

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

A meeting of the Houston Firefighters' Relief and Retirement Fund (HFRRF) Board of Trustees convened at the Fund offices at 4225 Interwood North Parkway on Thursday, October 15, 2009 at 10:38 a.m.

Trustees present were Kevin Brolan (Chair), V.E. Rogers (Vice Chair), Ted Downing (Secretary), Harold W. McDonald, Todd E. Clark, Gary M. Vincent, Albertino Mays, Craig T. Mason and Dr. Robert Stobaugh. Member absent was the Honorable Helen Huey. Others present were staff members Christopher Gonzales (Executive Director/Chief Investment Officer), Jonathan W. Needle (Chief Legal Officer), Glenna Hicks (Deputy Director of Member Services) and Claudia McInnis (Director of Finance and Administration).

The Chair called the meeting to order at 10:38 a.m. and invited comments from the public.

Retired Firefighter Francis "Frank" Maher requested a clarification in the communications sent to each candidate in future election processes.

There was a motion by Dr. Robert Stobaugh, seconded by V.E. Rogers, to approve the minutes of the regular Board meeting held on Thursday, September 17, 2009. The motion carried.

There was a motion by Todd E. Clark, seconded by Ted Downing, to adopt the report of the Pension Benefits Committee meeting held on Thursday, September 17, 2009. The report noted the following: Deferred Retirement Option Plan (DROP) applications effective October 1, 2009. A correction to pension entrance date for Class 2009B as shown as Exhibit "PB3", was approved. Applications for membership into the Fund as shown on Exhibit "PB4" were approved. The information on Exhibit "PB5", regarding survivor benefits was deferred to a future meeting. An application for General On-Duty Disability benefits under Sections 6(c) and 6(d) as shown on "PB6", was approved with a re-examination in one year. An application for service retirement under Section 4 of the Statute as shown as Exhibit "PB7", was approved. Staff recommendations of proposed amendment to Section 7.05D regarding the period of time allowed during Domestic Relations Order (DRO) review for active and retired members was approved by the Committee for further Board approval, as presented. The motion carried.

The Board noted Deferred Retirement Option Plan (DROP) information effective October 1, 2009.

There was a motion by Harold W. McDonald, seconded by V.E. Rogers to approve the minutes of the Personnel and Procedures Committee held on September 17, 2009. The motion carried.

There was a motion by Todd E. Clark, seconded by Albertino Mays to approve the minutes of the Legislative Committee held on September 17, 2009. The motion carried.

There was a motion by Harold W. McDonald, seconded by Dr. Robert Stobaugh to approve the minutes of the Investment Committee meeting held on September 17, 2009. The motion carried.

There was a motion by Gary M. Vincent, seconded by Albertino Mays to accept the Fund's "Financial Statements and Supplemental Information with the Independent Auditor's report: "June 30, 2009 and 2008", as presented to the Budget and Audit Committee. The motion carried.

There was a motion by Harold W. McDonald, seconded by Gary M. Vincent, to allow the budget allocation transfer to purchase the investment analysis software as recommended by the Budget and Audit Committee. The motion carried.

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Director of Finance and Administration reviewed the Fund's consolidated financials and highlights for the fourth quarter ending June 30, 2009. She then noted the Fund's year-end plan net assets totaled \$US2.36 billion.

The Chief Legal Officer presented his Quarterly Litigation report for the period ending September 30, 2009.

There was a motion by Gary M. Vincent, seconded by Harold W. McDonald to approve the Pension Benefits Committee's recommendation to revise Section 7.05D of the Pension Benefits Policies, relating to the time for submitting corrected domestic relation orders, as presented. The motion carried.

The Board considered the revisions recommended by the Pension Benefits Committee to Section 3.07 of the Pension Benefits Policies and to Section 21.08 of the Pension Benefits Policies relating to requests for holding of DROP and/or PROP distributions during legal proceedings. There was a motion by Ted Downing, seconded by Harold W. McDonald to accept the recommended changes to Sections 3.07 and 21.08 of the Pension Benefits Policies, as presented. The motion carried.

Draft revisions to section 13.00 of the Pension Benefits Policies concerning retiree deductions from pension payments or disputes were tabled until a future meeting pending further staff research.

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

The Chairman noted miscellaneous letters sent and received.

The following were noted as items for a future agenda:

Todd E. Clark requested a review of the Fund's election process and policy.

V.E. Rogers requested discussion regarding the Board's parliamentary procedures in correlation to Robert's Rules of Order.

Gary M. Vincent requested Board discussion about the development of a plan toward addressing the public in response to information concerning the pension plan and the projection of the unfunded liabilities by the City.

Gary M. Vincent thanked all the candidates who participated in the election process for Trustee Positions One (I) and Ten (X).

There being no further business, the meeting adjourned at 11:30 a.m. on a motion by Harold W. McDonald, seconded by Albertino Mays. The motion carried.

Respectfully submitted,



Ted Downing  
Secretary