

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

MAY 17, 2012
POLICE AND FIRE PENSION OFFICE CONFERENCE ROOM

MINUTES

1. **Call to order/roll call** - Lee Amato, Chairperson, called the meeting to order at 7:50 a.m. All Trustees attended the meeting.

2. **Approval of Minutes – March 26, 2012**

Motion to approve the Minutes of the March 26, 2012 Board of Trustee meeting made by Mr. Granado; seconded by Mr. Dowling. All Trustees voted in favor - Approved 5-0.

3. **Inverness Counsel Financial Report** - Presentation by Robert K. Maddock, Senior Vice President of Inverness Counsel. Also present was Henry P. Renard, Executive Vice President for Inverness Counsel. Mr. Maddock distributed a report entitled "Miami Beach Fire Relief & Pension Fund – May 17, 2012."

Summary of presentation:

- Fund's total equities are 52%; the target is 55%; and the limit is 60%.
- Fund's total bonds are 45%; the target is 35%.
- Fund's international holdings are 2.62% of total fund at costs; 4.26% of total equities at costs; and 1.04% of total fixed at costs.
- Fund's top ten fund holdings are Microsoft Corp; Roper Industries; Qualcomm, Inc.; US Bancorp; National Oilwell Varco, Inc.; Cognizant Technology; Baxter International; Deere & Co. and PepsiCo, Inc.
- The Fund's top contributions by returns and the bottom securities by contributions were discussed.
- From September 30, 2011 through May 14, 2012, the Fund is up 2% for the year.
- The fixed market rate remains challenging.
- Inflation concerns appear to be easing.

4. **Thistle Asset Consulting Annual Report** - Presentation by John McCann. Mr. McCann distributed a report entitled "Miami Beach Fire Relief & Pension Fund – 03-31-2012."

Summary of presentation:

- Mr. McCann provided a snapshot of the market, discussing major economic indicators and sector trends, and Federal Reserve news.
- As of March 31, 2012, the total assets of the fund are divided as follows: 3% cash (\$349,000); 52% equities (\$6,237,000) and 45% fixed income (\$5,346,000).

5. **CPA Engagement Letter Renewal** - Motion to approve the CPA Engagement Letter Renewal, as long as Mr. Cypen approves the letter as to form and legal sufficiency prior to the engagement, motion made by Mr. Dowling; seconded by Mr. Amato. All Trustees voted in favor - Approved 5-0.

6. **Trustee Position Election Status** - Robert Dowling was the only person who applied for the position. As Mr. Dowling was the only candidate for the office, no election was necessary and he was re-elected without opposition. Mr. Dowling's term is from July 1, 2012 to June 30, 2014.

Mr. Cypen also noted that Javier Otero, the newly appointed Fire Chief, is a Trustee by virtue of his position, and shall be a Trustee from this point forward.

7. **Miami Herald Listings of 175 Board Meeting** - The Trustees agreed that future meeting of the 175 Board should be noticed in the weekly notice prepared by the Office of the City Clerk, which is published in the Miami Herald. Maria Irick, Administrative Assistant to the Fund, is to work with the Office of the City Clerk to notice all future meetings.
8. **SunTrust Bank Status** - Mr. Dowling reported that he was very frustrated with the customer service he has received at SunTrust, and the runaround he has encountered just to open an account. SunTrust Bank has not gotten back to Mr. Dowling in a month. Ms. Williams offered to assist on the matter, to see if she is able to resolve the problems encountered. The Trustees reached a consensus whereby the matter would be tabled to the next meeting, to allow Ms. Williams time to resolve the problem.
9. **Fiduciary Trust Past Due Quarterly Fee** - Mr. Cypen stated that the City is responsible to pay the fee. Chief Otero agreed to look into the bill.


10. **The following new items were discussed:**

- Possibility of obtaining a telephone extension out of the Fire Chief's Office to act as a "Call Center" for the 175 Fund.
- Possibility of obtaining a City of Miami Beach e-mail address for the 175 Fund.
- Chief Otero offered the use of his conference room for future meetings. Mr. Dowling explained that the reason this particular meeting was being held at the Police and Fire Pension Office Small Conference Room was for the benefit of the representatives of Inverness Counsel and Thistle Asset Consulting who were making presentations to the Fire and Police Pension Board following our meeting, and thereby logistically it was best to conduct the meetings in one location.

11. **Adjournment** - Chairperson Amato inquired if there was any further business. There being no further business, Mr. Dowling made a motion to adjourn; seconded by Mr. Amato. All Trustees voted in favor - Approved 5-0. The meeting adjourned at 8:47 a.m.



Lee Amato, Chairperson



Robert Dowling, Secretary

cc: Stephen Cypen, Esq.
Trustees
Fire Department Personnel Distribution