



Urbana Fire Rescue Services Department  
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**URBANA FIRE DEPARTMENT PENSION BOARD OF TRUSTEES  
MEETING MINUTES  
THURSDAY, JANUARY 28, 1999**

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The Fire Pension Board of Trustees of the City of Urbana, Illinois, met at 1:15 p.m., Thursday, January 28, 1999, in the second floor conference room of the Urbana City Building.

**MEMBERS PRESENT:** Dan Harmon, President  
Ronald C. Eldridge, City Comptroller  
Andrew K. Rickords, Firefighter, Secretary/Clerk  
Jeffrey Ballew, Firefighter  
Mike Wallace, Firefighter

**MEMBERS ABSENT:** Bruce Walden, Acting Fire Chief  
Phyllis Clark, City Clerk

The meeting was called to order by President Harmon at 1:21 p.m.

**INVESTMENT BUSINESS**

Mr. Scott Hendrie of First Busey Trust & Investment Co. was present in place of Scott MacAdam and Glen Paine. Mr. Hendrie distributed the quarterly report and reviewed the Pension's investment activity with the Board. Mr. MacAdam will be present at the April 1999 meeting.

**APPROVAL OF MINUTES**

Comptroller Eldridge moved to approve the amended minutes of the October 21, 1998 Fire Department Pension Board meeting. The motion was seconded by FF Ballew, carried by a voice vote and approved.

**APPROVAL OF TREASURER'S REPORTS**

Comptroller Eldridge handed out a packet of information to each Board member to update them on his Treasurer's Reports. A copy of the packet will be filed with the approved minutes. Sec/Clerk Rickords moved to approve the Treasurer's Reports. The motion was seconded by FF Ballew, carried by a voice vote and approved.

## APPROVAL OF CLERK'S BILLS

Sec/Clerk Rickords handed out statements showing the activity of payments. It was discussed if Sec/Clerk Rickords' PC and computer software were Y2K compliant. He will get with Shawn Fluno, I.S. Technician, to review and perform any and all updates to make his computer software ready for Y2K. FF Ballew moved to approve the Clerk's bills. The motion was seconded by President Harmon, carried by a voice vote and approved.

## OLD BUSINESS

### APPROVAL OF NEW FIREFIGHTER INTO PENSION

Firefighter Sean O'Callaghan – Hire date October 26, 1998. Comptroller Eldridge moved to accept Firefighter O'Callaghan into the Pension. The motion was seconded by FF Ballew, carried by a voice vote and approved.

## NEW BUSINESS

- A. Raise for Susan Rothermel – President Harmon commended Susan Rothermel for her work performance on taking the minutes at the Pension Board Meetings. President Harmon moved to increase the pay for Susan from \$75/quarter to \$100/quarter. The motion was seconded by Sec/Clerk Rickords, carried by a voice vote and approved. This pay increase is effective immediately starting with today's meeting.
- B. Retired Fire Chief Paris – It was discussed that Chief Paris retired June 1, 1975, with 28 years and 3 months of service. He is only receiving 58% from his pension. Had he stayed another 10 months, he would have had a significant increase in pension received.
- C. Article 1A – Comptroller Eldridge will see to it that a copy of pages 3-29 of Article 1A will be sent to Scott MacAdam and Glen Paine at First Busey Trust & Investment Co. for their information.
- D. Upcoming Seminar – President Harmon brought to the Board's attention the Illinois Public Pension Advisory Meeting will be holding a seminar on ethics on April 8 & 9, 1999, incase any Board members are interested in attending. The seminar is free to trustees.
- E. Changes in Tax Laws – There have been some changes in the tax-exempt laws according to Fire Pension Plans. Comptroller Eldridge is aware of the changes and stated that the Board is in compliance with the changes.
- F. Schedule All Meeting Dates for 1999 – President Harmon discussed that the Board should go ahead and set up its meeting dates for the calendar year 1999, in order for Susan Rothermel to type up a list of dates and times to be given to the media. Any

changes, cancellations or special meetings would be sent at when they occur. The meeting dates and times are as follows:

**Annual Election of Pension Board Trustees:**

Monday, April 19, 1999                      7:00 p.m.      City Building, 400 S. Vine St.

