

Midland Firemen's Relief and Retirement Fund (MFRRF) Board Attendance and Training Policy



1. Policy Statement

The Board of Trustees of the Midland Firemen's Relief and Retirement Fund (referred to as the "Board") are held in high regard as it relates to oversight of the fund. Trustees of the Board should be engaged, educated and willing to serve.

The purpose of this policy is to communicate the importance and set the standard to the Board regarding meeting attendance and compliance with educational training.

2. Attendance

It is expected that each Trustee will attend at least 75 percent of all regularly scheduled meetings during each calendar year. In unusual circumstances, the Board, by majority vote, may make an exception to the requirement.

The absence rule applies only to regularly scheduled meetings. Regularly scheduled meetings are those which are scheduled in advance and occur monthly on specific days throughout a calendar year. The absence rule does not apply to:

- A. Committees which do not meet at regular times, but rather meet from time to time at the call of the chairman or other person to accomplish business on an as needed basis; or
- B. Special meetings of the Board.

3. Training

The Pension Review Board (PRB) has adopted rules outlining Minimum Educational training for trustees as contained within 40 Texas Administrative Code, Chapter 607:

- A. Trustees are required to complete the 7-hour Core training requirement within their first year of service; and
- B. A 4-hour Continuing Education (CE) requirement every two years thereafter.
- C. Guidance for training can be found at: <https://www.prb.texas.gov/education-met-program/>.

The Board strongly encourages Trustees to complete the 7-hour Core training requirement within 90 days of joining the Board. While there are online opportunities for training, the Board also encourages Trustees to attend one conference annually.

4. Removal

A Trustee who does not comply with the Board Attendance and Training Policy may be asked by the Board to consider resigning from the Board unless an exception is granted by the Board.

Noncompliance is considered grounds for removal. To be removed, the action must be placed on a meeting agenda. A majority vote is needed for removal.

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5. Appeals

Any individual who feels he or she has been unjustly denied a position as a trustee shall use any applicable appeal process provided by Section 22 of the Texas Local Fire Fighters’ Retirement Act (TLFFRA).

6. Retention of Records

Records shall be retained, including:

- A. Minutes should reflect the attendance or absence of each Board member.
- B. Records of training completed should be sent to the Administrator within 30 days of completion.
- C. An accounting of training status should be reviewed by the Board at least once annually.
- D. The retirement fund shall comply with PRB reporting requirements including submitting the PRB-2000 annually by the September 1st deadline (for training completed August 1 of the previous year through July 31).

7. Other

- A. It is the intention of the Board to review the policy no less than every two years.
- B. It is the intention of the Board to make every effort to promote Board attendance and provide training opportunities.
- C. The Board may deviate from this policy for reasons deemed necessary by the Board as long as the TLFFRA requirements are maintained.
- D. In the event of an unforeseen circumstance that is not remedied by the Act, the Board will refer to the Texas Government Code for guidance.

Trustee Signatures:

Matt Marshall
Chairman

Justin Graham
Vice Chairman

Eric Stewart
Secretary/Treasurer

Chad Clark

Mike Pardue

Lori Blong

Christy Weakland

Signed copy of Policy on file with Fund

Date: _____

Policy History

Adopted: 03/28/2024

Reviewed:

Reviewed and Amended: