



MEMORANDUM

TO: ALL ACTIVE FIREFIGHTERS OF THE CITY OF ST. LOUIS

FROM: Janice Fairless, Secretary *JF*

SUBJECT: FIREFIGHTERS' RETIREMENT PLAN (FRP) BOARD OF TRUSTEES ELECTION

DISTRIBUTION DATE: May 4, 2022

Two active Firefighters of the St. Louis Fire Division serve as Trustees on the FRP Board of Trustees. In July, the term of **one (1)** of the sitting active Firefighter Trustees expires. The term is a three-year term. Voting will be by U.S. mail. Official election ballots along with voting procedures will be mailed to the address of record of each active Firefighter of the City of St. Louis on June 6, 2022. Each candidate's name will appear on the ballot in the order in which his or her valid Declaration of Candidacy was received by the Plan.

The procedures for filing as a Trustee candidate for this election are as follows:

Any Active Firefighter of the City of St. Louis may file as a candidate for election to the Board of Trustees by appearing in person at the FRP Office (see contact information below) and signing the "Request for Candidacy" and the "Release of Liability." At the time of filing, the candidate shall submit in writing a brief summary of information regarding the candidate's background and qualifications; such summary shall not exceed three hundred (300) words. The **last day for filing** as a candidate will be at **4:00 pm, Wednesday, May 25, 2022. Notwithstanding the above, an active Firefighter who serves as a Trustee of the Firemen's Retirement System (FRS) of St. Louis shall not be eligible to serve simultaneously as a Trustee of the FRP.**

The timeline for the 2022 election is as follows:

May 4, 2022	Notice of Election to voters.
May 4- May 25, 4pm	Declaration of Candidacy Period.
June 3, 2022	Official Ballots and Voting Procedures mailed to voters.
June 24, 2022-5 pm	All Ballots must be received by accounting firm.
June 28, 2022-5 pm	Last day for any Challenge regarding Election.
June 30, 2022	Results Certified at BOT Meeting.
Prior to July 28 BOT	New Trustees take Oath of Office.
July 28, 2022	First BOT Meeting for the new Trustees.

The contact information for the FRP Office is as follows:

Janice Fairless, FRP Secretary
1114 Market Street, Suite 910
St. Louis, MO 63101
314-622-3216

FairlessJ@stlouis-mo.gov Office Hours: 8:00 am to 5:00 pm, Monday through Friday



OBLIGATIONS AND EXPECTATIONS OF MEMBERS OF THE BOARD OF TRUSTEES OF THE FIREFIGHTERS' RETIREMENT PLAN (FRP or Plan) OF THE CITY OF ST. LOUIS

- Attendance at 12 regular monthly meetings and any special meetings of the Board of Trustees. Regular meetings are scheduled the last Thursday of each month unless it is a holiday;
- Fulfill educational requirements (by law a new Trustee must attend an education conference covering certain topics within 90 days of becoming a Trustee);
- Decide disability status of Plan members;
- Exercise fiduciary obligations in administering the Plan in accordance with industry-wide best practices and all applicable laws, rules, regulations;
- Exercise investment fiduciary obligations while investing Plan assets;
- Exercise due diligence in selecting and monitoring Plan service providers, including but not limited to, money managers and investment consultant(s);
- Approve benefit payments to retirees and beneficiaries, in accordance with all applicable laws, rules and regulations; and
- Establish employer contribution rates with the assistance of the Plan's actuary

RISKS ASSOCIATED WITH BEING A TRUSTEE

- Potential for lawsuits
- Exposure of personal assets
- Time expended as a Trustee is not compensable

Election Rules and Regulations can be found on the FRP Website:

<https://www.stlouis-mo.gov/government/departments/firefighters-retirement/documents/election-rules-and-regulations.cfme>