**Regular Pension Board Meetings:**

Wednesday, April 28, 1999              9:00 a.m.      2<sup>nd</sup> floor conference room

Friday, July 30, 1999                      9:00 a.m.      2<sup>nd</sup> floor conference room

Thursday, October 28, 1999              9:00 a.m.      2<sup>nd</sup> floor conference room

- G. Divorce and Pensions – Effective July 1, 1999, there will be changes regarding divorce and pensions. At this time this topic has been tabled and will be reviewed when needed.
- H. Pension Adjustments – Sec/Clerk Rickords revealed that there were 29 Pensioners receiving adjustments/raises to their pension amounts as of January 1, 1999. Although it has not been done in the past, starting with 1999, Sec/Clerk Rickords will attach a copy of his list of the 29 adjustments to the approved file copy of the January meeting minutes.
- I. Clark Johnson – The Pension Board has received a pension application for duty disability from Clark Johnson. Before a final decision is made on Clark's application, the Board discussed what needs to be done:
  - (a) Send Clark a letter having him sign a release to get Carle medical records released to the Board.
  - (b) Review medical records
  - (c) Check with Christie Clinic for previous medical records.
  - (d) Have Clark come in and explain the order of events to the Board.

For future instances, President Harmon put together a preliminary list of questions or procedures that should be initially answered or taken care of when someone applies for a duty or non-duty disability pension. Such a list has not been compiled before, but President Harmon thought it best to develop a routine list that would be followed for all applicants. A preliminary list follows:

1. Review hiring physical to check for any existing conditions.
2. Date of diagnosis?
3. History or length of time of symptoms?
4. Date treatment started, length of time of treatment and documented results of treatment?

5. Look at management of the underlying cause – is this condition activity induced?
6. Is the diagnosis \_\_\_\_\_ fibrillation sustained or is it proximal?
7. Do we have a copy of the current job description?
8. What date is applicant to be reexamined?
9. What medications have been used and the dates or lengths of those medications?
10. What specific event or events triggered the recent or earlier evaluations?
11. Is this condition a result of the applicant's job as a firefighter?
12. Are there any corrective medical procedures or recommendations?
13. Is the condition temporary or permanent?
14. Can the applicant function as a firefighter per attached job description?

Any changes, additions or deletions to this list of questions will be discussed at next quarter's meeting.

#### **ADJOURNMENT**

There being no further business before the Board, FF Wallace moved to adjourn the meeting. The motion was seconded by FF Ballew, carried by a voice vote and approved. President Harmon declared the meeting adjourned at 2:48 p.m.

Prepared by,

Susan D. Rothermel

Submitted by,



Andrew K. Rickords  
Secretary/Clerk

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**URBANA FIRE DEPARTMENT PENSION BOARD OF TRUSTEES**  
**MEETING MINUTES**  
**WEDNESDAY, APRIL 28, 1999**

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The Fire Pension Board of Trustees of the City of Urbana, Illinois, met at 9:00 a.m., Wednesday, April 28, 1999, in the second floor conference room of the Urbana City Building.

MEMBERS PRESENT:        Dan Harmon, President  
                                 Ronald C. Eldridge, City Comptroller  
                                 Andrew K. Rickords, Firefighter, Secretary/Clerk  
                                 Rex Mundt, Fire Chief  
                                 Jeffrey Ballew, Firefighter

MEMBERS ABSENT:        Mike Wallace, Firefighter  
                                 Phyllis Clark, City Clerk

The meeting was called to order by President Harmon at 9:03 a.m.

**INVESTMENT BUSINESS**

Mr. Scott MacAdam and Mr. Scott Hendrie of First Busey Trust & Investment Co. were present. Mr. Hendrie distributed the quarterly report and reviewed the Pension's investment activity with the Board. They will be present again next quarter to update the Board on their investments.

**APPROVAL OF MINUTES**

Comptroller Eldridge moved to approve the amended minutes of the January 28, 1999 Fire Department Pension Board meeting. The motion was seconded by FF Ballew, carried by a voice vote and approved.

**APPROVAL OF TREASURER'S REPORTS**

Comptroller Eldridge stated that there was no activity to report and that monies were in mutual funds.

**APPROVAL OF CLERK'S BILLS**

Sec/Clerk Rickords handed out statements showing the activity of payments. Chief Mundt moved to approve the Clerk's bills. The motion was seconded by FF Ballew, carried by a voice vote and approved.

