

**URBANA FIRE DEPARTMENT PENSION BOARD OF TRUSTEES MEETING MINUTES**  
**July 26, 2013**

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The Fire Pension board of Trustees of the City of Urbana, Illinois met at 9:30 am, Friday, July 26, 2013, in the second floor Executive Conference Room of the Urbana City Building.

**MEMBERS PRESENT:** Gerald Sappenfield - President - end of term 4/26/16  
Ron Eldridge – City Appointment- end of term 5/31/14  
Mark Ashby, Firefighter/Secretary - end of term 4/26/15

**MEMBERS NOT PRESENT:** Andrew Rickords - Firefighter- end of term 4/26/14  
Mike Dilley, City Appointment- end of term 5/31/14

**OTHERS PRESENT:** James Dobrovolny, Attorney  
Chris Rocks, Woodlake Medical Management

**INVESTMENT BUSINESS**

Mr. Aaron Sutton and Mr. Thaddeus Yasunaga of First Busey Trust & Investment Co. were present. They distributed the quarterly report and reviewed the Pension's Investment activity through the quarter ending June 30, 2013. The ending value for the portfolio as of that date was \$19,544,257. They recommended a change in the Northern Small Cap fund, and invest in the Vanguard fund.

Treasurer Eldridge made a motion that based on the recommendation of the Busey advisors; the Fire Pension Fund will sell investments in the Northern Small Cap Fund and invest the money in the Vanguard fund. Firefighter Ashby made a second to the motion and it was carried by roll call voice vote as follows:

Sappenfield: aye  
Eldridge: aye  
Ashby: aye

The fee Busey charges the Urbana Fire Pension Fund is .0005 per each dollar invested.

**APPROVAL OF MINUTES**

A motion to approve the minutes of the Fire Pension Board of Trustees meeting of April 26, 2013 meeting was made by Treasurer Eldridge. After discussion and a correction of the minutes, the motion was seconded by Secretary Ashby and carried by voice vote.

**QUARTERLY FINANCIAL REPORT**

Comptroller Eldridge presented report showing disbursements made in the quarter ending June 30, 2013. After discussion Secretary Ashby made a motion to accept the report. The motion was seconded by President Sappenfield and carried by voice vote as follows:

Sappenfield: aye  
Eldridge: aye  
Ashby: aye

**PUBLIC COMMENT**

There was no public comment.

**NEW BUSINESS**

- A. Woodlake Medical Management** – Chris Rocks from Woodlake Medical Management was present to explain what the company does in regard to independent medical examinations for workers compensation cases and disability cases and explained the process for the examinations and the post examination reports. Most of Woodlake's charges are based on the physicians who do the exams and are based on a case by case basis. Charges are not detailed on the billing and Treasurer Eldridge asked to have a physician charges and the Woodlake fees shown separately.

Mr. Rocks said he would try to get a breakdown of the billing for the Board. He said he would also provide a list of the doctors used by Woodlake Medical Management for the Board.

## OLD BUSINESS

- A. Mike Dilley Pension** – There was discussion about the pension of retired Chief Mike Dilley. The start date of his employment was February 4, 1983 and retirement date was July 12, 2013. A motion to approve the pension for Dilley was made by Secretary Ashby, seconded by Treasurer Eldridge and carried by roll call vote as follows:

Ashby – aye  
Sappenfield – aye  
Eldridge - aye

- B. Bob Mullins Pension** - There was discussion about the pension of retired Firefighter Bob Mullins. The effective start day of his employment was August 25, 1985, and retirement date was July 12, 2013. A motion to approve the pension for Mullins was made by Secretary Ashby, seconded by Treasurer Eldridge and carried by roll call vote as follows:

Ashby – aye  
Sappenfield – aye  
Eldridge – aye

- C. Pensioner dependent death** – Maxine Smith, a pension dependent, passed away on July 7, 2013. The July pension check will be prorated.

- D. Accounting and pension checks** – There was discussion about finding someone permanent to take care of the pension checks. Treasurer Eldridge state that he would like Carla Tucker to do it, and he would oversee the process for the next two months. After discussion, Treasurer Eldridge made a motion to have Carla Tucker do the pension payroll for the next two months, and be paid \$250.00 a month. He suggested revisiting the situation in about two months. Secretary Ashby said he would also like to be in involved in the payroll process. The motion was seconded by President Sappenfield and passed by roll vote as follows:

Eldridge – aye  
Sappenfield – aye  
Ashby - aye

## NEXT QUARTER'S MEETING

The next quarterly meeting of the Fire Pension Board is set for Friday, November 1, 2013, at 9:30 am.

## ADJOURNMENT

Prepared by,  
Kay Meharry

Submitted by,

  
Mark Ashby