



**Austin Fire Fighters Relief and Retirement Fund**  
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**MINUTES**  
**AUSTIN FIREFIGHTERS RELIEF AND RETIREMENT FUND BOARD OF TRUSTEES MEETING**  
**MONDAY, OCTOBER 19, 2020 AT 9:00 AM**

**Board Members Present**

Steve Adler, Chair  
Keith Johnson, Vice-Chair  
Belinda Weaver, Treasurer  
Jeremy Burke, Trustee  
Brad Landi, Trustee  
Bill Stefka, Administrator  
Premal Amin, Asst. Administrator  
Kendall Twomey, Admin. Asst.

**Consultants Present**

Chuck Campbell, JW  
Alyca Garrison, JW  
Michael McGill, COA

**Community Members Present**

Jan Wesson  
Bob Nicks  
Rene Vallejo  
Cliff Alexander  
Rich Brock  
Duncan Chanton  
Zack Cziryak  
Richard Meyers  
Unidentified attendees

**Mayor Steve Adler called the meeting to order at 9:04 AM.**

- I. Minutes of the regular meeting on September 29, 2020

**Jeremy Burke made a motion to approve the minutes. Keith Johnson seconded the motion. The motion passed.**

- II. Service retirement benefits for two applicants and three widows

**After review, Keith Johnson made a motion to approve benefits for the two retiree applicants as presented. The motion was seconded by Jeremy Burke. The motion passed. Keith Johnson made a motion to approve benefits for the three widows as presented. Jeremy Burke seconded the motion. The motion passed.**

- III. Engage Services of a Governmental Affairs Consultant

**Bill Stefka presented the agreement made with the Governmental Affairs Consultant chosen by the Board. After discussion, the Board unanimously approved and ratified the agreement.**

- IV. Call for Trustee Elections and Update

**Bill Stefka and Premal Amin updated the Board on the trustee election progress based on the recommendations made at the previous Board meeting. Keith Johnson made a motion to approve the election schedule beginning November 1, 2020 through November 15, 2020 and the third party representatives in charge of the ballots. Belinda Weaver seconded the motion. The motion passed unanimously.**

- V. Current Ethics Violation Review Process, Cost, and Approval for Third Party Attorney  
and

- VI. Process for Hiring Third Party Attorney

**The Board agreed that agenda items V and VI be addressed together. Chuck Campbell discussed the ethics policy enforcement process when an official complaint has been filed against the Vice Chair. In a case like this the complaint is made to the Board Secretary-Treasurer who may hire outside independent legal counsel to conduct a review. Mr. Campbell said he advised Belinda Weaver to do so and recommended a highly regarded firm he was familiar with. Ms. Weaver noted she met with this firm and was satisfied with their expertise and experience and she entered into an agreement with them to conduct the review. Jeremy Burke and Brad Landi both expressed their concerns that this action was taken without coming to the Board first. Mr. Landi noted no details have been shared with the Board as to the nature of the allegations that were requested to be reviewed, the scope of work, and the fees. No action was taken.**

VII. Removal of Vice Chairman Per Governance Policy Section 2.3(a)(ii)(6)

**Jeremy Burke noted he requested this agenda item and explained his rationale for doing so, based on his concerns and that his official complaint has been filed regarding possible violations of the Fund's code of ethics by the Vice Chair. No action was taken on this item.**

VIII. Financial statements, transaction, and fund expense reports

**Premal Amin presented the September 2020 financial statements, transaction, and fund expense reports. No motion was necessary.**

IX. Roadmap

**Premal Amin presented the Fund Roadmap to the Board which includes current and future topics and projects. Bill Stefka also updated the Board on the RFP progress so far regarding salary and classification benchmarking for the administrative staff.**

X. Call for future items

**Future agenda items for discussion will include an update on the pension board trustee election process. There will be an update on the RFP regarding staff salary benchmarking. At this time, Jeremy Burke requested the minutes reflect that due to his being part of the ethics violation review process as noted above; he would not be able to fulfill his fiduciary duty.**

**Hearing no objection, Mayor Steve Adler adjourned the meeting at 10:16 am.**

**Board Members**

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