



FIREFIGHTERS' RETIREMENT SYSTEM

3100 Brentwood Drive Baton
Rouge, Louisiana 70809
Telephone (225) 925-4060 • Fax (225) 925-4062



MEMORANDUM

TO: RETIREES OF THE FIREFIGHTERS' RETIREMENT SYSTEM

FROM: BARBARA GOODSON, EXECUTIVE DIRECTOR

RE: RETIREE ELECTION TO BOARD OF TRUSTEES

DATE: December 16, 2024

An election will be held between now and March 6, 2025, for one five-year term of office as member of the retirement system's Board of Trustees.

Any member that is **retired** as of March 6, 2025, from a participating employer is eligible to run for the seat on the Board.

Candidates for election to the Board must be nominated by the petition of at least ten (10) retired members of the system. A Nomination Petition may be obtained by downloading it from our website (www.lafers.org) or by calling our office. To be valid, each nomination petition must be completed **in full** and must be received in the retirement system office **NO LATER THAN 4:00 P.M. ON JANUARY 17, 2025.** The candidate information form and the signed memorandum of responsibility for board members must be attached to the nomination petition.

The ballot will list in alphabetical order by last name each qualified candidate, his/her previous job position/title and employer. No other information other than the candidate questionnaire concerning any candidate will be printed on the ballots or distributed by the retirement system office. The retirement system office will not provide any information concerning the retirement system membership to a candidate.

THE RETIREMENT SYSTEM WILL NOT DISTRIBUTE ANY MATERIAL, INFORMATION, PUBLICITY, RECORD, DESCRIPTION, STATEMENT OR COMMUNICATION OF ANY TYPE ON BEHALF OF OR IN RELATION TO ANY CANDIDATE.

Ballots must be returned to the Office of EisnerAmper LLP by 4 pm on March 6, 2025 in order to be included in the voting process. A pre-stamped and addressed envelope is provided with the ballot for ease of participation in the election. Ballots must be returned in the pre-stamped envelope.

The candidate who receives the majority (greater than 50% of the members voting) of valid votes will be declared to be the winner of the election and will be announced at the meeting of the Board of Trustees on March 13, 2025. If there is not a majority winner, a runoff election will be held between the two candidates receiving the greatest number of votes.

A recap of the requirements for the nomination packet to be considered valid is listed below. If any of the required information **is not** included when submitted to the retirement system office by January 17, 2025, the nomination will be marked incomplete and invalid.

1. Candidate Information
 - a. The candidate for election must be **retired** (have an effective date) no later than March 6, 2025
 - b. **Must** be attached to the Nomination Petition and returned by 4 P.M. on January 17, 2025
2. Nomination Petition
 - a. The candidate for election must be **retired** as of March 6, 2025.
 - b. **Must** contain signatures from at least 10 retirees nominating an individual to the Board of Trustees
 - c. The retirement system office will verify the membership of the retirees signing the petition
 - d. **Must** be received in the **Retirement System Office** by 4 P.M. on January 17, 2025
3. Memorandum of Responsibility
 - a. **Must be signed** and returned with the Nomination Petition by 4 P.M. on January 17, 2025

**FIREFIGHTERS' RETIREMENT SYSTEM
CANDIDATE INFORMATION**

NAME: _____

ADDRESS: _____

CONTACT INFORMATION

OFFICE: _____

HOME: _____

CELL: _____

EMAIL: _____

THE FOLLOWING WILL BE PUBLISHED WITH THE ELECTION BALLOT

EDUCATION: _____

POSITIONS HELD IN FIRE DEPARTMENT:

REASON(S) FOR SEEKING TRUSTEE POSITION: _____

An electronic version of this form may be requested by calling our office at 225-925-4060.

This form must be completed and returned with the nomination petition.

Signature of Candidate

Date

**FIREFIGHTERS' RETIREMENT SYSTEM
NOMINATION PETITION**

IN ORDER TO BE VALID, THIS NOMINATION PETITION MUST BE SIGNED BY AT LEAST TEN (10) RETIRED MEMBERS OF THE FIREFIGHTERS' RETIREMENT SYSTEM AND RECEIVED IN THE RETIREMENT SYSTEM OFFICE BY 4:00 P.M. ON JANUARY 17, 2025.

Any retired member of the Firefighters' Retirement System is eligible to be nominated to run for election to the Board of Trustees.

