

**BOARD OF TRUSTEES
OF THE
MUNICIPAL FIREFIGHTERS' PENSION TRUST FUND
FOR THE CITY OF TEMPLE TERRACE**

POLICY: PURCHASE OF CREDITED
SERVICE FOR PRIOR MILITARY
SERVICE AND PRIOR FIRE
SERVICE

POLICY:

1. Section 18.195.23 of the Temple Terrace Code, "Administration of Retirement System", in part, provides:

"The Board of Trustees shall make such rules as are necessary for the effective administration of the retirement system.... Any rules adopted by the Board of Trustees shall have the force of law and shall be considered part of the retirement system."

2. Section 18.195.1 (a) of the Temple Terrace Code, in part, provides:

"Credited service shall also include military service prior to employment purchased pursuant to Section 18.195.20.

Credited service shall also include prior service as a firefighter for some other employer, as long as the firefighter is not entitled to receive a benefit for such other prior service as a firefighter, purchased pursuant to Section 18.195.26."

3. Section 18.195.20 of the Temple Terrace Code provides:

"SECTION 18.195.20 MILITARY SERVICE PRIOR TO EMPLOYMENT

The years and fractional parts of years that a member has served on active military service of the Armed Forces of the United States Merchant Marine, voluntarily or involuntarily, and honorably or under honorable conditions, prior to first and initial employment with the City Fire Department shall be added to his or her years of creditable service provided that:

- (a) The member contributes to the Trust Fund an amount which represents the actuarial equivalent of the value of the benefits attributable to such service credits on the date of deposit, along with the costs of all professional services rendered to the Board in connection with the calculation.

(b) The maximum number of years of prior military service credits which may be purchased is four (4) years.

(c) The amounts to be deposited shall be calculated using the mortality table and interest rate determined by the Board of Trustees after advice by the Fund's actuary."

4. Section 18.195.26 of the Temple Terrace Code provides:

"SECTION 18.195.26 FIRE SERVICE PRIOR TO EMPLOYMENT.

The years and fractional parts of years that a member has served as a firefighter for some other employer, excluding the Armed Forces of the United States, prior to first and initial employment with the City Fire Department shall be added to his or her years of creditable service provided that:

(a) The member, prior to separation from employment or entry into DROP, whichever comes first, contributes to the Trust Fund an amount which represents the actuarial equivalent of the value of the benefits attributable to such service credits on the date of deposit, along with the costs of all professional services rendered to the Board in connection with the calculation.

(b) The member is not entitled to receive a benefit for such other prior service as a firefighter.

(c) The maximum number of years of prior firefighter service credits which may be purchased is four (4) years.

(d) The amounts to be deposited shall be calculated using the mortality table and interest rate determined by the Board of Trustees after advice by the Fund's actuary."

5. Payment by the member of the required amount to purchase credited service for military service prior to employment and/or fire service prior to employment shall be made within six (6) months of the member's request for credited service, but not later than the member's separation from employment as a firefighter or entry into DROP, whichever comes first, and shall be made in one lump sum payment upon receipt of which credited service shall be given, or the member may elect to make payment for the requested credited service over a period of time as provided for in paragraph 6 hereafter.

6. In lieu of the lump sum payment provided for in paragraph 5 heretofore, a member may elect to make payments over a period of time in order to fully pay the amount determined by the fund's actuary. The member shall be required to notify the board, in writing, of the member's election to make payments in the manner provided for in this paragraph. The payment plan provided for in this paragraph shall be subject to the following terms:
- a. The principal amount to be paid shall be determined by the fund's actuary.
 - b. The original principal amount shall be amortized over the period beginning with the first payment and ending no later than sixty (60) months from the date of the first payment and shall be re-amortized annually to reflect changes in the interest rate provided for in subparagraph 6 c. hereafter.
 - c. Payments shall consist of principal, interest and a one (1) percent per annum administrative fee, with interest at a rate of return equal to the actuarially assumed rate of investment return.
 - d. Payments shall be made by payroll deduction from each paycheck on a pre-tax basis.
 - e. In the event that a member dies, retires (including entry into any deferred retirement option plan (DROP)) or otherwise separates from employment as a firefighter, without having made full payment of the principal amount necessary to receive all credited service requested, the member shall receive so much of the credited service requested, determined using procedures established by the actuary, which could be purchased with the amount of principal paid by the member to the date of the member's death, separation from employment as a firefighter, or entry into DROP, whichever comes first.
 - f. In the event that the member separates from employment as a firefighter for any reason and the member is not entitled to any benefit from the plan other than the return of the amounts the member has had deducted from the member's paycheck as the member's normal contribution to the plan, the amounts which the member has paid pursuant to this subsection to purchase additional credited service, shall be returned to the member, less all interest paid and less the one (1) percent administrative fee.
7. Florida Statutes 175.032 (4)(c) provides:

“(c) Credited service under this chapter shall be provided only for service as a firefighter, as defined in subsection (8), or for military service and does not include credit for any other type of service. A municipality may, by local ordinance, or a special fire control district may, by resolution, provide for the

purchase of credit for military service prior to employment as well as for prior service as a firefighter for some other employer as long as a firefighter is not entitled to receive a benefit for such prior service as a firefighter. For purposes of determining credit for prior service as a firefighter, in addition to service as a firefighter in this state, credit may be given for federal, other state, or county service if the prior service is recognized by the Division of State Fire Marshal as provided under chapter 633, or the firefighter provides proof to the board of trustees that his or her service is equivalent to the service required to meet the definition of a firefighter under subsection (8).” (E.S.)

8. Requests for purchase of credited service for prior military service shall be on an application form, provided for that purpose, signed and filed with the Board of Trustees.
9. Applications for purchase of credited service for prior military service shall be accompanied by a copy of the member’s Armed Forces discharge papers (DD 214) and such other documentation confirming that the member has served on active military service of the Armed Forces of the United States, or the United States Merchant Marine, voluntary or involuntary, and honorably or under honorable conditions, prior to first and initial employment with the City of Temple Terrace Fire Department, and the dates of such prior military service.
10. The Board of Trustees may require that the application shall be accompanied by documentation that the member is not entitled to receive a pension or retirement benefit for such prior military service.
11. The Board of Trustees may require that the application shall be accompanied by such signed authorizations as deemed necessary by the Board of Trustees to obtain records deemed necessary by the Board of Trustees.
12. Florida Statutes § 175.032 (8), provides:

“(8) (a) ‘Firefighter’ means any person employed solely by a constituted fire department of any municipality or special fire control district who is certified as a firefighter as a condition of employment in accordance with s. 633.35 and whose duty it is to extinguish fires, to protect life, or to protect property. The term includes all certified, supervisory, and command personnel whose duties include, in whole or in part, the supervision, training, guidance, and management responsibilities of full-time firefighters, part-time firefighters, or auxiliary firefighters but does not include part-time firefighters or auxiliary firefighters. However, for purposes of this chapter only, the term also includes public safety officers who are responsible for performing both police and fire services, who are certified as police officers or firefighters, and who are certified by their employers to the Chief Financial Officer as participating in this chapter before October 1, 1979. Effective October 1, 1979, public safety officers who have not been certified as participating in this chapter are considered police officers for

retirement purposes and are eligible to participate in chapter 185. Any plan may provide that the fire chief has an option to participate, or not, in that plan.” (E.S.)

13. Request for purchase of credited service for prior fire service shall be on an application form, provided for that purpose, signed and filed with the Board of Trustees.
14. Application for purchase of credited service for prior fire service shall be accompanied by such documentation which reflects:
 - (a) That the member is not entitled to receive a pension or retirement benefit for such prior service as a “firefighter”.
 - (b) For prior service as a firefighter in the State of Florida, documentation that as a condition of employment that the position required certification as provided under Chapter 633, Florida Statutes.
 - (c) For prior service as a firefighter for federal, or service in another state other than Florida, that such prior service is recognized by the Florida Division of State Fire Marshall as provided in Chapter 633, Florida Statutes, or documentation that such prior service is equivalent to service required to meet the definition of a “firefighter” under Florida Statutes § 175.032 (8)(a).
 - (d) A copy of the job description for each position held by the member in effect during the period of time that the member is requesting to purchase prior service as a “firefighter”.
15. The Board of Trustees may require that the application shall be accompanied by such signed authorizations as deemed necessary by the Board of Trustees to obtain records deemed necessary by the Board of Trustees.
16. Applications to purchase prior service as a “firefighter” shall not be referred to the actuary for calculations of the amount to be paid until approved by the Board of Trustees.