## **OLD BUSINESS**

Firefighter Clark Johnson – Comptroller Eldridge moved to accept Firefighter Johnson's pension application. The motion was seconded by President Harmon, carried by a voice vote and approved. Final paperwork is on hold until the applicant signs the Board's release form. *A special meeting of the Board with Clark Johnson is scheduled for Thursday, May 13, 1999.*

List of procedures/questions – The Board discussed that they will be the ones who select the physicians that a pension applicant will use or see. A time frame of 30 days was also discussed to limit a pending application.

## **NEW BUSINESS**

Jeff Welch – He will become a deferred pensioner. At the special meeting set up for Thursday, May 13, 1999, the particulars will be discussed regarding Jeff's pension. Once decided on and approved, a copy of the breakdown of benefits will be forwarded to Jeff.

Board Member Elections – Board member elections were held on April 19, 1999. Elected for another term were Firefighter Jeff Ballew and Retired Board Member Dan Harmon. Their terms will be July 1, 1999 through June 30, 2002.

## **ADJOURNMENT**

There being no further business before the Board, Chief moved to adjourn the meeting. The motion was seconded by FF Ballew, carried by a voice vote and approved. President Harmon declared the meeting adjourned at 10:16 a.m.

Prepared by,

Susan D. Rothermel

Submitted by,

Andrew K. Rickords  
Secretary/Clerk

**URBANA FIRE DEPARTMENT PENSION BOARD OF TRUSTEES**

**\*\*SPECIAL\*\* MEETING MINUTES**

**THURSDAY MAY 13, 1999**

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The Fire Pension Board of Trustees of the City of Urbana, Illinois, met at 9:00 a.m., Thursday, May 13, 1999, in the second floor conference room of the Urbana City Building.

MEMBERS PRESENT: Dan Harmon, President  
Ronald C. Eldridge, City Comptroller  
Andrew K. Rickords, Firefighter, Secretary/Clerk  
Rex Mundt, Fire Chief  
Jeffrey Ballew, Firefighter  
Mike Wallace, Firefighter

ALSO PRESENT: Clark Johnson, Pension Applicant

MEMBERS ABSENT: Phyllis Clark, City Clerk

The meeting was called to order by President Harmon at 9:06 a.m.

**BUSINESS**

Clark Johnson – Chief Mundt moved to approve Firefighter Johnson's pension application as a *duty related pension*. The motion was seconded by FF Wallace, carried by a voice vote and approved. Pension payout will commence following the last day of pay when sick leave, holiday pay, vacation pay and comp time have elapsed. There will be no financial overlap between City and pension. Preliminary figures are as follows:

\$40,976.73 / Annual salary

Qualify for 65% = \$26,634.87

Dependent = \$20 / month

**TOTAL PENSION = \$26,874.87**

A check for any time prior to May 1, 1999 will be cut as soon as verification of final pay from City is received.

Jeff Welch – President Harmon moved to approve the pension payout for retired Jeff Welch that will take affect on his 50<sup>th</sup> birthday. The motion was seconded by FF Ballew, carried by a voice vote and approved. Preliminary figures for Jeff are as follows:

\$46,500.62 / Annual Salary

Qualify for just over 50% (.50667) = \$23,560.37

**TOTAL PENSION = \$23,560.37**

Based on his date of birth (08/05/54), Jeff will be eligible to receive his pension starting August 5, 2004.

**ADJOURNMENT**

There being no further business before the Board, Chief moved to adjourn the special meeting. The motion was seconded by FF Ballew, carried by a voice vote and approved. President Harmon declared the meeting adjourned at 9:21 a.m.

Prepared by,

Susan D. Rothermel

Submitted by,

Andrew K. Rickords  
Secretary/Clerk





**Revised Minutes**  
*Changes in*  
*bold italicized*  
*Courier new font*

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**URBANA FIRE DEPARTMENT PENSION BOARD OF TRUSTEES**  
**MEETING MINUTES**  
**FRIDAY, JULY 30, 1999**

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The Fire Pension Board of Trustees of the City of Urbana, Illinois, met at 9:00 a.m., Friday, July 30, 1999, in the second floor conference room of the Urbana City Building.

**MEMBERS PRESENT:** Dan Harmon, President  
Ronald C. Eldridge, City Comptroller  
Andrew K. Rickords, Firefighter, Secretary/Clerk  
Jeffrey Ballew, Firefighter  
Mike Wallace, Firefighter

**MEMBERS ABSENT:** Rex Mundt, Fire Chief  
Phyllis Clark, City Clerk

The meeting was called to order by President Harmon at 9:10 a.m.

