

# MEMORANDUM

## Administrative Services

*Town Clerk      Risk Management      Human Resources*

TO:            Robert Middaugh, Town Administrator

FROM:        Janet Gale, Office Assistant

THROUGH:   Barbara McDaniel, CMC/AAE, Assistant Town Clerk

THROUGH:   Gail Reinfeld, CMC/AAE, Administrative Services Director

DATE:        December 2, 1999

SUBJECT:    Fire Employees' Pension Board

Resolution R-82-107 regulates the Fire Employees' Pension Board and provides for two year terms for each of its members. These terms are set to expire at the end of December 1999 and if appointments are not made, meetings beginning in January cannot be held.

As provided by Resolution R-82-107, Section 15(A)(1), as amended by Resolution R-87-118, two members must be appointed to the Board by the Town Council by open nominations. Since this is a statutorily created board, the appointing authority should select, from among the best-qualified persons, minority representation to accurately reflect that population of the area represented by the board, insofar as possible, pursuant to FSS 760.80. Current Council appointments are as follows:

<u>Member</u>	<u>Absences</u>
Ralph Barnouw (appt'd 12/97)	0
Irving Heller (appt'd 7/99)	0

Please note that the Board has held eight meetings during its current term and that none of the abovementioned members have abstained from voting.

Please be reminded that pursuant to FSS 112.3145(7), appointing officials (Council) shall notify each newly appointed officer (which is defined to include appointees to a board) of his/her duty to comply with disclosure requirements prior to the date of the appointment.

It would be appreciated if you could place these appointments on the Town Council agenda at your earliest convenience.

c:    Town Council