

Thursday
February 7, 1996

Pension Board Meeting

1:20pm Meeting called to order by President Rick Rose.

Old Minutes read and accepted as read.

Treasures report given, and accepted.

Shawn Roberts record reviewed.

motion by Ron Elderidge to accept Shawn Roberts into pension.

Second by Bud Glenn

Motion carried by voice vote, 1 abstained vote.

Motion made by Scott Neal

To to do follow up blood work on Shawn Roberts.

Seconded by Ron Elderidge

Vote carried by voice vote.

Mike Wallace's (pension Petitioner) physical reviewed.

motion to accept Mike Wallace into pension by Scott Neal.

Seconded by bud Glen

Vote carried by voice vote.

Discussion about time involved to have follow-up tests accomplished that were suggested or indicated by the physical results.

Motion made by Ron Elderidge

To authorize Board President and Board Clerk to order additional medical tests suggested or indicated by the Medical Doctor for Pension entrance physicals. Both the president and the clerk must be in agreement before the additional procedures or tests can be ordered.

Second by Phyllis Clark

Carried by a voice vote.

Nominations for Retiree Bud Glen's replacement on the pension board.

Those nominated and accepted the nominations were Dan Harmon and Clyde Martin.

Elections are to be held on April 22, 1996. Times and locations will be determine by the board President and Clerk.

New Business

Motion by Ron Elderidge

To set up an account with Dean Witter for future investments.

Second Bud Glen

Vote carried by a voice vote.

Discussion about up coming Department of Insurance 7 year audit.

It is already believed that there may be some over payment due to miscalculations.

It is a goal of the board to address any deficiencies found as quickly as possible



CLARK

April 22, 1996

Annual Pension Board Elections

7:08pm Meeting called to order by President Rick Rose.

Handouts given out regarding the pension investments. Pres. Rose briefly explained what was contained in the reports.

At current time there will be two openings for board members. President Rick Rose, and regular board member Scott Neal terms of office are up.

Floor opened up for nominations.

Nominee	By	Second
Rick Rose	Leonard Olson	Michael Mabry
Jeff McDuffy	James Dotson	Clark Johnson
Shawn Roberts	Keith Schafroth	<i>ROGER BACHERT</i>

vote was done by secret ballot, those elected Rick Rose, and Jeff McDuffy.

The Vote by the pensioners to elect a retired representative was counted.

(From nomination ballots sent out earlier, only two people accepted nomination.

The two who accepted nomination were Dan Harmon, and Clyde Martin.) Ballots from the retired firefighters, Dan Harmon was elected to the Urbana Fire Pension Board to replace Resigning Bud Glen.

Motion to adjourn the meeting made by Roger Bachert. Seconded by Leonard Olson.

Meeting closed.

Clark Johnson
CLFJK



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**URBANA FIRE DEPARTMENT PENSION BOARD OF TRUSTEES
MEETING MINUTES
MAY 24, 1996**

MEMBERS PRESENT: Ricky P. Rose, Firefighter, President
William L. Pessemier, Fire Chief
Ron Eldridge, Comptroller
Andrew K. Rickords, Firefighter, Secretary/Clerk

MEMBERS ABSENT: Phyllis D. Clark, City Clerk
Charles Glenn, Retired Lieutenant
Jeffery L. Mc Duffy, Division Officer

The Fire Department Pension Board of Trustees held a meeting on Friday, May 24, 1996, in the Urbana City Building. President Rose called the meeting to order at 9 a.m.

The purpose of this meeting was to discuss the response to the audit conducted by the Department of Insurance of the State of Illinois and submit a response within thirty days, along with a copy of the minutes.

President Rose added the following item to the agenda:

- Update on the Pension Status of Donald T. Harvey

Audit Discussion

Items:

- #2 Ron Eldridge will acquire copies of letters from the banks confirming signature authority (Ron Eldridge, Ricky Rose, Andrew Rickords) and that Ron is the principal party to sign.
- #3 Ron Eldridge is in the process of transferring actual custody to someone else other than the broker.
- #4 Effective immediately, Mr. Marshall's monthly pension has been reduced from \$727.26 to \$706.08. The Board will not pursue any collection on the overpayment of \$317.70, incurred from January '95-March '96.



