

**TOWN OF FAIRFIELD POLICE AND FIRE RETIREMENT BOARD
SULLIVAN INDEPENDENCE HALL
December 6, 2012**

Members Attending:

Erik Kalapir
Michael Tetreau
Donald Bowers
Robert Mayer
James Takami

Members Absent:

Frederick Schaefer
Barry Rosen

Also Attending:

Mary Carroll-Mirylees, Director of Human Resources
Eileen Kennelly, Risk Manager

The meeting was called to order by Chairman Michael Tetreau at 4:45 p.m.

The Board reviewed the calendar as proposed for 2013. Erik Kalapir proposed an amendment to hold the quarterly meetings in the months of February, May, August and July at 6:30 p.m. on the same evening as the Joint Retirement Investment Board meets. The annual meeting would remain as it appears on the proposed calendar. Donald Bowers seconded the amendment. The amendment was adopted unanimously. The chairman then requested a motion to approve the proposed calendar as amended. Robert Mayer made the motion and Erik Kalapir seconded it. It was carried unanimously.

The Board reviewed the Standards of Conduct. The Chairman asked Eileen Kennelly whether the Standards had been modified in the past year. She stated that they had not and could only be changed by a Charter amendment.

As the First Selectman is designated Chairman of the Board in the Charter, the Chairman called for nominations for Vice Chairman. Donald Bowers nominated Erik Kalapir, who declined the nomination. Erik Kalapir then nominated Donald Bowers. Robert Mayer seconded the nomination. The Chairman asked if there were any other nominations. There were not and Donald Bowers was elected Vice Chairman unanimously. This concluded the business of the organizational portion of the meeting.

The Board reviewed the minutes of the special meeting held on October 16, 2012. Two amendments were proposed. James Takami stated that he did not believe he had been

present and requested to be shown as absent. Erik Kalapir requested that the spelling of his name be corrected in the fourth paragraph. It was noted that Frederick Schaefer's name appeared as both the absent and present. In order to allow for a check regarding Mr. Schaefer's status at the meeting, the Chairman proposed that the Board vote only on the two corrections presented and vote on the minutes themselves at the next meeting. Erik Kalapir moved to adopt the corrections proposed. Donald Bowers seconded the motion and it was carried unanimously. Robert Mayer made a motion to postpone adoption of the minutes until the next meeting. Erik Kalapir seconded the motion. It was carried unanimously.

Donald Bowers made a motion to approve the retirement of Provisional Assistant Chief David Jepsen. Erik Kalapir seconded the motion. James Takami asked what the term "provisional" meant. Ms. Carroll-Mirylees explained that this was a promotion made pending the permanent appointment of a person to a vacancy after a promotion list is created. Erik Kalapir confirmed this. James Takami asked when Mr. Jepsen had been promoted to this position. Ms. Kennelly responded that it was about November 21st. There being no further questions, the Board voted unanimously to approve the retirement.

A motion to adjourn was made by Robert Mayer and seconded by Erik Kalapir. The motion was carried unanimously and the Board adjourned at 4:45 p.m.

Respectfully submitted,

Eileen Kennelly