

**URBANA FIRE DEPARTMENT PENSION BOARD OF TRUSTEES
MEETING MINUTES
Friday, April 29, 2005**

The Fire Pension Board of Trustees of the City of Urbana, Illinois met at 9:30 a.m., Friday, April 29, 2005, 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
Phyllis Clark, City Clerk

OTHERS ABSENT: James Dobrovolny, Attorney

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

INVESTMENT BUSINESS

Mr. Scott MacAdam and Mr. Aaron Sutton of First Busey Trust & Investment Co. were present. They distributed the quarterly report and reviewed the Pension's Investment activity thru March 31, 2005.

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 January 28, 2005, Fire Department Pension Board meeting. The motion was seconded by Sec/Clerk Rickords, carried by a voice vote and approved.

APPROVAL OF TREASURER'S REPORT

Comptroller Eldridge state that there had been no activity since the last Pension Meeting. He suggested thinking about adding real estate to add diversification to the investments.

APPROVAL OF CLERK'S BILLS

Sec/Clerk Rickords distributed a copy of the Clerk's Bills from this quarter. There were no unusual entries in the report. FF Schafroth moved to approve the Clerk's Bills. The motion was seconded by Phyllis Clark, carried by a voice vote and approved.

NEW BUSINESS

- A. **Clarification for future board meetings as to the minimum number of people who can meet to discuss Pension Board business** - quorum for a meeting is four.

B. **Policy of hand-carrying medical records by patients** - Sec/Clerk Rickords made a motion that patients be given written instructions stating that there will be no hand-carried medical records. Motion seconded by FF Schafroth and carried by a voice vote and approved.

C. **New Hire Tristan** – Not on Agenda - Chief Mundt advised that the standards for agility testing should be revised and reformatted. The results of testing are important from a pension standpoint. To be discussed at the July meeting.

OLD BUSINESS

A. **Records Retention** – Sec/Clerk Rickords is in the process of deciding what will be electronically stored. Comptroller Eldridge advised that a written proposal be presented to the board. President Short advised that state requirements be met.

NEXT QUARTER'S MEETING

The next quarterly meeting of the Fire Pension Board is set for Friday July 29, 2005, at 9:30 a.m. (Subject to change.)

ADJOURNMENT

There being no further business before the Board, 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 12:30 p.m.

Prepared by,

Submitted by,

Kay Meharry

Andrew K. Rickords,
Secretary/Clerk