**INVESTMENT BUSINESS**

Mr. Scott Hendrie of First Busey Trust & Investment Co. was present. Mr. Hendrie distributed the quarterly report and reviewed the Pension's investment activity with the Board. He will be present again next quarter to update the Board on their investments.

***FF Ballew & FF Wallace left on a call at 9:22 a.m.***

After Mr. Hendrie left the meeting at 9:40 a.m. The Board further discussed their activity. Comptroller Eldridge moved to ***discuss taking 2½% out of both Fidelity and Nicholas.*** The motion was seconded by President Harmon, carried by a voice vote and approved. ***At next quarter's meeting, the Board will look to Fund Managers Scott MacAdam and Scott Hendrie for their advice.***

***FF Wallace returned at 9:40 a.m.***

**APPROVAL OF MINUTES**

President Harmon moved to approve the minutes of the April 28, 1999 Fire Department Pension Board meeting and the Special Meeting on May 13, 1999. The motion was seconded by Sec/Clerk Rickords, carried by a voice vote and approved.

## APPROVAL OF TREASURER'S REPORTS

Comptroller Eldridge stated that there was an average return of %10 for everything. Sec/Clerk Rickords moved to approve the Treasurer's Report. The motion was seconded by FF Wallace, carried by a voice vote and approved.

## APPROVAL OF CLERK'S BILLS

Sec/Clerk Rickords handed out statements showing the activity of payments. Comptroller Eldridge moved to approve the Clerk's bills. The motion was seconded by FF Ballew, carried by a voice vote and approved.

## NEW BUSINESS

The Board discussed the hiring of two new firefighters that will have a date of hire as August 9, 1999. Their names are Trent Short and Mark Stewart. A Special Meeting was set up for Thursday, August 5, 1999 at 9:00 a.m. to discuss and go over their applications and results of their physicals.

## ELECTION OF BOARD OFFICERS

Sec/Clerk Rickords moved to nominate FF Wallace to serve as President for the Urbana Fire Pension Board. The motion was seconded by President Harmon. There were no other nominations for President. The motion was carried by a voice vote and approved. FF Mike Wallace is President of the Urbana Fire Pension Board effective immediately.

Former President Harmon moved to nominate FF Rickords to remain Secretary/Clerk for the Urbana Fire Pension Board. The motion was seconded by Comptroller Eldridge. There were no other nominations for Secretary/Clerk. The motion was carried by a voice vote and approved. FF Rickords remains Secretary/Clerk of the Urbana Fire Pension Board.

## ADJOURNMENT

There being no further business before the Board, Sec/Clerk Rickords moved to adjourn the meeting. The motion was seconded by Former President Harmon, carried by a voice vote and approved. President-elect Wallace declared the meeting adjourned at 10:20 a.m.

***FF Ballew did not return to the meeting.***

Prepared by,

Susan D. Rothermel

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Submitted by,



Andrew K. Rickords  
Secretary/Clerk



**Revised Minutes**  
*Changes in*  
*bold italicized*  
*Courier new font*

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**URBANA FIRE DEPARTMENT PENSION BOARD OF TRUSTEES**  
**\*\*SPECIAL\*\* MEETING MINUTES**  
**THURSDAY, AUGUST 5, 1999**

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The Fire Pension Board of Trustees of the City of Urbana, Illinois, met at 9:00 a.m., Thursday, August 5, 1999, in the Council Chambers of the Urbana City Building.

MEMBERS PRESENT: Dan Harmon, Retired Board Member  
Ronald C. Eldridge, City Comptroller  
Rex Mundt, Fire Chief  
*Jeff Ballew, Firefighter*  
Phyllis Clark, City Clerk

MEMBERS ABSENT: Andrew K. Rickords, Firefighter, Secretary/Clerk  
*Mike Wallace, President*

The special meeting was called to order by *former President Harmon* at 9:17 a.m.

**APPROVAL OF NEW PEOPLE INTO PENSION FUND**

Sec/Clerk Rickords was unable to attend the special meeting and he was in possession of the new hires' file folders. Therefore, the Board was unable to view their applications and results of physicals. Nothing of major concern was noted on either applicant's physicals, so the Board proceeded with the approval of the new firefighters into the pension.