- #5 Lavern Hedgcock surviving spouse's pension was not increased from 40% to 54% effective July 1, 1993, resulting in underpayment of \$12,252 ending April, 1996. (Increase monthly pension from \$1,029.63 to \$1,390.01) The Board will reimburse Mrs. Hedgcock the underpayment amount and increase her monthly pension to \$1,309.01. Ron Eldridge will speak to Mrs. Hedgcock's tax preparer to discuss the underpayment amount and determine tax liability.
- #6 Kenneth Frantz was overpaid \$259.75 in 1994. The Board will not pursue any collection on the overpayment.
- #7 Effectively immediately, Wesley Thuney's monthly pension has been reduced to \$2,351.83. The Board will not pursue any collection on the overpayment of \$1,284.74 from June 1992-March 1996.
- #8 Effectively immediately, Richard Dunn's monthly pension has been reduced to \$2,866.11. The Board will not pursue any collection on the overpayment of \$218.02, incurred from February '95-March '96.
- #9 It is the decision of the Board that Robert Pettyjohn's correct retirement date was the end of his work day on July 22, 1994, per his retirement letter in his personnel file. The examiner's calculations reflect his retirement date, effective July 17, 1994. Therefore, the Board will continue to honor Mr. Pettyjohn's monthly pension of \$2,630.54.
- #10 Effectively immediately, James Adams's monthly pension has been reduced to \$2,412.29. The Board will not pursue any collection on the overpayment of \$17.70, incurred from November '95-March '96.
- #11 Effective immediately, Ronald Short's monthly pension has been reduced to \$1,896.67. The Board will not pursue any collection on the overpayment of \$22.56, incurred from August '95-March '96.
- #12 Mrs. Maxine Hopkins surviving spouse's pension should have continued after she remarried and became Mrs. Maxine Smith. Effectively immediately, the Board will award Mrs. Smith a monthly pension of \$475, and reimburse her \$1,235 in underpayments (Feb. '96 \$285, Mar. '96 \$475, April '96 \$475).
- #13 Roger Swaney was overpaid \$23.25 for the month of December, 1988. The Board will not pursue any collection on the overpayment.
- #14 The Board has agreed not to invest monies in Certified Accrual Treasury Securities and Financial Corp. Strips. These agencies are not authorized investment institutions by statute.

- #15 Andrew Rickords has requested copies of birth certificates from James Dotson and Tony Foster. Once received these documents will be placed in their prospective membership file.
- #16 Membership application to be a member of the pension fund for Tony Foster, Keith Schafroth, and William Morfey are now included in their membership file.
- #18 The Board will insure that all future minutes will include items listed in Section *Corporate Records* of the auditor's report.

The Board unanimously approved the above transactions and instructed Ron Eldridge to write the official response letter to the Department of Insurance, reflecting the Board's decisions on the above items. Each pensioner effected by the above changes will receive a written explanation of their transactions.

APPLICATION FOR MEMBERSHIP TO THE PENSION FUND

The Board reviewed Mark Ashby's written application and Physical Examination Report and cover letter from Dr. Main. Dr. Main found him to be in good health on physical examination. Dr. Main states, "The only chemistry abnormalities are slightly high cholesterol at 241 and calcium at 10.8. I am not sure of the significance of this slightly high calcium level. The above mention mild elevations of calcium and cholesterol may be due to the diuretic therapy that he is on. I feel that he is able to performing the duties of Fire Fighter." After discussion, President Rose moved to accept F.F Mark Ashby's pension application and medical report with the above underline notation. The motion was seconded by Andrew Rickords and carried by a voice vote. Mark Ashby's date of hire is March 13, 1996.

The Board reviewed Rusty Chism's written application and physical examination report and cover letter from Dr. Main. Dr. Main states, "I find him to be in good health. Physical examination finds no problems. On physical exam and exercise stress testing he has no limitations resulting from a 1981 surgery on the right knee. Chest x-ray reveals a vague density in the left upper lung field that is consistent with past scarring. A lumbar spine film reveals spina bifida occulta that the first sacral vertebra with some loss of intervertebral space between L5 and S1 posteriorly. Since there are no physical exam findings in this area this x-ray abnormality appears to be of no importance. I feel that he can perform the duties of an Urbana Fire Fighter." After discussion, Chief Pessemier moved to accept F.F. Rusty Chism's pension application and medical report with the above underlined notation. The motion was seconded by Andrew Rickords and carried by a voice vote. Rusty Chism's date of hire is March 13, 1996.

