

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 June 17, 2019 at 9:00 a.m., with the following present:

Keith Johnson	Vice-Chair	Stacy Britton
Belinda Weaver	Treasurer	Chuck Campbell
Jeremy Burke	Trustee	Brad Heinrichs
Brad Landi	Trustee	Alyca Riley
Bill Stefka	Administrator	Tommy Rutledge
Linda Adney	Adm. Asst.	
Premal Amin	Adm. Asst.	

Minutes of the regular meeting held May 23, 2019 were reviewed by the Board. A motion was made by Jeremy Burke to approve the minutes of the regular meeting held May 23, 2019. With a second from Brad Landi, the Board unanimously approved.

The second agenda item was approval of retirement benefits for recent applicants. After review of the benefit information, Jeremy Burke made a motion to approve benefits as stated on the benefit calculation form for retirees. With a second from Brad Landi, the Board unanimously approved.

The third item on the agenda was the approval of survivor benefits for recent applicants. After review of the benefit information, Jeremy Burke made a motion to approve benefits as stated on the benefit calculation form. With a second from Belinda Weaver, the Board unanimously approved.

Next on the agenda was the December 31, 2018 actuarial valuation report from Foster & Foster. Brad Heinrichs mentioned that overall the Fund has an excellent funded ratio of 88.0%; and the amortization period of 17.9%. is one of the best in the state of Texas. The assumed mortality rates were updated to reflect the PUBS-2010 (Public Safety) mortality tables that are much more representative of the membership population. The price inflation assumption was lowered from 3.5% to 2.75% on the recommendation from the City of Austin actuarial audit report conducted recently. Brad Heinrichs also noted an actuarial experience study is scheduled for early 2020 for determining assumptions to be used in future actuarial evaluations. The Board and legal counsel requested updates to a couple of pages and a final report to be presented at the July meeting for approval. No motion was necessary.

Agenda item number 5 was the Fund's 2018 audit report. Stacy Britton with Montemayor Britton & Bender presented a draft of the 2018 audit report and noted the plan's financial records were in order and their firm would be issuing a clean unqualified opinion once the updated pages from Foster and Foster have been received. A final bound copy will be available at the July meeting. No action was required.

Continuing the disability policy and procedures review and composition of the pension plan's medical board were the next two agenda items to be discussed. After examining the policy a few additions were suggested and a motion was made by Jeremy Burke to approve the disability policy and composition of the pension plan's medical board with the recommended changes. With a second from Belinda Weaver, the Board unanimously approved. The pension Board then went into executive session at 10:55 a.m. as authorized by Section 551.071 of the Texas Local Government Code. At 11:32 a.m. the Board concluded their session and resumed the regular meeting. No further action was taken at this time.

The next item taken up was agenda procedures. Bill Stefka reviewed a draft of the process for setting AFRS Board meeting agendas. After discussion and review, the Board proposed a couple of modifications of the process and timeline. After further discussion, it was decided to have Mr. Stefka incorporate some of the recommendations and further research emergency and special meeting postings. No motion was necessary.

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Agenda item 9 regarding portfolio optimization service was the next item to be discussed. Jeremy Burke mentioned he recently attended a conference presentation from a firm that specializes in optimizing fee structures and reducing costs to pension fund. After further discussion it was agreed to have a representative from this firm, XTP, attend a meeting in the future to discuss their analysis across all the Fund's investments and asset classes. No action was required at this time.

The next agenda item was the pension employee personnel policy and employee agreement update. Brad Landi updated the Board with the changes that were requested at the last meeting. After discussing the revised version, the Board still felt that the benefits area of the policy still needed more work. Chuck Campbell noted he is working on a governance policy or by-laws which could coincide with the employee agreement and personnel policy to be presented at a future meeting. No motion was necessary.

Agenda item 11 was the monthly updates from staff. Premal Amin noted that he has been working on an operating budget for 2020 as requested and will have something toward the end of the year.

Premal Amin next reviewed the May 2019 income statement, balance sheet and general ledger reports. He noted because of the earlier June meeting scheduled this month, he did not have all the necessary information to complete the financials. So the revised May reports will be available at the July meeting.

Under old business, new business, future agenda items are the agenda procedures, disability, and governance policies, and the 2018 actuarial and audit report.

Brad Landi made a motion to adjourn. With a second from Jeremy Burke, the Board unanimously approved.

**BOARD MEMBERS**

Mayor Steve Adler, Chair  
Keith Johnson, Vice-Chair  
Belinda Weaver, Treasurer  
Jeremy Burke, Trustee  
Brad Landi, Trustee

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