



**Austin Fire Fighters Relief and Retirement Fund**  
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**MINUTES**  
**AUSTIN FIREFIGHTERS RELIEF AND RETIREMENT FUND BOARD OF TRUSTEES MEETING**  
**MONDAY, DECEMBER 21, 2020 AT 9:00 AM**

**Board Members Present**

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

**Consultants Present**

Chuck Campbell, JW  
Alyca Garrison, JW  
Michael McGill, COA  
Joe Rice, CBIZ  
Lisa Messer, LCG

**Community Members Present**

Doug Fowler  
Unidentified attendees

**Mayor Steve Adler called the meeting to order at 9:00 AM.**

- I. Minutes of the regular meeting on November 23, 2020

**Keith Johnson proposed an amendment to the minutes. Belinda Weaver seconded the motion to amend the minutes. The motion passed. Keith Johnson made a motion to approve the minutes as amended. The motion passed on a 3 to 1 vote with Jeremy Burke voting no.**

- II. Service retirement benefits for three applicants and one beneficiary

**After review, Jeremy Burke made a motion to approve benefits for the three applicants and one beneficiary as presented. The motion was seconded by Keith Johnson. The motion passed unanimously. Mayor Adler expressed his appreciation to these retirees and all others for all their years of dedicated service to the citizens of Austin.**

- III. Trustee Election Process to Fill the Unexpired Term of Brad Landi who Resigned as a Board Trustee

**Bill Stefka presented a draft of a letter for the Board's consideration explaining the logistics and timelines to the membership for the upcoming special election. This is to be posted and distributed for the membership, both active and retired, explaining the election process. Jeremy Burke made a motion to approve the special election letter as drafted by the Fund staff. Keith Johnson seconded the motion. The motion passed unanimously.**

**At 9:24 am, the Board entered closed session. During closed session both agenda items 4 and 5 were discussed. Both board trustees and staff participated in the closed session regarding agenda item 4. Only board trustees were to participate in the closed session concerning agenda item 5. Closed session concluded at 10:48 am. No action was taken during closed session.**

IV. 30 Month disability Review

**After coming out of closed session a motion was made to reduce the disability benefit of Applicant 2020-01 in accordance with the applicable policy of the Fund by the minimum of the range of the Applicant's earning capacity as provided in the report from the vocational evaluator, and further that in connection with future annual reviews of such Applicant, additional vocational evaluations will not be required unless and until the Applicant's impairment rating changes or his actual employment earnings exceed the amount by which the benefit was reduced pursuant to this motion. Jeremy Burke made such motion and Belinda Weaver seconded the motion. The motion passed unanimously.**

V. Ethics Violation Review

**After coming out of closed session the Board discussed a report from the outside legal counsel Ashcroft-Sutton-Reyes. The Board agreed that the report be made available once the "attorney-client privileged information" label is removed. At this time, in response to allegations addressed in this report, Mr. Burke requested the minutes reflect and re-iterate that Jeremy Burke and Premal Amin are friends and that friendship grew through working together at the Union and at the Pension Board. At no point in time has our friendship come before what is right for the members of this Fund. No motion was necessary at this time.**

VI. RFP Benchmark Update

**Joe Rice from CBIZ and Lori Messer from Logic Compensation Group presented their employee compensation and benefits study proposals to the Board. Belinda Weaver made a motion to move forward with the Logic Compensation Group. Jeremy Burke seconded the motion. The motion passed with 3 ayes and 1 abstention by Keith Johnson.**

VII. Restatement of Fund Rules, including election processes

**After a brief discussion, Jeremy Burke made a motion to postpone this agenda to the January 2021 board meeting. The motion passed unanimously.**

VIII. 2021 Proposed Budget

**Premal Amin discussed the 2021 budget. Premal noted the proposed budget includes no increase in staff salaries for 2021 from that of 2020; pending results of the employee compensation study as currently authorized. Jeremy Burke requested that employee salaries be specifically outlined in the budget and follow up at the next meeting along with staff leave hour balances. After discussion, the 2021 proposed budget passed unanimously as presented. At this time, after all actionable items were addressed, Mayor Adler had to leave this meeting for another commitment.**

IX. Financial statements, transaction, and fund expense reports

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

X. Roadmap

**Premal Amin presented the Fund Roadmap to the Board which includes current and future topics and projects.**

XI. Call for future items

**Future agenda items will include the restatement of Fund Rules, the Code of Ethics review, a budget follow-up, and an employee compensation study update.**

**Hearing no objection, Keith Johnson adjourned the meeting at 12:15 pm.**

**Board Members**

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