UPDATE ON THE PENSION STATUS OF DONALD T. HARVEY

President Rose stated that he had received a reply from Cornfield & Feldman. Rose drafted a letter to Harvey's attorney, Cynthia T. Morgan, stating, "The Board of Trustees

for the Urbana Pension Fund remains of the opinion that we do not have the authority to reverse our former Board's determination regarding the status of Mr. Harvey's pension and that we do, in fact, support that Board's finding of the non-duty related status of the pension due to the fact that the back injury (or illness) suffered by Mr. Harvey is clearly the disabling factor; that the back problem is clearly not duty related; that Mr. Harvey was released to return to work without restriction by the Doctor treating his knee; that there has never been any medical opinion offered to the Board that the knee injury is disabling; and, finally, that Mr. Harvey has accepted, without appeal, the determination of the former Board regarding his pension."

There being no other business to come before the Board, President Rose moved to adjourn. The motion was seconded by Ron Eldridge and the meeting adjourned at 9:57 a.m.



Andrew K. Rickords
Secretary/Clerk

mja

URBANA FIRE DEPARTMENT PENSION FUND
JULY 17, 1996
MEETING MINUETS *sl*

The Pension Board meeting was called to order by president Rick Rose at 1:15 pm in the city building second floor conference room.

Members present

Rick Rose	President
Andrew Rickords	Secretary
Ron Elderidge	City Comptroller
Dan Harmon Retired	Board Member

(New Board Member, elected in April, 1996
to replace Bud Glen who was retiring from
the board)

1. Presentation of an appreciation plaque to Retiring Board Member Bud Glen.
2. Last board meeting minutes were read and approved.
3. It was decided that until further notice all future board meetings will be at 1:15 pm on the designated day
4. Two new investment contracts: (1.) Edward Jones.
(2.) Dean Witter Reynolds.
Copies included with minutes.
5. Third party audit being completed by.....
Ron Elderidge states that he is to meet with the company individually.....
6. Tim Harvey issue.
There has been no response from Tim Harveys Attorney since the letter that President Rose sent to him. President Rose had waited to give his response to Mr. Harvey until he had information from the Pensions Board attorney.
7. Board Secretary has completed an audit of the pension personnel records and found many discrepancies. Once a forms review is complete individual members will be notified of deficiencies.

New Business

1. CO gale lee submitted his application to draw pension Benefits. Pension calculations were completed prior to this meeting, and reviewed by City Comptroller Ron Elderidge.

Motion to approve Mr. Lee's pension request Secretary Rickords
Second Comptroller Ron Elderidge.

Motion Carried by a Voice vote.

2. Print out of past months bills submitted to board for approval.

Motion to approve Dan Harmon.
Second Ron Elderidge
Motion carried by a voice vote.

3. There was discussion about hiring someone to do the Board meeting minutes. In the past different people have done the minutes. In order to gain some uniformity it was felt if someone were paid to do the minutes that this might be accomplished. Ron Elderidge stated he would find out what the police pension pays their person to do their minutes and we would pay the same.

Motion

Ron Elderidge made a motion to hire someone to do board meeting minutes, the pay would be the same as the police pension fund pays, in the neighborhood of \$300.00. Ron stated that he might know of someone who had the skills and might be interested.

Second Rickords
motion carried by voice vote.

4. The independent actuarial calculations completed by the Tepfer Consulting group, Ltd. was completed. A copy will be included in the pension records.
5. It has been discovered that board member Scott Neal's term of office was not up. This means that there is now 1 person too many elected to the board. Two people were elected to the Board this last meeting. It was determined that the election should be held over.

Board Member Scott Neal called secretary Rickords and indicated that when he returned from vacation it was his intent to resign from the Board at that time.

The time and date of the Election will be posted as soon as Scott Neal Resignation is tendered.

