



# Houston Firefighters' Relief and Retirement Fund

*Investing for Firefighters and Their Families®*

## Board of Trustees Election

Dear Member,

Houston Firefighters' Relief and Retirement Fund's ten-member board consists of five active firefighters, one retired firefighter, two citizen members, the city's director of finance (or their designee) and the mayor or their appointed representative. Elections are held annually for expiring firefighter positions.

The following is a summary of the upcoming election. The election process includes certain electronic communications and options. If you are not enrolled in Member Direct, please create an account with your personal email. A video tutorial is available on [www.hfrrf.org](http://www.hfrrf.org) at the bottom of the home page. For additional enrollment assistance, contact us at 281-372-5100.

### Firefighter Trustee Positions up for Election

| Position  | Term Begins | Eligibility Requirements   | Incumbent      | Forms                    |
|-----------|-------------|--|----------------|--------------------------|
| <b>II</b> | Jan-26      | Captain or Senior Captain  | David Riegor   | <a href="#">Download</a> |
| <b>V</b>  | Jan-26      | Classified Firefighter assigned full-time to the Fire Alarm Division | Gerard Daniels | <a href="#">Download</a> |

### Election Schedule

The election process begins in July for trustee positions that will expire on or before January 1 of the following year. Regular voting ends & winners are announced in late-October. If a run-off is required, the process may last another month. (*Special elections may be conducted at any time for vacant positions.*)

| Regular Election Dates | Election Event                   | Run-off Election Dates |
|------------------------|----------------------------------|------------------------|
| <b>7/1</b>             | <b>Call for Nominations</b>      |                        |
| <b>8/1 – 8/15</b>      | <b>Nomination Forms Accepted</b> |                        |
| <b>8/22</b>            | <b>Nominee Paperwork Due</b>     | <b>10/30</b>           |
| <b>8/22</b>            | <b>Election Meeting</b>          | <b>10/30</b>           |
| <b>9/29</b>            | <b>Ballot Mail-out</b>           | <b>11/1</b>            |
| <b>10/1 – 10/22</b>    | <b>Voting</b>                    | <b>11/3– 11/24</b>     |
| <b>10/23</b>           | <b>Results Announced</b>         | <b>11/25</b>           |

## **Nominations**

By July 1, members are notified of the upcoming election by HFRRF Summer RedLine Newsletter, HFRRF website ([www.hfrrf.org](http://www.hfrrf.org)) and/or HFD email system. To make a nomination, members submit a form that states who is being nominated and by whom. Members can submit their own nomination. The nomination form is available for download on [www.hfrrf.org](http://www.hfrrf.org) or may be picked up at HFRRF. Nomination forms will be accepted by HFRRF **August 1<sup>st</sup> – 15<sup>th</sup>** during regular business hours at 4225 Interwood N Pkwy, Houston 77032. After hours, forms may be placed in the Member Drop Box located on the covered porch or submitted by email to [HFRRFelections@hfrrf.org](mailto:HFRRFelections@hfrrf.org). Deadline for nominations is **August 15<sup>th</sup> at 4pm**.

## **Nominees**

Members are notified of their nomination. To be included as a candidate on the ballot, nominees must submit Accept/Decline Nomination. Members who nominate themselves are automatically placed on the ballot. Nominees may submit a one-page election profile to be distributed with ballots. Required forms must be received by HFRRF no later than **4pm on August 22<sup>nd</sup>**.

## **Voting**

Voting is conducted by secret ballot through an independent auditor/election service. Each ballot is individually numbered & paper ballots cannot be reproduced. The service sends ballots, candidate profiles & voting instructions to all eligible members via email & USPS first class mail. Votes may be cast electronically or by mailed paper ballot. Ballots containing a write-in candidate will not be counted. All ballots must be received by the service **October 1<sup>st</sup> - 22<sup>nd</sup>**.

## **Run-Off**

Should a candidate for election fail to secure a majority of votes cast, a run-off election is held. The two candidates receiving the largest number of votes are eligible for the run-off & must submit a new Accept/Decline Nomination Form to the Fund by **October 30<sup>th</sup>**. Ballots will be mailed/emailed to eligible voters. Run-off ballots must be received by the independent auditor/election service **November 3<sup>rd</sup> – 24<sup>th</sup>**.

## **Results**

The independent auditor/election service certifies election results for trustee positions to the HFRRF Board of Trustees. Election results will be announced **October 23<sup>rd</sup>** & run-off results on **November 25<sup>th</sup>**. HFRRF posts election results on [www.hfrrf.org](http://www.hfrrf.org).

**Mark your calendar & be sure to vote!**

Sincerely,



Lisa Slagle  
Board of Trustees Secretary  
Houston Firefighters' Relief and Retirement Fund  
4225 Interwood North Parkway  
Houston, TX 77032

**HFRRF Regular Business Hours: Monday – Friday 7:30am – 4:00pm**