



**Urbana Fire Rescue Services Department**  
402 South Vine Street  
PO Box 219  
Urbana, Illinois 61803-0219  
(217) 384-2420  
FAX (217) 384-2363

**URBANA FIRE DEPARTMENT PENSION BOARD OF TRUSTEES  
MEETING MINUTES  
WEDNESDAY JANUARY 15, 1997**

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The Fire Pension Board of Trustees of the City of Urbana, Illinois, met at 1:15 p.m., Wednesday, January 15, 1997, in the second floor conference room of the Urbana City Building.

**MEMBERS PRESENT:** Jeffrey L. McDuffy, President/Division Chief  
Dan Harmon, Retired Board Member  
Ronald C. Eldridge, City Comptroller  
William L. Pessemier, Fire Chief  
Jeffrey Ballew, Firefighter

**MEMBERS ABSENT:** Andrew K. Rickords, Firefighter, Secretary/Clerk  
Phyllis D. Clark, City Clerk

The meeting was called to order by President McDuffy at 1:28 p.m..

**APPROVAL OF MINUTES**

Board Member Harmon moved to approve the minutes of the October 16, 1996 Fire Department Pension Board meeting. The motion was seconded by Firefighter Ballew, carried by a voice vote and approved.

A copy of the minutes is to be distributed to each Board Member with the next Meeting's agenda. This will allow each Member time to review the minutes and will expedite discussion and approval of the minutes. This will continue to be the method of distribution of Board Meeting minutes.

**APPROVAL OF TREASURER'S REPORTS**

Comptroller Eldridge stated that there was not much activity to report. He said that he and Secretary Rickords have been able to get the investment activities down to a minimal amount of time necessary, so there is not a lot of activity rolling over.

Comptroller Eldridge did have a one-page handout stating that a CD at *First of America* matured on January 5, 1997. The amount of \$94,672.26 was rolled over into a new CD at *First of America* to mature in 1 year/6% on January 6, 1998. There was no approval of the Treasurer's Report.

#### **APPROVAL OF CLERK'S BILLS**

Secretary Rickords was absent. There was no approval of the Clerk's Bills.

#### **OLD BUSINESS**

1. DRUG TESTING - Secretary Rickords was absent. He has information regarding drug testing. This will be discussed at the next meeting. It was also mentioned that HIV testing should be done as a baseline. HIV testing was performed on some of the recent new hires, but apparently not on all. It is now part of the routine for hire.

2. MEETING FREQUENCY - Meetings of the Fire Department Pension Board shall remain on a quarterly basis. If a need or special case arises in-between, an agenda will be sent out and posted calling a "special meeting" of the Board. The media, too, will be notified of special meetings.

#### **NEW BUSINESS**

President McDuffy stated that the ADA has reinstated an age limit. With no official paperwork at this time, it is to his understanding that each entity or individual pension board can set their own age limit for allowing persons into the pension. More information needs to be looked at before the Board decides what direction they should take. Secretary Rickords has more information regarding the ADA law change. This topic will be moved to the next meeting.

#### **OTHER TOPICS**

1. Board Member Harmon spoke of the idea of re-evaluating physicals. The last time this was done was in 1986. In order to obtain information for discussion, a sub-committee, made up of Board Member Harmon and Firefighter Ballew, will consult a physician(s) regarding "pre-existing conditions" in comparison to the job description for a firefighter.

2. Briefly discussed was the possible dissolving/consolidating of the University of Illinois Fire Department with Urbana. Urbana could get 6-8 people. They will be considered "new hires" and

will have to go through the same physicals that any other new hire would have to go through as far as pension is concerned.

#### **ADDITIONAL OLD BUSINESS**

Fire Chief Pessemier brought up the ongoing situation involving Roger Buirley. Until Mr. Buirley applies for a pension, there is nothing the Board can do. As of this quarterly meeting, Mr. Buirley had not made application to receive pension.

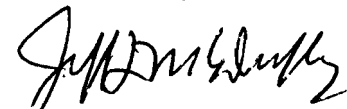
#### **ADJOURNMENT**

There being no further business before the Board, President McDuffy entertained a motion to adjourn the meeting. Fire Chief Pessemier moved to adjourn the meeting. The motion was seconded by Board Member Harmon, carried by a voice vote and approved. President McDuffy declared the meeting adjourned at 2:11 p.m..

Prepared by,

Susan D. Rothermel

Submitted by,



Jeffrey L. McDuffy  
President/Division Chief

(Due to absence of the Secretary/Clerk)



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**URBANA FIRE DEPARTMENT PENSION BOARD OF TRUSTEES  
MEETING MINUTES  
WEDNESDAY APRIL 16, 1997**

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The Fire Pension Board of Trustees of the City of Urbana, Illinois, met at 1:15 p.m., Wednesday, April 16, 1997, in the second floor conference room of the Urbana City Building.