Submitted,



Andrew Rickords
Secretary



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**URBANA FIRE DEPARTMENT PENSION BOARD OF TRUSTEES
MEETING MINUTES
TUESDAY, OCTOBER 16, 1996**

The Fire Pension Board of Trustees of the City of Urbana, Illinois, met at 1:15 p.m., Tuesday, October 16, 1996, in the second floor conference room of the Urbana City Building.

MEMBERS PRESENT: Dan Harmon, Retired Board Member
Ronald C. Eldridge, City Comptroller
Jeffrey L. McDuffy, Division Chief
Andrew K. Rickords, Firefighter, Secretary/Clerk
Jeffrey Ballew, Firefighter

MEMBERS ABSENT: Phyllis D. Clark, City Clerk
William L. Pessemier, Fire Chief

The meeting was called to order by Secretary Rickords at 1:15 p.m..

NEW BUSINESS

1. First item of business was to elect a new president for the Board. Discussion was opened up by Secretary Rickords. Board Member Harmon nominated Division Chief Jeff McDuffy. The motion was seconded by Secretary Rickords. There were no other nominations and discussion was closed. Election was carried by a voice vote and approved. Immediately after the voice vote, the meeting was turned over to President McDuffy.

2. Secretary Rickords pointed out to the Board that starting with this meeting, Susan Rothermel will be taking and preparing Pension Board Meeting minutes and will be compensated to do so. Secretary Rickords asked the Members what they feel the period of compensation should be. Comptroller Eldridge suggested quarterly as the meetings are held quarterly. This was unanimously agreed upon.

ADDITION TO THE AGENDA

President McDuffy announced there was a gentleman wanting to address the Board regarding investments. Speaking to the Board was Mr. Mark Ayers, vice-president of Investments with American Investment Services, Inc. out of Edwardsville, Illinois. Mr. Ayers handed out folders

consisting of investment information including an investment guide booklet that makes reference to pension funds and contains term definitions that can be used in an ongoing basis.

NEW BUSINESS

1. The Board election was held 7:00 p.m., Tuesday, October 1, 1996. President McDuffy will be fulfilling Scott Neal's unfulfilled term ending June 30, 1997. Thus, his position as President will end on that same date.

2. Firefighter Jeff Ballew was elected for a new term (previously held by Rick Rose). The term for Firefighter Ballew will be for 3 years ending on June 30, 1999.

3. Secretary Rickords will remain Secretary as his term has not expired. Expiration for his term is June 30, 1998.

APPROVAL OF MINUTES

Board Member Harmon moved to approve the minutes of the July 17, 1996 Fire Department Pension Board meeting. The motion was seconded by Comptroller Eldridge, carried by a voice vote and approved.

The official minutes will be kept in an unlocked file cabinet at the main station. This will provide access for all those wanting to review them. The minutes will also be stored on computer by Susan Rothermel so that they could be reproduced should anything happen to the official hard copies.

APPROVAL OF TREASURER'S REPORTS

Comptroller Eldridge stated that there was not a Treasurer's Report. There had been no activity as far as investments since the last meeting. Secretary Rickords mentioned there was one CD with Edward D. Jones that matured. Comptroller Eldridge stated the money was not rolled over, but was planned in the cash flow to have it available to be spent later this year. There was no approval of Treasurer's Report.

APPROVAL OF CLERK'S BILLS

Secretary Rickords supplied copies of two reports showing activity for the last three months. The first entitled "Transaction Report" listing all bills; the other entitled "Cash Flow Report by Month" listing, by category, all moneys paid out over the three month period.

Board Member Harmon moved to approve the Clerk's Bills. The motion was seconded by Comptroller Eldridge, carried by a voice vote and approved.

ADDITIONAL NEW BUSINESS

APPROVAL OF NEW PEOPLE INTO PENSION FUND

1. Firefighter Mark Ashby - Hire date March 13, 1996. Secretary Rickords moved to accept Firefighter Ashby into the Pension. The motion was seconded by Firefighter Ballew, carried by a voice vote and approved with a cholesterol concern noted.

2. Firefighter Russell Chism - Hire date March 13, 1996. Board Member Harmon moved to accept Firefighter Chism into the Pension. The motion was seconded by Firefighter Ballew, carried by a voice vote and approved with a previous right knee injury and spina bifida occulta noted.

