

**Item 4.b.**

**May 29, 2025  
Special Meeting Minutes**

**MINUTES**  
**MAY 29, 2025 SPECIAL BOARD MEETING**  
**CITY OF DELRAY BEACH FIREFIGHTERS' RETIREMENT SYSTEM**

**1. CALL TO ORDER, ROLL CALL**

Chair Mahoney called the meeting to order at 9:00 a.m.

Board Members present: Chair Craig Mahoney, Vice-Chair Jay Gunsten, Chip Dickson (remote), Tom Glanfield (remote), and Jack Warner.

Also present: Scott Montgomery (Marcum LLP), and Henry Dachowitz, Lisa Castronovo and Elizabeth Brown (City of Delray Beach)

Public attendees: none

**2. AGENDA ADOPTION**

**MOTION** made by Mr. Warner, seconded by Mr. Gunsten, to adopt the May 29, 2025, Special Board Meeting Agenda. In a voice vote by the members present, **Motion** passed 5-0.

**3. COMMENTS**

- a. Public  
None
- b. Board of Trustees of Firefighters' Retirement System  
None
- c. Active and Retired Members of the Plan  
None

**4. REPORTS**

**a. September 30, 2024 Financial Statements, CBIZ**

Report made part of these Minutes.

Ms. Castronovo reminded the trustees of how in 2013 and 2018, two high-level firefighters were erroneously allowed by the Human Resources department to enroll in the General Employees' Retirement Plan (GE Plan) instead of the Firefighters' Retirement System (Fire Plan) with the two firefighters and City making contributions to the GE Plan. After the issue was identified in early 2020, the firefighters were placed in the Fire Plan and started contributing correctly to it, as did the City. In April 2024, the City's contributions (plus interest) of \$277k made to the GE Plan were correctly transferred to the Fire Plan, but the LOD to Salem Trust did not specify the transfer's intended purpose. As a result, a liability entry for \$277k "due the City" was made in the fiscal year 2024 financial statements.

Since the issue arose at the May 15, 2025, board meeting, a footnote was added in the City's Annual Comprehensive Financial Report (ACFR) for fiscal year end September 30, 2024 for the Fire Plan stating the monies were transferred from the GE Plan to the Fire Plan and would be settled and reconciled in fiscal year 2025.

Discussion ensued. Mr. Glanfield and Mr. Warner did not want to accept the Plan's financial statements until the \$277k "due to City" was removed and the ACFR was corrected. Mr. Dachowitz told Mr. Montgomery to revise the Fire's financial statements now, not at fiscal year end 2025.

Mr. Glanfield asked how an issue like this would be prevented in the future. Ms. Castronovo responded that the Human Resources department knew that only the Fire Chief can opt out of the Fire Plan so in the future no high-level firefighters would be allowed to enroll in the Fire plan. Also, those reviewing the Fire or GE Plan's finances would be more alert to question odd transfers of funds from one Plan to another.

Chair Mahoney said he was comfortable accepting the 2024 Financial Statements knowing the footnote had been added to the City's ACFR and as long as the 2024 State Report contained supporting documentation regarding the issue.

**MOTION** made by Mr. Gunsten, seconded by Mr. Dickson, to accept the September 30, 2024 Financial Statements so long as the City's Annual Comprehensive Financial Report for Fiscal Year Ended 2024 included a footnote about the transfer of funds. In a roll call vote of the members present, **Motion** passed 4-0 (Mr. Warner opposed).

b. **2024 Annual State Report**

Report made part of these Minutes.

Ms. Castronovo requested Board approval to submit the 2024 annual State Report to the Florida Division of Retirement now that the September 30, 2024 Financial Statements were accepted.

Ms. Castronovo reminded the Board that the State used the information provided in the annual State Report to issue Chapter 175 premium tax distributions.

**MOTION** made by Mr. Warner, seconded by Mr. Gunsten, that the information provided for the 2024 State Report had been reviewed by the Board and was approved to be submitted to the Florida Division of Retirement. In a voice vote by the members present, **Motion** passed 5-0.

**ADJOURNMENT**

The meeting adjourned at 9:25 a.m.

I, Craig Mahoney, the undersigned, am the Chair of the City of Delray Beach Firefighters' Retirement System Board of Trustees ("Board"). The information provided herein is the Minutes of the May 29, 2025 special meeting of said body. These Minutes were formally approved and adopted by the Board on \_\_\_\_\_.

\_\_\_\_\_  
Board of Trustees, City of Delray Beach  
Firefighters' Retirement System

NOTE TO THE READER: If the Minutes you have received are not complete as indicated above, this means these are not the official minutes of the Board of Trustees of the City of Delray Beach Firefighter's Retirement System. Minutes will become official only after they have been reviewed and approved, which may involve some amendments, additions or deletions to the Minutes as set forth above.

NOTE: upon official approval by the Board of Trustees, the Minutes will be posted on the City of Delray Beach website at: [www.delraybeachfl.gov](http://www.delraybeachfl.gov).