**MEMBERS PRESENT:** Dan Harmon, Retired Board Member  
William L. Pessemier, Fire Chief  
Andrew K. Rickords, Fire Fighter, Secretary/Clerk  
Jeffery Ballew, Fire Fighter  
Ronald C. Eldridge, City Comptroller

**MEMBERS ABSENT:** Jeffrey L. McDuffy, President/Division Chief  
Phyllis Clark, City Clerk

In the absence of President McDuffy, the meeting was called to order by President Pro-Tem Harmon at 1:25 p.m..

**APPROVAL OF MINUTES**

President Pro-Tem Harmon moved to approve the minutes of the January 15, 1997 Fire Department Pension Board meeting. The motion was seconded by Firefighter Ballew, carried by a voice vote and approved.

**APPROVAL OF TREASURER'S REPORTS**

Comptroller Eldridge reported that the contract with Hilliard-Lyons matured with a gain of 14.25%. Reinvested. Four CDs matured and were rolled over. Comptroller Eldridge has supplied a written copy of CDs (see attached).

**APPROVAL OF CLERK'S BILLS**

There have been some questions regarding lap top expense.

## OLD BUSINESS

1. Roger Buirley - no action.
2. Drug Testing - Currently not being done. This is being looked in to for future hiring.
3. AEDA Age Limit - President McDuffy no present to report. Move to next meeting's agenda.
4. Entry Physicals - Using old forms. An updated form in the process of being developed. A copy of the City's current physical exam listing will be incorporated with Fire's form.

## ADJOURNMENT

There being no further business before the Board, President Pro-Tem Harmon entertained a motion to adjourn the meeting. Fire Fighter Ballew moved to adjourn the meeting. The motion was seconded by Chief Pessemier, carried by a voice vote and approved. President Pro-Tem Harmon declared the meeting adjourned at 2:09 p.m..

Prepared by,

Susan D. Rothermel

Submitted by,



Andrew K. Rickords  
Secretary/Clerk



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**URBANA FIRE DEPARTMENT PENSION BOARD OF TRUSTEES**  
**MEETING MINUTES**  
**WEDNESDAY, JULY 23, 1997**

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The Fire Pension Board of Trustees of the City of Urbana, Illinois, met at 1:15 p.m., Wednesday, July 23, 1997, in the second floor conference room of the Urbana City Building.

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

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

The meeting was called to order by President McDuffy at 1:26 p.m..

**APPROVAL OF MINUTES**

Comptroller Eldridge moved to approve the minutes of the April 16, 1997 Fire Department Pension Board meeting. The motion was seconded by Secretary/Clerk Rickords, carried by a voice vote and approved.

**APPROVAL OF TREASURER'S REPORTS**

Comptroller Eldridge reported on investment activities. A copy of his outlined report is attached for review. He also handed out a preliminary report of the financial statements as of June 30, 1996 to June 30, 1997. The final report will be out later this year, but it can be seen from the preliminary that the Pension Plan had a great year. Some items brought to attention were: 1) Last year's assets were at \$15.3 million compared to this year's at \$16.4 million; 2) For revenues, the interest income was \$1.8 million compared to \$1.48 million; 3) Over \$400,000 gain by insurance contracts; 4) The Pension ended up with excess of revenues over expenses at \$1,126,212 compared at \$1,076,900 last year. Comptroller Eldridge also handed out a copy of a worksheet of all the insurance contracts for the Board's review.

Board Member Harmon pointed out that Dependant's Pension was down (1997 - \$58,343 compared to 1996 - \$59,134). Comptroller Eldridge stated with these being preliminary numbers, he'd look into the cause of the change.

Board Member Harmon moved to approve the treasurer's reports. The motion was seconded by Firefighter Ballew, carried by a voice vote and approved.

### **APPROVAL OF CLERK'S BILLS**

Secretary/Clerk Rickords passed around a handout showing the clerk's bills. The IPTIP account is still being used but IPTIP changed banks they are utilizing. Checking and money market accounts are now handled by Busey Bank. The second handout showed the cash flow for the last quarter of FY96-97.

Secretary/Clerk Rickords moved to approve the clerk's bills. The motion was seconded by Firefighter Ballew, carried by a voice vote and approved.