3. Firefighter Phillip Edwards - Hire date September 3, 1996. Secretary Rickords moved to accept Firefighter Edwards into the Pension. The motion was seconded by Board Member Harmon, carried by a voice vote and approved with a sickle-cell trait and G6 PD deficiency noted.

4. Firefighter Derrick Odle - Hire date September 3, 1996. Firefighter Ballew moved to accept Firefighter Odle into the Pension. The motion was seconded by Secretary Rickords, carried by a voice vote and approved with a cholesterol concern noted.

5. Firefighter Thomas Rushing - Hire date September 3, 1996. Firefighter Ballew moved to accept Firefighter Rushing into the Pension. The motion was seconded by Secretary Rickords, carried by a voice vote and approved with no concerns noted.

It was noted that drug testing included in physicals should be discussed at the next Pension Board meeting. Secretary Rickords and Comptroller Eldridge will obtain information for the discussion. Legal counsel will be sought. Perhaps there will be a future inquiry what other fire departments do and compare these findings to Urbana's policies.

APPROVAL OF PENSION AMOUNTS RECEIVED

Applications to receive monthly pension payments have been submitted by Philip Phelps and Raymond Wimmer. Secretary Rickords has established a program that has calculated the amounts for the two new pension receiving members.

It was discussed that Philip Phelps will receive a pension amount of \$2,184.27 as of September 29, 1996. Board Member Harmon moved to accept this monthly payment to Philip Phelps. The motion was seconded by Secretary Rickords, carried by a voice vote and approved.

It was discussed that Raymond Wimmer, who will officially start drawing pension on January 22, 1997, will receive a pension amount of \$2,659.39. Board Member Harmon moved to accept this monthly payment to Raymond Wimmer. The motion was seconded by Comptroller Eldridge, carried by a voice vote and approved.

DISCUSSION ON THE TAKING OF MINUTES

President McDuffy and Secretary Rickords addressed the Board regarding the compensation Susan Rothermel will receive for the taking and preparation of Pension Board Meeting minutes. The total amount to paid each fiscal year is \$300.00.

OLD BUSINESS

1. Secretary Rickords reported there has been no change or anything to update the Board on at this time regarding Donald T. Harvey. He did mention that anyone who is on a duty or non-duty disability is required to have an annual sick slip from his/her physician until age 50. Donald T. Harvey is late with his slip but is working on getting one.

2. President McDuffy was then updated by Secretary Rickords on Harvey's lawsuit.

REVIEW OF FINANCIAL REPORT

Comptroller Eldridge handed out drafts of the Financial Report for year ended June 30, 1996. The final bound report is being put together at this time, and Comptroller Eldridge informed the Board that the numbers will not change from the drafts handed out. The fund is worth \$14,746,022 as of June 30, 1996. Comptroller Eldridge explained certain details of the report.

ADDITIONS TO AGENDA

1. Comptroller Eldridge discussed the tax levy, which was not put on the agenda. He spoke about the work Mr. Art Tepfer performed and the work Mr. Tim Sharp performed. The City has accepted Tim Sharp's Actuary (this was paid for by the City). Comptroller Eldridge had this researched by City Attorney Jack Waaler. City Attorney Waaler said the responsibility of a levy rests with the City and the responsibility for having the actuarial done rests with the City as long as they can prove it was done in a reasonable and professional manner and the numbers make sense. The amount for the levy from Time Sharp was \$328,061. Comptroller Eldridge gave an official copy of this to President McDuffy to be filed.

2. Comptroller Eldridge spoke of doing a personal history statement on all pension members. This hopefully will be accomplished over the next new months. The statement will show (but won't be limited to): date of hire, possible first date of retire, calculated amount they'd receive, etc..

3. It was mentioned to start having Pension Board Meetings bi-monthly. President McDuffy said that can be discussed at the meeting in January, 1997.

ADJOURNMENT

There being no further business before the Board, President McDuffy entertained a motion to adjourn the meeting. Board Member Harmon moved to adjourn the meeting. The motion was seconded by Firefighter Ballew, carried by a voice vote and approved. President McDuffy declared the meeting adjourned at 2:37 p.m..

Prepared by,



Susan D. Rothermel

Submitted by,



Andrew K. Rickords
Secretary/Clerk