MINUTES OF THE

 FIRE FIGHTERS’ RELIEF AND RETIREMENT FUND BOARD OF TRUSTEES

 AUSTIN, TEXAS

The regular meeting convened at the pension office at 4101 Parkstone Heights Drive, Suite 270**,** Austin, Texas, on March 26, 2018 at 9:00 a.m., with the following present:

Keith Johnson Vice-Chair Chuck Campbell Mark Schultz

Art Alfaro Treasurer Donald G. Lowe Jan Wesson

Dimitri Nichols Trustee Anthony Marquardt

Bill Stefka Administrator Michael McGill

Linda Adney Adm. Asst. Alyca Riley

Premal Amin Adm. Asst. Tommy Rutledge

Public Comment

Vice Chair Keith Johnson called the meeting to order and noted that the meeting will begin with public commentary from those who signed up. Tony Marquardt, with the Austin/Travis County EMS Association, addressed the Board. He mentioned he has resumed discussions with the Austin Firefighters Association regarding the feasibility of a possible merger with AFD including any pension implications. Mr. Marquardt noted he and Bob Nicks may request to make a more formal presentation to the pension board at a future meeting. Keith Johnson thanked Mr. Marquardt for attending. Retiree Jan Wesson was the next member to speak and requested the Board keep the membership informed of any legislative items the Board was considering for the next session. She also mentioned our 2016 annual report omitted some recent legislative updates and requested to have them included in the next annual report. The Board thanked Ms. Wesson for her input.

Minutes of the regular meeting held February 26, 2018 were next reviewed by the Board. A motion was made by Art Alfaro to approve the minutes of the regular meeting held February 26, 2018. With a second from Dimitri Nichols, the Board unanimously approved.

Next on the agenda was approval of retirement benefits for Duke K. Chandler, Tracy L. Evans, Michael P. Frick, Todd J. Purcell and Troy A. Zunker. After review of the benefit information, a motion was made by Dimitri Nichols to approve benefits as stated on the benefit calculation form. With a second from Art Alfaro, the Board unanimously approved.

Next up was the review of minimum monthly pension benefits. Chuck Campbell presented the final proposed draft of the policy after making a couple of grammatical updates. Mr. Campbell noted the minimum monthly pension benefit was included in a resolution adopted by the Board on May 15, 2012, but by including it in the Board Policy it would make it a more formal procedure. After further discussion, a motion was made by Dimitri Nichols to approve the Austin Firefighters Relief and Retirement Fund Rule Section VIII. – COLA adjustment Policy Minimum Benefit Amendment for membership comment according to Section XI - Procedure to Adopt or Amend Rules or Polices of the Austin Fire Fighters Relief and Retirement Fund Policies. With a second from Art Alfaro, the Board unanimously approved.

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The plan’s disability policy and procedures was the next item to be discussed. Keith Johnson noted he had met with a representative from the AFD command staff who furnished a copy of the AFD Long-Term Alternate Duty (LTAD) program to him. Keith noted this will provide more information for our trustees’ and attorney’s review to help understand AFD’s current process which may help as we develop our policy and procedures. The Board agreed to review this information and continue discussions at the next meeting. No motion was necessary.

Agenda item number 5 was discussion about the administrative employees’ benefits. The pension board went into executive session at 10:23 a.m. as authorized by Section 551.074 of the Texas Local Government Code. At 11:32 a.m. the Board concluded their session and resumed the regular meeting. The Board reviewed staff duties and requested they provide an updated detailed description of their job responsibilities as we move forward. This will help in setting expectations and performance measurement for the future. A motion was made by Dimitri Nichols to approve a salary increase for Bill Stefka equal to the City’s service incentive pay, a salary increase for Linda Adney equal to the City’s wage percentage increase plus the City’s service incentive pay and a salary increase for Premal Amin equal to the City wage increase percentage, plus a performance incentive increase, effective with the April 2018 payroll. With a second from Art Alfaro, the Board unanimously approved

The trustees next reviewed the February profit and loss statements, balance sheet and check detail reports. No action was necessary.

Under future agenda items and other business, items to be addressed include the disability policy, member comments on minimum pension benefits, and an update on the 2017 audit engagement. The May pension meeting has been rescheduled to Wednesday, May 30, 2018.

**\*At this time a plaque was presented to City Treasurer Art Alfaro who will be retiring from the City of Austin at month-end. Art has served 12 years on the Austin Fire Fighters Pension Board and his fellow trustees conveyed their appreciation for his dedicated service through the years. Art noted it was always a pleasure to sit on the firefighters’ pension board and he will continue to stay in touch with everyone.**

A motion was made by Dimitri Nichols to adjourn. With a second from Art Alfaro, the Board unanimously approved.

**BOARD MEMBERS**

Steve Adler, Chair

Keith Johnson, Vice-Chair

Art Alfaro, Treasurer

Jeremy Burke, Trustee

Dimitri Nichols, Trustee 4101 Parkstone Heights Drive, Suite 270

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