

**Dallas Police and Fire Pension System**  
**Thursday, February 13, 2003**  
**8:30 a.m.**  
**2301 N. Akard**  
**First Floor Conference Room**  
**Dallas, Texas**

Administrative Advisory Committee meeting, George Tomasovic, Chairman, presiding:

**ROLL CALL**

**Committee Members**

Present: George Tomasovic, Gerald Brown, Rector C. McCollum, Gary W. Edge, Steven H. Umlor, John M. Mays, and Richard H. Wachsman

Absent: None

**Staff** Richard Tettamant, Don Rohan, Brian Blake, Everard Davenport, Don McMillan, John Holt, Jerry Chandler, and Linda Rickley

**Others** None

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The meeting was called to order at 8:32 a.m.

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**A. CONSENT AGENDA**

**Approval of Minutes**

Regular meeting of December 12, 2002

After discussion, Mr. Brown made a motion to approve the item on the Consent Agenda, subject to the final approval of the Administrator. Mr. Edge seconded the motion, which was unanimously approved by the Committee.

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**B. DISCUSSION OF ITEMS FOR INDIVIDUAL CONSIDERATION**

**Discussion of possible revisions to Board policies and procedures**

- a. Continuing Education and Investment Research
  - b. Service Retirement Application Processing Policy
- a. Mr. Tettamant, Administrator, discussed revisions to the Continuing Education and Investment Research Expense Policy and Procedure proposed by the staff. The policy was last revised on October 19, 2000. The primary changes would:
- clarify procedures;
  - clarify expenses for which reimbursement is authorized;
  - clarify reporting requirements;
  - include provision for reimbursement for Internet and e-mail usage while conducting Continuing Education and Investment Research.
- b. Mr. Tettamant discussed revisions to the Service Retirement Application Processing Policy proposed by the staff. The policy was last changed on December 18, 2001. The primary purposes of the proposed revisions are to:
- clarify the procedure for processing a Member's application for retirement;
  - specify the information to be covered in retirement counseling sessions;
  - define the procedure for placing retirement applications before the Board for approval;
  - define procedures for handling of walk-in applicants; and
  - clarify the requirements placed on the Member in applying for a pension.

After discussion, Mr. Edge made a motion to recommend Board approval of the Continuing Education and Investment Research Expense Policy and Procedure, as amended, subject to the final review of the Administrator and legal counsel. Mr. Brown seconded the motion, which was unanimously approved by the Committee.

After discussion, Mr. Wachsman made a motion to recommend Board approval of the Service Retirement Application Processing Policy, as amended, subject to the final review of the Administrator and legal counsel. Mr. Edge seconded the motion, which was unanimously approved by the Committee.

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Mr. Tettamant stated that there was no further business to come before the Committee. On a motion by Mr. Edge and a second by Mr. McCollum, the meeting was adjourned at 8:48 a.m.

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George Tomasovic  
Chairman

ATTEST:

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Richard L. Tettamant  
Secretary