the benefit precedes your otherwise Normal Retirement Date. The benefit is reduced to take into account the earlier commencement of benefit payments.

RETIREMENT BENEFITS

The following table shows how much your benefit will be reduced if payments begin before your Normal Retirement Date:

Number of Years Early	Percentage Reduction
1	3%
2	6
3	9
4	12
5	15

Late Retirement Benefit

The amount of your monthly Late Retirement Benefit is calculated and paid in the same way as the Normal Retirement Benefit. However, your Credited Service as of your actual retirement date is used in the calculation.

Line of Duty

If you become totally and permanently disabled in the line of duty as provided by the Plan, you will be eligible for a disability benefit.

The amount of your benefit due to line of duty disability is \$100.00 per month or, if greater, your Accrued Benefit. This benefit is payable until your death, recovery, or attaining age 55, upon which the disability benefit shall terminate and the normal retirement benefit shall be paid.

The Normal Retirement benefit is based on the multiplier in effect when you were a firefighter, including while receiving disability benefits from the System. An optional form of benefit may be selected as detailed later.

The Board may offset benefits in view of Social Security or Workers' Compensation you receive, to the extent allowed or provided by law.

If you become temporarily disabled in the line of duty, you may be granted Credited Service equal to the period of time you were disabled, not to exceed one-half year, if the Board so determines.

Non-duty

In the case of a disability not incurred in the line of duty, if you have accrued 10 or more years of service, you will be eligible for a non-duty disability benefit.

The amount of your benefit if you become disabled, and it is not duty related, is equal to \$100.00 per month, or if greater, your Accrued Benefit. This benefit is payable until your death, recovery, or attaining age 55, upon which the disability benefit shall terminate and the normal retirement benefit shall be paid.

The Normal Retirement benefit is based on the multiplier in effect when you were a firefighter, including while receiving disability benefits from the System. An optional form of benefit may be selected as detailed later.

The Board may offset benefits in view of Social Security or Workers' Compensation you receive,

to the extent allowed or provided by law.

SURVIVOR BENEFITS

Before Retirement

If you die prior to retirement and you have 7 or more years of service and have not previously selected an option under which survivorship benefits are payable, your Beneficiary shall have a choice of one of the following options:

- 120 consecutive monthly payments of the early or normal retirement benefits to which you would have been entitled.
- A lump sum death benefit equal to \$300 for each year of Credited Service up to a maximum of 20 years of service.
- The actuarially determined present value of the accrued benefit.

After Retirement

If you were receiving a form of retirement payment which provided for a survivor's benefit to be paid after your death, your Beneficiary will receive payments following your death. A later page describes the various forms of retirement payments.

VESTED RETIREMENT BENEFIT

If you terminate employment, other than by reason of retirement, disability or death, you may be entitled to a deferred Vested Retirement Benefit. This benefit is equal to your Accrued Benefit on your termination date multiplied by your vested interest. The following chart shows your vested interest in your Accrued Benefit.

Vesting Schedule	
Completed Years of Credited Service	Vested Interest
Less than 7	0%
7	25
8	50
9	75
10 or more	100

The vested benefit is payable when you reach your Normal Retirement Date. If you terminate before you are vested, you will receive a refund of your contributions without interest.

SHARE PLAN ACCOUNT

Ordinance No. 2467 which was passed and adopted on March 15th, 2012 established a Discretionary Share Plan Account as follows:

- The Board may pay an annual discretionary benefit effective October 1 to all members of the Plan and all Retirees with ten (10) or more years of credited service.
- The benefit shall be funded solely by Trust Funds in excess of 115% up to 120% of the funds needed to meet the actuarial accrued liability, as determined annually on September 30.
- No benefit will be paid if the fund does not exceed 115% of the actuarial accrued liability, as determined annually on September 30.
- The benefit vests immediately for Retirees and for Firefighters with ten or more years of credited service.
- The cumulative annual benefits shall be held in a share account, payable in a lump sum.
- This total benefit allocation will be shared between Volunteer Firefighters and Retirees. Specifically, the benefit shall be calculated to result in each Retiree receiving 25% of the benefit allocated to each Volunteer Firefighter. For example, if there are 120 Volunteer Firefighters in a particular year and 80 Retirees, the allocation would be \$1,704.55 to each volunteer firefighter and \$568.18 to each retiree based on a total benefit allocation of \$250,000.
- Firefighters forfeit all accumulated benefits upon becoming inactive for a period of 18 months or more.
- Firefighters forfeit all accumulated benefits upon termination prior to retirement for reasons other than disability prior to completion of ten years of service.
- The Discretionary Annual Benefit is not guaranteed.

