

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

*March 26, 2012
8:30 A.M.
Fire Chief's Office Conference Room*

MINUTES OF MEETING:

Call To Order

Board Members present:

FIRE DEPARTMENT

Lee Amato, Chairperson
Eric Yuhr, Trustee
Robert Dowling, Secretary

ADMINISTRATION

Rafael Granado, Trustee
Allison Williams, Trustee

ALSO PRESENT

Stephen Cypen, Attorney
Robert Maddock, Inverness Counsel
via Teleconference

Lee Amato, Chairperson, called the meeting to order at 8:30 a.m. and showed members present. The minutes from the November 11, 2011 meeting were reviewed by members. Trustee Eric Yuhr made a motion to accept the minutes, seconded by Secretary Bob Dowling, all in favor, motion carried.

Trustee Dowling advised the Board that the bank change from Bank of America to Suntrust bank will be initiated, Quickbooks will be purchased and monthly bank reconciliations will be initiated once the transfer has been completed. Trustee Allison Williams will assist in the monthly bank reconciliations.

Trustee Dowling advised the Board that the 175 Fund files will be stored at the new Fire Station #2 Fire Chief's Office storage area instead of IDD Storage Facility. Trustee Dowling advised that a filing cabinet will be supplied by Administration to store the files.

Trustee Dowling discussed with the Board initiating a "new change of name" form for the fund. Trustee Rafael Granado advised he will see if Human Resources has such a form and will forward to the Board.

Chairperson Amato advised that a Trustee position will become vacant on June 30, 2012 and that the "Notice of Election" will need to be posted on the Fire Department email. The notice was given to all Board Members for review and approval. Trustee Yuhr made a motion to approve the notice and send it out via Department email, seconded by Chairman Amato, all in favor, motion carried.

Chairperson Amato presented the Inverness Counsel, LLC agreement renewal. Trustee Dowling made a motion to accept the renewal agreement and authorize Chairperson Amato sign the agreement, seconded by Trustee Yuhr, all in favor, motion carried.

Robert Maddock of Inverness Counsel, LLC, gave the quarterly financial report, via teleconference. See attached quarterly report.

Chairperson Amato inquired if there was any further business. There being no further business, Trustee Yuhr made a motion to adjourn, seconded by Trustee Williams, all in favor, motion carried, meeting adjourned at 9:10 a.m.

Lee Amato, Chairperson

Robert Dowling, Secretary

cc: Stephen Cypen, Attorney
All Board Members
Fire Dept. Personnel Distribution

A:175March26, 2012