

**URBANA FIRE DEPARTMENT PENSION BOARD OF TRUSTEES
MEETING MINUTES
FRIDAY, JANUARY 31, 2003**

The Fire Pension Board of Trustees of the City of Urbana, Illinois met at 9:30 a.m., Friday, January 31, 2003, in the second floor conference room of the Urbana City Building.

MEMBERS PRESENT: Andrew Rickords, Secretary/Clerk/Firefighter
Ron Short, Retired Board Member/President
Rex Mundt, Fire Chief
Ron Eldridge, City Comptroller
Keith Schafroth, Firefighter
Bill Morfey, Firefighter

MEMBERS ABSENT: Phyllis Clark, City Clerk

OTHERS PRESENT: James Dobrovolny, Attorney

President Short called the meeting to order at 9:30 a.m.

INVESTMENT BUSINESS

Mr. Scott Hendrie and Mr. Scott MacAdam of First Busey Trust & Investment Co. were present. They distributed the quarterly report and reviewed the Pension's Investment activity thru December 31, 2002.

President Short reported that he had received positive feedback and appreciation on the letters that were sent to pensioners to keep them informed of the Pension's financial news.

Representatives from First Busey Trust & Investment Co. will be present again next quarter to update the Board on their investment.

APPROVAL OF MINUTES

Sec/Clerk Rickords moved to approve the minutes of the October 25, 2002, Fire Department Pension Board meeting with changes noted. The motion was seconded by FF Schafroth, carried by a voice vote and approved.

APPROVAL OF TREASURER'S REPORT

Comptroller Eldridge reported no new transactions.

APPROVAL OF CLERK'S BILLS

Sec/Clerk Rickords reported that at this time no purchase had been made on a new computer. Comptroller Eldridge encouraged Sec/Clerk Rickords to coordinate the purchase of the computer with Shawn Fluno.

A copy of the Clerk's bills was handed out. There were no unusual entries in the report. FF Schafroth moved to approve the Clerk's Bills. The motion was seconded by Comptroller Eldridge, carried by a voice vote and approved.

NEW BUSINESS

- A. **Resignation of Susan Rothermel** – A resignation letter from Susan Rothermel was distributed. President Short requested that Sec/Clerk Rickords send Susan a letter expressing the Board's appreciation of her years of service.
- B. **Chief Mundt's Request for New Hire Process** – Chief Mundt requested that an offer of employment not be made to a new firefighter hire until the results of the pension medical is received. President Short indicated that the Pension Board would like to be a bigger part of establishing criteria for hire and there is a need to formalize the process involving the Personnel Division and the Pension Board. A request was made to ask the Chief for his recommendations for changes in the process.
- C. **2003 Raises** – Sec/Clerk Rickords presented the board with a spreadsheet indicating the 2003 pay raises for pensioners. Comptroller Eldridge verified the figures.

OLD BUSINESS

- A. **Retirement of DC Weber** – The pension figures were verified by Comptroller Eldridge.
- B. **New Hire: Matt Ennis** – FF Morfey moved to recognize FF Ennis as a member of Urbana Firemen's Pension. The motion was seconded by FF Schafroth, carried by a voice vote and approved.

NEXT QUARTER'S MEETING

The next quarterly meeting of the Fire Pension Board is set for Friday, April 25, 2003, at 9:30 a.m. (Subject to change.)

ADJOURNMENT

There being no further business before the Board, President Short asked for a motion to adjourn. Comptroller Eldridge moved to adjourn the meeting. The motion was seconded by FF Morfey, carried by a voice vote and approved. President Short declared the meeting adjourned at 11:15 a.m.

Prepared by,

Submitted by,

Rhonda M. Collins

Andrew K. Rickords
Secretary/Clerk

**URBANA FIRE DEPARTMENT PENSION BOARD OF TRUSTEES
MEETING MINUTES
FRIDAY, APRIL 25, 2003**

The Fire Pension Board of Trustees of the City of Urbana, Illinois met at 9:30 a.m., Friday, April 25, 2003, in the second floor conference room of the Urbana City Building.

