

AUSTIN FIREFIGHTERS RETIREMENT FUND

BENEFITS COMMITTEE CHARTER

I. Purpose

Pursuant to the authority granted to the Board of Trustees (the “**Board**”) of the Austin Firefighters Retirement Fund (the “**Fund**”) under its governing statute, Article 6243e.1, Vernon’s Texas Civil Statutes (the “**Act**”), and the Board’s Governance Policy, the Board has established a benefits committee (the “**Benefits Committee**”) to assist the Board in addressing benefit-related issues. The role of the Benefits Committee is advisory, and any recommendations it provides shall not be substituted for the required review and approval of benefits decisions by the Board.

By adopting this Benefits Committee Charter (the “**Charter**”), the Board intends to provide the Benefits Committee’s organizational and governance structure and the Board’s expectations of the Benefits Committee. The Board will review this Charter periodically and retains full discretion to amend or modify this Charter, from time to time, as it deems necessary and/or appropriate.

II. Benefits Committee Responsibilities

- (a) Make recommendations to the Board for final action regarding:
 - 1. Determination regarding any benefit claims or issues, including without limitation, initial and continuing disability retirement benefits applications;
 - 2. Determination of the appeal of any benefit determinations previously made by the Fund; and
 - 3. Disability benefit policies or procedures, including any required or appropriate changes.
- (b) Review and address all claims for benefits and benefit-related interpretations and determinations presented by the Executive Director that will require Board action.
- (c) Review and monitor administration of the disability retirement program and its effectiveness.
- (d) Review all initial disability retirement benefits applications and perform continuing review of the status of disability retirees to determine continued eligibility for benefits, including review of all accompanying documentation and reports provided by the medical board of the Fund.
- (e) Review the appeal of any benefit determination previously made by the Fund in accordance with the Fund’s claims procedures.

III. Composition

- (a) The Benefits Committee will consist of three (3) Trustees appointed annually by the Board Chairman (each, an “**Benefits Committee Member**”). Each Benefits Committee Member will serve for a one-year term.
- (b) In making an appointment of a Benefits Committee Member, the Board Chairman may consider each individual Trustee’s experience or expertise in benefit-related

matters and the individual Trustee's ability, interest, and willingness to serve on the Benefits Committee.

- (c) The Benefits Committee Members will elect one Benefits Committee Member to be the Chair of the Benefits Committee (the “**Committee Chair**”) for a one-year term. The Committee Chair shall serve as the presiding officer of the Benefits Committee.

IV. Meetings

- (a) A quorum of the Benefits Committee consists of two Benefits Committee Members, and the attendance of a quorum is required to hold a meeting. Any action of the Benefits Committee requires two votes.
- (b) The Committee Chair (or designee) will preside over all Benefits Committee meetings. The Benefits Committee will meet as circumstances require.
- (c) All Benefits Committee Members are expected to attend and prepare for each meeting. Any member of the Board may attend a Benefits Committee meeting, provided that if a quorum of the Board may be present, the meeting will be posted and conducted as a Board meeting in accordance with the Texas Open Meetings Act. The Benefits Committee may invite professional advisors and others to attend meetings and provide pertinent information as necessary.
- (d) The Executive Director of the Fund, in consultation with the Committee Chair, will determine the agenda items for a committee meeting. Meeting agendas will be prepared and provided in advance to Benefits Committee Members, along with appropriate briefing materials.

V. Confidentiality and Privacy

- (a) Pursuant to the Texas Public Information Act, all information in the custody of the Benefits Committee concerning a member of the Fund (a “**Member**”) is confidential and may not be disclosed in a form that identifies the Member. Any information or records related to a Member that are obtained by or held in the custody of the Benefits Committee, including, without limitation, an application for disability retirement benefits and accompanying documentation will be treated as confidential and will not be disclosed by the Benefits Committee to anyone other than the Executive Director, unless required by law.
- (b) The Benefits Committee shall comply with all federal rules and regulations concerning the privacy and security of “protected health information” under the Health Insurance Portability and Accountability Act of 1996 (“**HIPAA**”) and any applicable state laws, rules or regulations regarding the protection of confidential health information.

ADOPTED by the Board of Trustees at its meeting of December 15, 2025