- The share accounts shall be invested with plan assets, and any investment earnings or losses shall be borne by the accumulated funds and compounded annually.
- All investment earnings not required covering the annual cost of the benefit and all forfeited benefits shall revert to the Fund.

Normal Form of Benefit Payment

Unless you elect otherwise before retirement, your pension is payable as a Ten Year Certain and Life Annuity. This is a series of monthly payments for your life. If you die before receiving 120 payments, the payments will continue until a total of 120 payments have been made. If you live longer than ten years, payments are continued for the rest of your life, ceasing upon your death.

Optional Forms of Benefit Payments

You have the right at any time before your actual retirement date to elect not to have your retirement benefit paid in the Normal Form. Your benefit would then be paid in the form which you choose.

You may choose among the options described below and revoke any such elections and make a new election at any time before actual retirement. You must make such an election by written request to the Plan Administrator and such an election shall be subject to the approval of the Plan Administrator. This election also applies to terminated members who are eligible for payment of deferred Vested Retirement Benefits.

The options available are as follows:

1. **Option 1 – Joint and Survivor Annuity**

You may elect to receive a decreased monthly retirement benefit during your lifetime and have such decreased retirement benefit (or a designated fraction thereof) continued after your death to and during the lifetime of your Beneficiary.

2. **Option 2 - Life Option**

You may elect to receive a retirement income in an amount greater than the Normal Form of retirement benefit payable for your lifetime only.

4. **Option 3 - Other**

You may elect another optional form which is subject to the approval of the Plan Administrator and which is actuarially equivalent to the Normal Form of Benefit.

In no event may the total benefits payments to you and your Beneficiary be less than your own

FORMS OF BENEFIT PAYMENTS

accumulated contributions.

AMENDMENT OR TERMINATION OF THE PLAN

The Plan may be amended or terminated at any time by the Plan Sponsor. If the Plan were terminated, you would immediately become fully vested in the benefit you had earned so far. All of the assets of the Plan would be allocated to the Members according to certain classes of priority. Only after all accrued benefits have been paid and any other liabilities have been satisfied could any remaining money be returned to the Plan Sponsor.

IMPORTANT NOTICE

There are certain circumstances which may result in the disqualification, ineligibility, denial, loss, forfeiture, suspension or deferral of your benefits in this Plan. The following is a list of these circumstances:

1. If you terminate employment before reaching the Normal Retirement Date and you do not have enough Credited Service to have earned a vested interest, no benefits will be payable except for a return of your own contributions without interest.
2. If you die before attaining a vested interest, no benefits will be payable except for a return of your own contributions without interest.
3. No credit is allowed either for benefit accrual or vesting purposes for any period in which you are not considered a volunteer firefighter.
4. Your retirement benefit will not be payable until actual retirement date, even if you continue to work beyond the Normal Retirement Date.
5. Your Accrued Benefit may be forfeited if you are convicted of certain felonies as provided by State law (Chapter 112.3173 F.S.).
6. Payment of your benefits may be made to an alternate payee by order of a Domestic Relations Order relating to child support or alimony made pursuant to a state domestic relations law.
7. If you make false, misleading or fraudulent statements to obtain a benefit from any retirement plan covered by Chapter 175 F.S., you may forfeit any benefits to which you otherwise would be entitled.

YOUR RESPONSIBILITIES

1. Retain this Summary Plan Description with your other important papers for later reference or for replacement by updated versions and supplemental notices, if any.
2. Upon completing eligibility requirements, sign a Membership Form, including a Beneficiary designation.
3. Keep your Beneficiary designation form updated to express your wishes.
4. If you terminate employment, check to see if you are entitled to a Vested Retirement Benefit and the date payable.
5. If you should terminate employment with rights to a deferred Vested Retirement Benefit, then, shortly before the date on which it is to begin, you should contact and notify the Plan Sponsor to begin such payments.
6. Upon your retirement under Normal Retirement, complete the form necessary to indicate which Optional Form of Benefit you desire.

Claim Procedures

Claims for benefits under the Plan must be filed in writing with the Plan Administrator. If you are eligible for any benefits from this Plan, you will be provided with a notification form showing the amount of your benefit and options, if any, and the earliest date on which such benefit is payable.

Your request for Plan benefits shall be considered a claim for Plan benefits, and it will be subject to a full and fair review. If your claim is wholly or partially denied, the Plan Administrator shall furnish you with a written notice of this denial. This written notice must be provided to you within a reasonable period of time after the receipt of your claim by the Plan Administrator. The written notice must contain the following information:

1. The specific reason or reasons for the denial;
2. Specific reference to those Plan provisions on which the denial is based;
3. A description of any additional information or material necessary to correct your claim and an explanation of why such material or information is necessary; and
4. Appropriate information as to the steps to be taken if you or your Beneficiary wishes to submit your claim for review.

If notice of the denial of a claim is not furnished to you in accordance with the above within a reasonable period of time, your claim shall be deemed denied. You will then be permitted to proceed to the review stage described in the following paragraphs.

If your claim has been denied, and you wish to submit your claim for review, you must follow the Claims Review Procedure.

Claims Review Procedure

1. Upon the denial of your claim for benefits, you may file your claim for review, in writing, with the Plan Administrator. The form for this claim for review is available from the Plan Administrator.
2. You must file the claim for review no later than 60 days after you have received written notification of the denial of your claim for benefits.
3. You may review all pertinent documents relating to the denial of your claim and submit any issues and comments, in writing, to the Plan Administrator.
4. Your claim for review must be given a full and fair review. If your claim is denied, the Plan Administrator must provide you with written notice of this denial within 60 days after the Plan Administrator's receipt of your written claim for review. There may be times when this 60 day period may be extended. This extension may only be made, however, where there are special circumstances which are communicated to you in writing within the 60 day period. If there is an extension, a decision shall be made as soon as possible, but not later than 120 days after receipt by the Plan Administrator of your claim for review.
5. The Plan Administrator's decision on your claim for review shall be communicated to you in writing and shall include specific references to the pertinent Plan provisions on which the decision was based.
6. If the Plan Administrator's decision on review is not furnished to you within the time limitations described above, your claim shall be deemed denied on review.

ACTUARIAL INFORMATION

PERTINENT ACTUARIAL INFORMATION AS OF OCTOBER 1		
	2017	2016
Number of Members of the Plan*		
Active Employees	216	204
Those Receiving or Due to Receive Benefits	105	98
Annual Payroll of Active Members	N/A	N/A
	\$	\$
Annual Rate of Benefits in Pay Status	760,327	708,939
	\$	\$
Actuarial Accrued Liability	15,051,989	14,457,155
	\$	\$
Net Actuarial Value of Assets Available for Benefits	18,239,559	17,899,750
	\$	\$
Unfunded Actuarial Accrued Liability	(3,187,570)	(3,442,595)
Required Contribution to be Made to the Plan Over and Above Contributions by Members of the Plan	\$ -	\$ -
Required Contributions as % of Payroll of Active Members	0.00 %	0.00 %
Required Contribution to be Paid During Year Ending	9/30/2019	9/30/2018

ACTUARIAL INFORMATION

Item	September 30	
	2017	2016
A. Market Value of Assets at Beginning of Year	\$ 19,580,717	\$ 18,231,926
B. Revenues and Expenditures		
1. Contributions		
a. Employee Contributions	\$ -	\$ -
b. Employer Contributions	-	-
c. State Contributions	523,574	654,033
d. Purchased Service Credit	-	-
e. Total	<u>\$ 523,574</u>	<u>\$ 654,033</u>
2. Investment Income		
a. Interest, Dividends, and Other Income	\$ 834,178	\$ 809,611
b. Net Realized Gains/(Losses)	573,822	117,065
c. Net Unrealized Gains/(Losses)	1,125,052	712,237
d. Investment Expenses	<u>(115,107)</u>	<u>(103,828)</u>
e. Net Investment Income	<u>\$ 2,417,945</u>	<u>\$ 1,535,085</u>
3. Benefits and Refunds		
a. Refunds	\$ -	\$ -
b. Regular Monthly Benefits	(720,160)	(722,063)
c. Partial Lump-Sum Benefits Paid	-	-
d. Share Plan Exit Benefits Paid	<u>(89,197)</u>	<u>(58,751)</u>
e. Total	<u>\$ (809,357)</u>	<u>\$ (780,814)</u>
4. Administrative and Miscellaneous Expenses	\$ (63,058)	\$ (59,513)
5. Transfers	\$ -	\$ -
C. Market Value of Assets at End of Year		
1. Market Value at End of Year	\$ 21,649,821	\$ 19,580,717
2. Less State Contribution Reserve	-	-
3. Less Share Plan Reserve	2,362,015	1,587,936
4. Final Market Value at End of Year	<u>\$ 19,287,806</u> *	<u>\$ 17,992,781</u>