

# CHARLOTTE FIREFIGHTERS' RETIREMENT SYSTEM

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## BENEFITS COMMITTEE MINUTES

January 8, 2026

**PRESENT:** Melinda Manning – Chair, Kim Heffernan, Joey Hager, Ryan Pope, Sheila Simpson (left at 8:55 a.m.)

**OTHER:** Staff - Sandy Thiry, Ty Phelps, Michelle Maxwell, Desiré Martin

**ABSENT :** Lisa Flowers – legal counsel, City

### OFFICIAL CALL TO ORDER

Melinda Manning called the meeting to order at 8:03 a.m. The meeting took place at the Charlotte Fire Department Logistic location at 1501 North Graham St. Charlotte, NC 28206.

#### I. MEETING MINUTES APPROVAL

Joey Hager motioned to approve the November 13, 2025 BC meeting minutes and Ryan Pope seconded the motion. The motion carried unanimously.

#### II. NOTEWORTHY NEWS

Sandy Thiry advised that renovations at the CFRS Office are nearing completion and anticipate being ready to house the January Board meeting in the CFRS office. Staff will be returning to the office on January 12<sup>th</sup> and will work with IT on final workstation set ups.

#### III. WORKPLAN

The Committee continues to focus on the various projects and reviews as assigned.

#### IV. POLICIES AND REGULATIONS

The Committee reviewed the updated Disability Regulation draft which included edits suggested at the last meeting. The Committee made a final suggestion to include rating percentages in Section 5C for additional clarity. It was noted that additional nursing staff would be added to the Medical Board contract once the Regulations are approved by both the Board and the City.

**MOTION:** Ryan Pope motioned to approve the Disability Regulation as stated with a clarifying edit to Section 5C and present it to the Board for approval. Joey Hager seconded the motion. The motion carried unanimously.

The Committee discussed the need for a Record Retention Policy. The State maintains a policy which agencies can adopt which also contains discretionary destroy dates for certain documents. The City had adopted the State's policy and maintains compliance. Lisa Flowers edited the State's policy to include suggestions for the discretionary dates as applicable to the CFRS. Sandy Thiry will provide a chart with Lisa Flowers' recommended discretionary edits to provide at the Board meeting. An electronic document retention policy will be reviewed at a later time.

**MOTION:** Ryan Pope motioned to approve the Records Retention policy as presented to the Board for approval and Kim Heffernan seconded the motion. The motion carried unanimously.

**V. NEW BUSINESS**

No new business was presented during the January BC Meeting.

Joey Hager motioned to adjourn at 9:06 a.m. and Kim Heffernan seconded the motion.  
The motion carried unanimously.

The next BC meeting is scheduled for Thursday, February 12, 2026 at 8:00 a.m.