

## MINUTES OF THE HOUSTON FIREFIGHTERS' RELIEF AND RETIREMENT FUND

A meeting of the Houston Firefighters' Relief and Retirement Fund Board of Trustees convened at the Fund offices at 4225 Interwood North Parkway on Thursday, October 20, 2011, at 10:10 a.m.

Trustees present were Todd E. Clark (Chair), Ted Downing (Vice Chair), Harold W. McDonald (Secretary), Kevin Brolan, Gary M. Vincent, Francis "Frank" X. Maher, Fred S. Robertson, Albertino Mays and Helen Huey. Trustee absent was Craig T. Mason. Others present were staff members Christopher Gonzales (Executive Director/Chief Investment Officer), Jonathan W. Needle (Chief Legal Officer) and Glenna Hicks (Deputy Director of Member Services).

The Chair called the meeting to order at 10:10 a.m.

The Board recited the Pledge of Allegiance and observed a moment of silence.

There was a motion by Gary M. Vincent, seconded by Ted Downing, to approve the minutes of the Board meeting held on September 15, 2011. The motion carried.

There was a motion by Kevin Brolan, seconded by Fred S. Robertson, to accept the following: The reports of the Pension Benefits Committee meetings held on September 15, 2011 and Thursday, October 13, 2011; The minutes of the Personnel and Procedures Committee meetings held on Thursday, September 15, 2011 and Thursday October 13, 2011; The minutes of the Investment Committee meeting held on Thursday, October 13, 2011; and the minutes of the Legislative Committee meeting held on Thursday, October 13, 2011. The motion carried.

The report of the Pension Benefits Committee meeting held on September 15, 2011 noted the following: A recommendation to the Board to accept the staff proposal that proof of an informal marriage must be in the form of: (1) a declaration of marriage form that may be obtained through the clerk of court and signed as provided for in the Texas Family Code, or (2) a clear, final and non-appealable judicial declaration, issued by a Texas district court, that an informal marriage existed under Texas Family Code, Sections 2.401 - 2.405 at the time of death; and also to provide that a declaration of (informal) marriage should be pre-filed (before the death of Fund member) by the member with the Fund and any changes shall be reported to the Fund.

The report of the Pension Benefits Committee meeting held on October 13, 2011 noted the following: Approval of one Deferred Retirement Option Plan (DROP) application, to be effective November 1, 2011; approval of five Post Retirement Option Plan (PROP) applications, to be effective November 1, 2011; Approval of an application for General On-Duty Disability benefits under Section 6(c) of Article 6243e.2(1) as shown on Exhibit "PB3" (1), with a re-examination in one year; Approval of an application for General On-Duty Disability benefits under Section 6(c) of Article 6243e.2(1), as shown on Exhibit "PB3" (2), with a re-examination in one year; Approval of an application for General On-Duty Disability benefits under Section 6(c) of Article 6243e.2(1), as shown on Exhibit "PB3" (3), with a re-examination in one year; and continuation of a general on-duty disability benefit under Section 6(c), as shown on Exhibit "PB4", was approved, with no further re-examination required at this time.

The Deputy Director of Member Services presented to the Board, the Pension Benefits Committee's recommended revisions to *Section IV, 6.06* of the Pension Benefits policies concerning proof of an informal marriage. There was a motion by Kevin Brolan, seconded by Albertino Mays, to accept the Committee recommendations, as presented. The motion carried.

The Chair noted the Fund's Audited Financial Statements and Supplemental Information for the fiscal year ended June 30, 2011 presented by MFR, P.C. of which stated no audit adjustments required and no irregularities identified. There was a motion by Harold W. McDonald, seconded by Kevin Brolan to accept the Fund's Audited Financial Statements and Supplemental Information for the fiscal year ended June 30, 2011, as presented. The motion carried, with Francis "Frank" X. Maher opposed.

The Director of Finance and Administration reviewed the Fund's consolidated financials and highlights for the 4th quarter ending June 30, 2011. She then noted the Fund's plan net assets totaling \$3.203 billion as of June 30, 2011.

The Chief Legal Officer discussed a draft resolution concerning substitution of a new trust agreement for the staff retirement plan with MG Trust as Trustee. There was a motion by Gary M. Vincent, seconded by Fred S. Robertson, to adopt the resolution entitled "Houston Firefighters' Relief and Retirement Fund Board Resolution(s) for Execution of New Trust Agreement for Fund Staff Retirement Plan", dated October 20, 2011, as amended, authorizing the Executive Director with co-signature of the Board's Chair to execute the agreement. The motion carried.

The Chief Legal Officer reported that the Fund was neither a plaintiff nor defendant in any litigation for this quarterly period.

The Chair provided an update on the City of Houston Long-Range Financial Planning Task Force.

The Chair gave an overview discussion on his attendance at the Texas Local Fire Fighters' Pension educational conference held Sunday, September 11th through Wednesday, September 14<sup>th</sup> in Midland, Texas.

The Board reviewed the monthly reports of the Chair, Executive Director, Chief Legal Officer and Deputy Director of Member Services.

There being no further business, the meeting adjourned at 11:14 a.m., on a motion by Harold W. McDonald, seconded by Kevin Brolan. The motion carried.

Respectfully submitted,

Harold W. McDonald  
Secretary