1. Firefighter Trent Short - Hire date August 9, 1999. Retired Member Harmon moved to accept Firefighter Short into the Pension. The motion was seconded by Chief Mundt, carried by a voice vote and approved.

2. Firefighter Mark Stewart - Hire date August 9, 1999. Comptroller Eldridge moved to accept Firefighter *Stewart* into the Pension. The motion was seconded by Retired Member Harmon, carried by a voice vote and approved.

**ADJOURNMENT**

There being no further business before the Board, Chief Mundt moved to adjourn the special meeting. The motion was seconded by Comptroller Eldridge, carried by a voice vote and approved. *Former President Harmon* declared the meeting adjourned at 9:38 a.m.

Prepared by,

Susan D. Rothermel

Submitted by,



Andrew K. Rickords  
Secretary/Clerk

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**Urbana Fire Rescue Services Department**  
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APPROVED.

**URBANA FIRE DEPARTMENT PENSION BOARD OF TRUSTEES**  
**MEETING MINUTES**  
**THURSDAY, OCTOBER 28, 1999**

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The Fire Pension Board of Trustees of the City of Urbana, Illinois, met at 9:00 a.m., Thursday, October 28, 1999, in the second floor conference room of the Urbana City Building.

**MEMBERS PRESENT:** Mike Wallace, President  
Ronald C. Eldridge, City Comptroller  
Andrew K. Rickords, Firefighter, Secretary/Clerk  
Jeffrey Ballew, Firefighter  
Dan Harmon, Retiree

**MEMBERS ABSENT:** Rex Mundt, Fire Chief  
Phyllis Clark, City Clerk

The meeting was called to order by President Wallace at 9:09 a.m.

**INVESTMENT BUSINESS**

Mr. Scott MacAdam and Mr. Scott Hendrie of First Busey Trust & Investment Co. were present. They distributed the quarterly report and reviewed the Pension's investment activity with the Board.

While Mr. MacAdam and Mr. Hendrie were present, Comptroller Eldridge motioned to move 2½% out of both Fidelity and Nicholas and 5% out of Vanguard. He also motioned to purchase 5% in the Fidelity Small Cap fund and 5% in the small cap index fund. The motion was seconded by Sec/Clerk Rickords, carried by a voice vote and approved. Comptroller Eldridge will draft a letter to First Busey Trust & Investment Co. for Mr. Hendrie to carry out this request.

Mr. MacAdam and/or Mr. Hendrie will be present again next quarter to update the Board on their investments.

**APPROVAL OF MINUTES**

There was a discussion regarding the minutes for July 30, 1999, and special meeting minutes for August 5, 1999. Revisions were made to both and revised copies will be submitted to the minutes book kept by Sec/Clerk Rickords. With the revisions, President Wallace moved to approve the minutes of the July 30,

1999 Fire Department Pension Board meeting and the Special Meeting on August 5, 1999. The motion was seconded by Sec/Clerk Rickords, carried by a voice vote and approved.

**APPROVAL OF TREASURER’S REPORTS**

Comptroller Eldridge handed out a copy of the City of Urbana Firemen’s Pension fund Audit Report, for years ended June 30, 1999 & 1998, along with a detailed memo. He went over some of the particulars in the report, then went through his detailed memo. Comptroller Eldridge discussed the numbers with the Board members. Sec/Clerk Rickords moved to approve and accept the audit report and the Treasurer’s Report. The motion was seconded by Board Member Harmon, carried by a voice vote and approved.

**APPROVAL OF CLERK’S BILLS**

Sec/Clerk Rickords handed out statements showing the activity of payments. FF Ballew moved to approve the Clerk’s bills. The motion was seconded by President Wallace, carried by a voice vote and approved.

**OLD BUSINESS**

A. The Board discussed the situation regarding Trent Short. Short has been approved but not hired as of this meeting. At next quarter’s meeting there should be some clarification as to Short’s employment with the City of Urbana Fire Department.

B. The Board clarified the actual hire date for firefighter Mark Stewart. It was August 9, 1999.

**NEW BUSINESS**

There was none.

**ADJOURNMENT**

There being no further business before the Board, Board Member Harmon moved to adjourn the meeting. The motion was seconded by FF Ballew, carried by a voice vote and approved. President Wallace declared the meeting adjourned at 10:17 a.m.

Prepared by,

Submitted by,

Susan D. Rothermel

Andrew K. Rickords  
Secretary/Clerk

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APPROVED MEETING JAN. 26, 2000