

*CITY OF MIAMI BEACH, FLORIDA
FIREMEN'S RELIEF AND PENSION FUND
JANUARY 1995 MEETING OF THE BOARD OF TRUSTEES*

*JANUARY 12, 1995
9:00 A.M.
CITY MANAGER'S SMALL CONFERENCE ROOM*

MINUTES OF MEETING:

Call To Order

Meeting was called to order at 9:07 a.m. by Joseph Pinon,

Board Members present:

FIRE DEPARTMENT

Dale Lockett
Jack Richardson
Tom Sullivan

ADMINISTRATION

Jean Olin
Joseph Pinon

Jack Richardson stated that T.C. Adderly is unable to attend the meeting and Dale Lockett is enroute (9:10 a.m.)

Jack Richardson handed out a letter received from Attorney Stephen Cypen pertaining to the Board retaining his services at \$6,000 annually. This would provide for all legal services except litigation or major projects. Joseph Pinon made a motion to retain the services of Stephen Cypen. Motion was seconded by Tom Sullivan and unanimously carried.

Jack Richardson requested to review the brochure for attendance to the 16th Annual Police Officers and Firefighters Trustee School Program, March 14-15, 1995 in Tallahassee. Since there is no current budget available for board members to attend educational programs, Jean Olin recommended that we should set a meeting with Stephen Cypen to address this issue prior to March. There was discussion on how Celia Locke, Police & Fire Pension Administrator controls school funding. Joseph Pinon and Jack Richardson stated they would like to attend the school. The motion was made by Tom Sullivan authorizing Jack Richardson and Joseph Pinon to attend the March seminar. Motion was seconded by Joseph Pinon and unanimously carried. The board will meet with Stephen Cypen to finalize policy and procedures for future school attendance by any/all board members.

There was discussion on how bills have been paid in the past. Jack Richardson explained that he was paying invoices by "warrant" payments, authorized by himself, the secretary and Tom Sullivan. Tom Sullivan inquired of Jean Olin if costs from the funds are reimbursable from the City. Jean Olin explained that reimbursement of expenses is a case by case basis.

Tom Sullivan inquired of Jack Richardson and Joseph Pinon if there is any type of fiduciary liability insurance that has ever been purchased. Joseph Pinon responded that currently there is no fiduciary liability insurance policy for board members. Tom Sullivan stated that all board members are independently liable for actions taken by the board, which was reaffirmed by Jean Olin. Jack Richardson stated that he spoke with the former Chairman, Hoke Jenkins, and stated that Mr. Jenkins never contacted the liability insurance firm directly, but stated that the cost of the insurance was a little more than we would expect to pay. Tom Sullivan inquired of Jean Olin if the board could piggy back a rider on to the Police & Fire Pension fiduciary liability insurance policy. Jean Olin replied that this could not be done based on the fact that these are two separate funds. She stated that the fund should purchase their own insurance and recommended contacting the Risk Manager and an Underwriting Company. Tom Sullivan suggested that Jack Richardson meet with the company and Risk Management to gather information prior to the next meeting.


Jean Olin questioned Jack Richardson about his multiple responsibilities as a trustee. Jean Olin inquired if the fund was large enough to hire an outside administrator. Jack Richardson replied that the fund valuation is close to 3 Million Dollars and should not be a confusing process for an administrator. Jean Olin commented that Jack Richardson should not be acting as a board

member, chairperson and the administrator of the fund. Tom Sullivan commented that board members cannot, under the Sunshine Law, privately discuss with one another any subject matter pertaining to the fund. Joseph Pinon stated that this would not happen if the fund had an administrator. Jean Olin agreed.

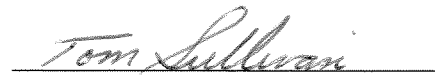
Jack Richardson stated that the fund does have a bookkeeper/secretary, Estralla Pena. He stated that at a previous meeting the board increased her salary to \$100.00 per month and that he had an invoice from Estralla Pena in the amount of \$600.00 for the months July-December. Tom Sullivan inquired as to the responsibilities of Estralla Pena to the Board. Jack Richardson explained that Estralla Pena keeps the records, prepares the annual state report, gives information to the trustees and prepares the IRS Form 1099. Jean Olin inquired who the secretaries to the board are and if they get paid for these services. Tom Sullivan explained that the secretary to this board is his own secretary, Maria, who will keep the minutes without compensation from the fund. Tom Sullivan inquired of Jean Olin as to the method of paying Estralla Pena. Jean Olin suggested a motion be made to pay this invoice. Jack Richardson passed the gavel and made a motion to pay the invoice of \$600.00 to Estralla Pena for services provided. Motion seconded by Joseph Pinon and unanimously carried.

Tom Sullivan stated that the accountant's report, completed by Steve Gordon, appears to contain errors. Jack Richardson stated that he found an error on Ashley Trop's and Keith Cromartie's computations and that he will get with the accountant to make the necessary corrections. Tom Sullivan suggested that the accountant be invited to the next board meeting to discuss the report. Jean Olin suggested that the board make a motion to have Jack Richardson go back to the accountant and go over the errors and omissions. Joseph Pinon made the motion, seconded by Tom Sullivan, all in favor.

Joseph Pinon made a motion to adjourn, seconded by Jack Richardson, motion carried. **Meeting adjourned at 9:40 a.m.**



Jack Richardson, Chairman



Tom Sullivan, Secretary

cc: All Board Members
Stephen Cypen, Attorney
Jean Olin, Legal Dept.

CITY OF MIAMI BEACH
FIRE DEPARTMENT

MEMORANDUM

TO: ALL PERSONNEL

FROM: TOM SULLIVAN *T. Sullivan*
FIRE CHIEF

DATE: May 8, 1995

SUBJECT: MINUTES OF JANUARY 1995 BOARD MEETING REF:
CITY OF MIAMI BEACH FIREMEN'S RELIEF AND PENSION FUND

Attached is the approved minutes of the January 1995 Firemen's Relief and Pension Fund Board Meeting held on January 12, 1995 for your information.

The minutes of the February 15, 1995 Firemen's Relief and Pension Fund meeting will be distributed pending approval at the May 17th meeting.

TS/mc

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