MEMBERS PRESENT: Andrew Rickords, Secretary/Clerk/Firefighter
Ron Short, Retired Board Member/President
Ron Eldridge, City Comptroller
Keith Schafroth, Firefighter
Bill Morfey, Firefighter

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

OTHERS PRESENT: James Dobrovolny, Attorney

President Short called the meeting to order at 9:35 a.m.

INVESTMENT BUSINESS

Ms. Jama Grotelueschen of First Busey Trust & Investment Co. was present. She distributed the quarterly report and reviewed the Pension's Investment activity thru March 31, 2003.

Representatives from First Busey Trust & Investment Co. will be present again next quarter to update the Board on their investment.

APPROVAL OF MINUTES

FF Schafroth moved to approve the minutes of the January 31, 2003, Fire Department Pension Board meeting with changes noted. The motion was seconded by FF Morfey, carried by a voice vote and approved.

APPROVAL OF TREASURER'S REPORT

Motion by Comptroller Eldridge to sell Hartford Insurance contract with Morgan Stanley since all fees have expired and invest proceeds with Busey Bank Mutual Funds. Motion approved.

APPROVAL OF CLERK'S BILLS

Sec/Clerk Rickords reported that at this time no purchase had been made on a new computer. He reported that he consulted with Information Services and advised them what needed to be included on the laptop computer including Office XP and they estimated the cost to be approximately \$2000.00. Comptroller Eldridge advised Sec/Clerk Rickords to proceed with the purchase of the computer. President Short moved that the old computer be sold at auction. The motion was seconded by FF Schafroth, carried by a voice vote and approved.

A copy of the Clerk's bills was handed out. A pension refund of \$2727.52 was disbursed to Ryan MacZura on March 20, 2003. FF Schafroth moved to approve the Clerk's Bills. The motion was seconded by President Short, carried by a voice vote and approved.

NEW BUSINESS

- A. **Fire Pension Refund- Ryan MacZura** – A pension refund of \$2727.52 was disbursed to Ryan MacZura on March 20, 2003.
- B. **Continuation of Legal Services** - Sec/Clerk Rickords discussed a bill for services received from Attorney James Dobrovolny for \$1968.75 which included attendance at regular scheduled board meetings and \$262.50 for consultation with Comptroller Eldridge on Board composition. President Short moved that the bill be paid. The motion was seconded by Sec/Clerk Rickords, carried by a voice vote and approved. President Short discussed retention of services for every board meeting. Comptroller Eldridge asked Attorney Dobrovolny if we decided that we didn't require his services for every meeting if the Board could still use his services for consultation. Attorney Dobrovolny agreed to the proposal. The Board agreed to discuss continuation of legal services at the next quarterly meeting.
- C. **Compensation for Recording Secretary** - Sec/Clerk Rickords moved that the compensation for the Recording Secretary be changed from \$125.00 per quarter to \$125.00 per meeting. The motion was seconded by FF Morfey, carried by a voice vote and approved.
- D. **Election of Board Members** - An election was held on April 8, 2003 and FF Morfey was elected for a 3 year term beginning July 1, 2003. Comptroller Eldridge nominated Ron Short for President and Andrew Rickords for Secretary/Clerk beginning July 1, 2003 for 12 months. The motion was seconded by FF Schafroth, carried by a voice vote and approved.

OLD BUSINESS

- A. **Resignation of Susan Rothermel** - Sec/Clerk Rickords will send Susan a letter expressing the Board's appreciation of her years of service.
- B. **New Hire Process** – A letter from Comptroller Eldridge re: pension limitations has been forwarded to Personnel and will be included in future recruiting packets.

NEXT QUARTER'S MEETING

The next quarterly meeting of the Fire Pension Board is set for Friday, July 25, 2003, at 9:30 a.m. (Subject to change.)

