

DRAFT

**TOWN OF FAIRFIELD POLICE AND FIRE RETIREMENT BOARD
SULLIVAN INDEPENDENCE HALL
Annual Meeting
December 5, 2013**

Members Attending:

Michael Tetreau, Chairman
Donald Bowers, Vice Chairman
James Takami
Walter Burke

Members Absent:

Frederick Schaefer
Erik Kalapir
Robert Mayer

Also Attending:

Eileen Kennelly, Risk Manager

The meeting was called to order by Chairman Michael Tetreau at 4:30 p.m.

The Board considered its meeting dates for 2014. Michael Tetreau proposed that the Board continue to hold the quarterly meetings in the months of February, May, August and November at 6:30 p.m. on the same evening as the Joint Retirement Investment Board meets. The annual meeting would be held on the same evening as the annual meeting of the Joint Retirement Investment Board. Donald Bowers moved to approve the proposed meeting schedule and James Takami seconded it. It was carried unanimously.

The Board reviewed the Standards of Conduct. The Chairman asked Eileen Kennelly to comment on the Standards of Conduct. She briefly reviewed the provisions of the Standards.

As the First Selectman is designated Chairman of the Board in the Charter, the Chairman called for nominations for Vice Chairman. Walter Burke then nominated Donald Bowers. James Takami seconded the nomination. Donald Bowers was elected Vice Chairman unanimously. The Chairman then asked for nominations for Secretary. James Takami nominated Walter Burke. Donald Bowers seconded the nomination. Walter Burke was unanimously elected as Secretary. This concluded the business of the organizational portion of the meeting.

The Board reviewed the minutes of the special meeting held on June 6, 2013. James Takami moved to accept the minutes as drafted. Donald Bowers seconded the motion.

Walter Burke and James Takami voted in favor of accepting the minutes. Michael Tetreau and Donald Bowers abstained as they had not been present at the meeting.

A motion to adjourn was made by Walter Burke and seconded by Donald Bowers. The motion was carried unanimously and the Board adjourned at 4:43 p.m.

Respectfully submitted,

Eileen Kennelly