



April 1, 2026

RE: Board Trustee Election Notice

To All Participants of the Employee Benefits Fund,

The Board of Trustees for the Palm Beach County Firefighters' Employee Benefits Fund has established terms of office for Trustees. Each Trustee position will be up for election or re-election every five (5) years, with one (1) position open for election this year (2026). New Trustees will take office on June 1st of each year.

From **April 13th** to **April 24th**, we will be accepting letters of interest from individuals who would like to serve on the Board of Trustees for the Employee Benefits Fund. Interested individuals must be a current or retired member of Palm Beach County Fire Rescue (PBCFR) and currently enrolled in the Employee Benefits Fund. Applicants may submit:

- A resume (up to two pages)
- A one-page statement outlining qualifications and reasons for seeking the position

These materials will be shared with all members eligible to vote.

Between **May 1st** and **May 5th**, a list of candidates for the vacancy will be posted on our website and emailed to all eligible voters. This will include any resumes, qualifications, or personal statements submitted by the candidates.

Voting Process

Voting for the Trustee position will take place from the morning of **May 11th until 5:00 PM on May 15th**. Voting will be conducted on a secure website that the Fund staff and Trustees do not have access to; only the final results will be provided once voting closes. The site, accessible through a link on our website, has a proven track record in managing online voting for unions nationwide.

You will be required to create a username and password using information that only you should know. If you voted in the last Trustee election, your login credentials will remain the same. Voting is open to all current or former employees of PBCFR who are enrolled in either medical or dental insurance through the Fund.

Trustee Responsibilities

The Trustee position includes the following key responsibilities:

- Adopting an annual budget
- Determining the medical, dental, vision, and life insurance benefits provided to participants
- Setting premium rates for Active, Retired, and COBRA participants
- Overseeing the management and direction of the Palm Beach County Firefighters Health Clinic, LLC
- Attending monthly Board meetings (held on the third Thursday of each month from 9:00 AM – 3:00 PM), the annual workshop, special call meetings, and required training programs



Application Submission

Letters of interest and supporting documentation may be submitted by:

- **Mail:** Addressed to the Fund, Attention: Administrative Manager, at the address listed below

PO Box 20509 West Palm Beach, FL 33416-0509

- **Email:** Sent to lclarke@myffbenefits.com
- **Fax:** Sent to **561-727-3709**

Please indicate the Trustee position you are applying for:

Trustee #1 (currently held by Bradley LaBar)

Trustee #2 (currently held by Neal Niemczyk)

All election-related information will be communicated via email and our website. If we do not have your **personal email** address on file, please contact the Fund office to ensure you receive updates.

For any questions, please contact the Fund's Administrative Manager, Leigh Clarke, at **561-969-6663**.

Sincerely,

Board of Trustees

Palm Beach County Firefighters' Employee Benefits Fund