ADJOURNMENT

There being no further business before the Board, President Short asked for a motion to adjourn. FF Morfey moved to adjourn the meeting. The motion was seconded by FF Schafroth, carried by a voice vote and approved. President Short declared the meeting adjourned at 10:45 a.m.

Prepared by,

Rhonda M. Collins

Submitted by,

Andrew K. Rickords,
Secretary/Clerk

URBANA FIRE DEPARTMENT PENSION BOARD OF TRUSTEES
MEETING MINUTES
FRIDAY, July 25, 2003

The Fire Pension Board of Trustees of the City of Urbana, Illinois met at 9:30 a.m., Friday, July 25, 2003, in the second floor conference room of the Urbana City Building.

MEMBERS PRESENT: Andrew Rickords, Secretary/Clerk/Firefighter
Ron Short, Retired Board Member/President
Ron Eldridge, City Comptroller
Keith Schafroth, Firefighter
Rex Mundt, Fire Chief

MEMBERS ABSENT: Bill Morfey, Firefighter
Phyllis Clark, City Clerk

OTHERS PRESENT:

President Short called the meeting to order at 9:35 a.m.

INVESTMENT BUSINESS

Mr. Scott Hendrie and Mr. Scott MacAdam of First Busey Trust & Investment Co. were present. They distributed the quarterly report and reviewed the Pension's Investment activity thru June 30, 2003.

Representatives from First Busey Trust & Investment Co. will be present again next quarter to update the Board on their investment.

APPROVAL OF MINUTES

Chief Mundt moved to approve the minutes of the April 25, 2003, Fire Department Pension Board meeting with changes noted. The motion was seconded by FF Schafroth, carried by a voice vote and approved.

APPROVAL OF TREASURER'S REPORT

Comptroller Eldridge distributed copy of the Fire Investment Report dated July 18, 2003, sorted by maturity date and by type of investment. There was some discussion and Comptroller Eldridge addressed a few questions. Sec/Clerk Rickords moved to approve the Treasurer's Report. The motion was seconded by FF Schafroth, carried by a voice vote and approved.

APPROVAL OF CLERK'S BILLS

A copy of the Clerk's bills was handed out. Sec/Clerk Rickords reported that the purchase had been made on his new laptop computer. He reported that the software had not yet been installed. It was noted that the annual fee to Director of Insurance for \$1459.90 was included on this quarterly bill report. Comptroller moved to approve the Clerk's Bills. The motion was seconded by Chief Mundt, carried by a voice vote and approved.

NEW BUSINESS

- A. **Scheduling short Board meetings before new hire approved** – The board discussed the possibility of scheduling a short meeting before new hires begin employment to have the opportunity to review medical results before an offer is made to candidate.
- B. **New Hire: Michael Phillips** - DOH August 4, 2003. Chief Mundt moved to accept Michael Phillips into Urbana Fire Pension without notations to the file. The motion was seconded by Comptroller Eldridge, carried by a voice vote and approved.

OLD BUSINESS

- A. **Continuation of Legal Services** - The board discussed whether it was necessary to invite James Dobrovlny to attend every scheduled Fire Pension Board meeting. Comptroller Eldridge expressed that he felt it was worth the expense to have him attend every meeting because his services are invaluable. Comptroller Eldridge moved to ask Mr. Dobrovlny to attend every scheduled Fire Pension Board meeting. The motion was seconded by FF Schafroth, carried by a voice vote and approved.

NEXT QUARTER'S MEETING

The next quarterly meeting of the Fire Pension Board is set for Friday, October 31, 2003, at 9:30 a.m. (Subject to change.)

ADJOURNMENT

There being no further business before the Board, President Short asked for a motion to adjourn. Chief Mundt moved to adjourn the meeting. The motion was seconded by FF Schafroth, carried by a voice vote and approved. President Short declared the meeting adjourned at 10:55 a.m.

