

URBANA FIRE DEPARTMENT PENSION BOARD OF TRUSTEES MEETING MINUTES
Friday, January 29, 2010

The Fire Pension board of Trustees of the City of Urbana, Illinois met at 9:00 am, Friday, January 29, 2010, in the second floor conference room of the Urbana City Building.

MEMBERS PRESENT: Andrew Rickords, Secretary/Clerk/Firefighter
Ron Short, Retired Board Member/President
Chad Johnson, Firefighter
Ron Eldridge, City Comptroller/Treasurer
Mike Dilley, Fire Chief

OTHERS PRESENT: James Dobrovolny, Attorney
Mick Humer, former Urbana Firefighter

President Short called the meeting to order at 9:00 am.

INVESTMENT BUSINESS

Mr. Aaron Sutton and Mr. Scott MacAdam of First Busey Trust & Investment Co. were present. They distributed the quarterly report and reviewed the Pension's Investment activity through the quarter ending December 31, 2009. The ending value for the portfolio for as of that date is \$11,774,988. There was a general discussion of investment returns between the board members and Busey representatives. The fee Busey charges the Urbana Pension Board is .0005 per each dollar invested (the total amount charged in fiscal year 2009 was \$5,057.76).

APPROVAL OF MINUTES

Chief Dilley made a motion to approve the minutes of the Fire Department Pension Board meeting of October 30, 2009. The motion was seconded by Sec/Clerk Rickords and carried by voice vote.

TREASURER'S REPORT

No formal treasurer's report was presented.

CLERK'S REPORT

Clerk's report of bills was presented by Sec/Clerk Rickords. He stated that Charlie Heflin, who retired several years ago from the Urbana Fire Department, requested his money from the Pension Fund. A check for \$2687.24, with tax withheld, was written to him. Heflin retired several years ago with money still in the Pension Fund, but with no position in the Fund.

Sec/clerk Rickords informed the board that the pensioners will receive their annual increases. Comptroller Eldridge made a motion to approve the increases. It was seconded by Chief Dilley and carried by voice vote. The vote was as follows:

Dilley - aye
Eldridge- aye
Rickords – aye
Short – aye
Johnson – aye

After discussion, Firefighter Johnson made a motion to accept the Clerk's report. The motion was seconded by President Short and carried by voice vote. The vote was as follows:

Dilley - aye
Eldridge- aye
Rickords – aye
Short – aye
Johnson – aye

NEW BUSINESS

A. Mick Humer, a former firefighter for the City of Urbana, left employment in September, 2007. He gave notice to the Secretary Rickords verbally and also in writing in August, 2007, regarding the portability of his Urbana pension. Comptroller Eldridge made a motion that Mick Humer did give official notice to the Urbana Fire Pension Board in September, 2007, and that the Urbana Fire Pension Board will let the Pension Fund know that Mick Humer will receive pension from his four years of service at The City of Urbana, after his retirement. The motion was seconded by Secretary Rickords and carried by voice vote. Roll call vote: The vote was as follows:

Dilley - aye
Eldridge- aye
Rickords – aye
Short – aye
Johnson - aye

B. Chief Dilley proposed that pension records, including payroll reports, that have been scanned and put on the City website, be destroyed. This would free up storage space. Attorney Dobrovlny said that records could be digitized, but he would have to check to see whether the hard copies have to be retained for a certain period of time.

C. Comptroller Eldridge state that Pension boards must appoint a Freedom of Information Officer, who will act as a contact for Freedom of Information. Comptroller Eldridge made a motion that Sec/Clerk Rickords be the Freedom of Information Officer for the Urbana Fire Pension Board. The motion was seconded by President Short and carried by voice vote.

D. Pension Boards must also have a Freedom of Information Act Designee. Comptroller Eldridge made motion that he be appointed the Freedom of Information Act Designee for the Urbana Fire Pension Board. The motion was seconded by Chief Dilley and carried by voice vote.

E. Sec/Clerk Rickords would like a network drive set up to store the Fire Pension records, and for the network drive to back up the records on a regular basis. He will check with Information Services to see if that can be done.

OLD BUSINESS

A. President Short reminded the board members that they would have to complete their training by August. Eight hours have to be completed by April. Sixteen hours must be completed by August. The City of Urbana will pay the salaries for training and the pension board will pay for the training.

B. President Short informed the board that his position is up for reelection in April.

NEXT QUARTER'S MEETING

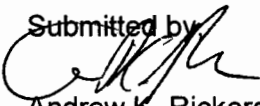
The next quarterly meeting of the Fire Pension Board is set for Friday, April 30, at 9:30 pm.

ADJOURNMENT

There being no further business before the Board, President Short asked for a motion to adjourn. The motion was seconded by Sec/Clerk Rickords, carried by a voice vote and approved. President Short declared the meeting adjourned at 10:55 am.

Prepared by,

Kay Meharry

Submitted by

Andrew K. Rickords
Secretary/Clerk