Barbara Goodson
Executive Director
Firefighters' Retirement System
3100 Brentwood
Baton Rouge, Louisiana 70809

Re: Nomination for election to Board of Trustees

Dear Ms. Goodson:

We, the undersigned members of the Firefighters' Retirement System, hereby place in nomination for election to the Board of Trustees of the Retirement System the following:

Name (Printed or Typed) _____
SSN (last 4 digits) _____
Employer – Retired from _____
Last Job Title/Position _____
Mailing Address _____
City, State, and Zip _____
Area Code and Phone No. _____

1. Retired Member's name (Printed or typed) _____
Retired Member's SSN (last 4 digits) _____
Retired Member's employer _____
Retired Member's signature _____

2. Retired Member's name (Printed or typed) _____
Retired Member's SSN (last 4 digits) _____
Retired Member's employer _____
Retired Member's signature _____

3. Retired Member's name (Printed or typed) _____
Retired Member's SSN (last 4 digits) _____
Retired Member's employer _____
Retired Member's signature _____

4. Retired Member's name (Printed or typed) _____
Retired Member's SSN (last 4 digits) _____
Retired Member's employer _____
Retired Member's signature _____

5. Retired Member's name (Printed or typed) _____
Retired Member's SSN (last 4 digits) _____
Retired Member's employer _____
Retired Member's signature _____

6. Retired Member's name (Printed or typed) _____
 Retired Member's SSN (last 4 digits) _____
 Retired Member's employer _____
 Retired Member's signature _____
7. Retired Member's name (Printed or typed) _____
 Retired Member's SSN (last 4 digits) _____
 Retired Member's employer _____
 Retired Member's signature _____
8. Retired Member's name (Printed or typed) _____
 Retired Member's SSN (last 4 digits) _____
 Retired Member's employer _____
 Retired Member's signature _____
9. Retired Member's name (Printed or typed) _____
 Retired Member's SSN (last 4 digits) _____
 Retired Member's employer _____
 Retired Member's signature _____
10. Retired Member's name (Printed or typed) _____
 Retired Member's SSN (last 4 digits) _____
 Retired Member's employer _____
 Retired Member's signature _____

Membership of each of the above persons will be verified by the retirement system office and name must be legible. You may submit additional signatures in the event all cannot be verified. A minimum of ten (10) valid members must be submitted for the nomination to be valid.

Memorandum of Responsibility for Board Member

From: Barbara Goodson, Executive Director

To: Candidate for Board of Trustees

Date: December 16, 2024

Thank you for your offer to participate in the governance of your retirement system. The Firefighters' Retirement System (FRS) was established in 1979 by the legislature and the governing authority was placed with the Board of Trustees.

- As a member of the Board, you will be responsible for setting the policies of the system for all members and be responsible for the proper investment of the system's \$2.5 billion portfolio.
- Each member of the Board is a fiduciary (R.S. 11:261) and as such you are bound by the "Prudent Man Rule", which means you, as a Board Member, are required "... to act with the care, skill, prudence, and diligence under the circumstances prevailing that a prudent institutional investor acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims." (R.S. 11:263) "A fiduciary must discharge his duties within the law solely in the interest of system members and beneficiaries for the exclusive purpose of providing benefits to participants and beneficiaries and paying the expenses of administering the plan." (R.S. 11:264.4)
- Each member of the Board is required to file a Tier 2.1 Personal Financial Disclosure Statement annually on or before May 15 with the Board of Ethics.
- The Board of Trustees for FRS typically meets in Baton Rouge. A schedule of the 2025 meetings is attached. The meetings start at 8:30 a.m. and continue until all business is completed.
- According to R.S. 11:185, each member of the Board of Trustees shall annually attend at least eight (8) hours of investment training, four (4) hours of actuarial science information education, two (2) hours of education regarding the laws, rules, and regulations applicable to his/her system, and two (2) hours of instruction on fiduciary duty and ethics. No new board member shall be permitted to vote on any matter until he/she has completed the fiduciary and ethics requirement and one hour of education in each of the other required areas.
- Board members have a very important responsibility, which at times can become time consuming, and for their time and trouble, the legislature authorizes the system to pay them \$75 per day, plus expenses.

I have read and understand the responsibilities of a Trustee for the Firefighters' Retirement System of Louisiana.

Signature

Date

2025 Meeting Dates

January – 15 & 16 **Revised Dates**

February – 12 & 13

March – 12 & 13

April – 9 & 10

May – 7 & 8

June – 11 & 12

July – 9 & 10

August – 13 & 14

September – 10 & 11

October – 8 & 9

November – 12 & 13

December – 10 & 11

**Board meetings are the second Thursday of the month, with a committee meeting (TBD) the Wednesday before. These meeting dates are subject to change, if motioned by the board.