Prepared by,

Rhonda M. Collins

Submitted by,

Andrew K. Rickords,
Secretary/Clerk

URBANA FIRE DEPARTMENT PENSION BOARD OF TRUSTEES
MEETING MINUTES
MONDAY, December 1, 2003

The Fire Pension Board of Trustees of the City of Urbana, Illinois met at 9:30 a.m., Monday, December 1, 2003, in the second floor conference room of the Urbana City Building.

MEMBERS PRESENT: Andrew Rickords, Secretary/Clerk/Firefighter
Ron Short, Retired Board Member/President
Ron Eldridge, City Comptroller
Bill Morfey, Firefighter
Keith Schafroth, Firefighter
Rex Mundt, Fire Chief

MEMBERS ABSENT: Phyllis Clark, City Clerk

OTHERS PRESENT: James Dobrovolny, Attorney

President Short called the meeting to order at 9:32 a.m.

INVESTMENT BUSINESS

Mr. Scott Hendrie and Mr. Scott MacAdam of First Busey Trust & Investment Co. were present. They distributed the quarterly report and reviewed the Pension's Investment activity thru September 30, 2003.

Representatives from First Busey Trust & Investment Co. will be present again next quarter to update the Board on their investment.

APPROVAL OF MINUTES

Comptroller Eldridge moved to approve the minutes of the April 25, 2003, Fire Department Pension Board meeting with changes noted. The motion was seconded by Secretary/Clerk Rickords, carried by a voice vote and approved.

APPROVAL OF TREASURER'S REPORT

Comptroller Eldridge distributed copy of the Annual Financial Report as of June 30, 2003. There was some discussion and Comptroller Eldridge addressed a few questions. Comptroller Eldridge reported that the auditor's letter he received reported a clean opinion. Chief Mundt moved to approve the Treasurer's Report. The motion was seconded by FF Schafroth, carried by a voice vote and approved.

APPROVAL OF CLERK'S BILLS

Sec/Clerk Rickords reported that there was nothing out of the ordinary to report at this time and he would distribute a copy of the Clerk's Bills at the next scheduled meeting.

NEW BUSINESS

- A. **Application of new hire Michael Humer into Urbana Fire Pension** – There was discussion of establishing a practice of accepting new hires into pension with abnormalities on medical listed. Sec/Clerk Rickords moved to accept Michael Humer into Urbana Fire Pension with abnormalities on medical listed. The motion was seconded by Fire Fighter Schafroth, carried by a voice vote and approved.
- B. **Salary Increase recommendation for Secretary/Clerk Position** - President Short requested approval for a salary increase for the position of Secretary/Clerk. Comptroller Eldridge moved to increase the Secretary/Clerk's salary to \$450.00 per month beginning on January 1, 2004 and \$525.00 per month beginning January 1, 2005. The motion was seconded by FF Schafroth, carried by a voice vote and approved.
- C. **Open Meetings Act** – Attorney Dobrovolny advised the board of the Open Meetings Act that would become effective the first of the year requiring all meetings be recorded on specific dated tapes or recorded by a Court Reporter. There was also discussion about posting scheduled meetings on the City of Urbana website and distributed to the press.

OLD BUSINESS

- A. **Acceptance of new hire Michael Phillips into Urbana Fire Pension** - Secretary/Clerk Rickords clarified terminology reported on Fire Fighter Phillips' medical report.

NEXT QUARTER'S MEETING

The next quarterly meeting of the Fire Pension Board is set for Friday, January 30, 2004, at 9:30 a.m. (Subject to change.)

ADJOURNMENT

There being no further business before the Board, President Short asked for a motion to adjourn. Fire Fighter Schafroth moved to adjourn the meeting. The motion was seconded by FF Morfey, carried by a voice vote and approved. President Short declared the meeting adjourned at 10:57 a.m.

Prepared by,

Rhonda M. Collins

Submitted by,

Andrew K. Rickords,
Secretary/Clerk