### **OLD BUSINESS**

1. Secretary/Clerk Rickords reported that the Board has received application from Roger Buirley. He has requested a regular pension. His date of retirement was April 30, 1997. To date, he has received three checks. His annual pension total base salary was \$41,514.77. Based on time served, he is to receive .62667 of that base which calculates out to be an annual pension of \$26,015.98, or \$2,168 per month. Secretary/Clerk Rickords has the paperwork that President McDuffy and Comptroller Eldridge have initialed off on and passed it around for the remaining Board Members to review and sign off. A copy of this application will be attached to these minutes. Board Member Harmon moved to approve the accept Roger Buirley's application. The motion was seconded by Comptroller Eldridge, carried by a voice vote and approved.

2. Regarding the AEDA Age Limit, the law has changed at the Federal level by not at the State level. President McDuffy stated he was going to seek advice from the Pension's attorney to get a legal opinion on this issue. Board Member Harmon stated it might be to the Pension's interest to send a note to Tom Jones at the Department of Insurance and ask if this is in effect and if so, when? The Department of Insurance tends to answer "hard copy" requests better than over the phone requests. Secretary/Clerk Rickords said he'd send a letter to the Department of Insurance to obtain information.

*Firefighter Ballew left to go on a call at 1:46pm.*

## NEW BUSINESS

1. Roger Bachert's receiving of pension was discussed. It was pointed out that he should not receive an increase at this time due to his birth date. He will not receive a pension increase this year.

2. The Pension Board was contacted by Robert Ebeling. Apparently, the Springfield doctor's office he was sent to 3+ years ago sent their bills to Mr. Ebeling. These bills have gone on unpaid to the point that a collection agency is now contacting him. This has only recently been brought to the attention of Secretary/Clerk Rickords. President McDuffy spoke to the billing department of the doctor's office and they faxed over a copy of the bill. There doesn't seem to be any interest or penalties on this faxed statement. Secretary/Clerk Rickords is to pay this right away.

*Firefighter Ballew returned 1:59pm.*

3. Comptroller Eldridge stated that Jack Waaler, City Attorney and Ron Gremore, City Personnel Manager, don't understand why an employee must get two physicals (one for the City and one for the Pension Plan). They are wondering why can't the person get one exam and separate out the results for two different entities. This matter needs to be presented to the Pension's attorney for his interpretation. Secretary/Clerk Rickords stated he has the new application forms loaded on his computer, but not printed out. He will bring it to next quarter's meeting.

4. President McDuffy clarified and confirmed that the current investment committee is made up of Comptroller Eldridge, Secretary/Clerk Rickords and himself.

*Firefighter Ballew left to go on a call at 2:03pm.*

5. The results from the Board Elections will be disclosed at next meeting.

## 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 Comptroller Eldridge, carried by a voice vote and approved. President McDuffy declared the meeting adjourned at 2:06 p.m..

Prepared by,

Susan D. Rothermel

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Submitted by,



Andrew K. Rickords  
Secretary/Clerk





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Urbana, Illinois 61803-0219  
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**URBANA FIRE DEPARTMENT PENSION BOARD OF TRUSTEES**  
**MEETING MINUTES**  
**WEDNESDAY, OCTOBER 15, 1997**

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The Fire Pension Board of Trustees of the City of Urbana, Illinois, met at 1:15 p.m., Wednesday, October 15, 1997, in the second floor conference room of the Urbana City Building.

**MEMBERS PRESENT:** Jeffrey L. McDuffy, President/Division Chief  
Dan Harmon, Retired Board Member  
Andrew K. Rickords, Fire Fighter, Secretary/Clerk  
Jeffery Ballew, Fire Fighter  
Ronald C. Eldridge, City Comptroller  
Mike Wallace, Fire Fighter

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

The meeting was called to order by President McDuffy at 1:23 p.m..

**ELECTION OF OFFICERS**

First item of business was to elect a new president for the Board. President McDuffy opened up discussion. FF Ballew nominated Board Member Dan Harmon. Sec./Clerk Rickords seconded the motion. There were no other nominees. FF Wallace moved to close discussion. FF Ballew seconded the motion. Election was carried by a voice vote and approved.

Next was the electing of Secretary/Clerk. FF Ballew nominated current Sec./Clerk Andrew Rickords. FF Wallace seconded the motion. There were no other nominees. FF Ballew moved to close discussion. President Harmon seconded the motion. Election was carried by a voice vote and approved. With the election of officers completed, the meeting was turned over to President Harmon. Former President McDuffy left the meeting at 1:30 p.m..

**APPROVAL OF MINUTES**

Sec./Clerk Rickords pointed out an error in the draft copy of the last meetings minutes. The error was at the top of page three under *New Business, Item number 1*. With the mistake

corrected, FF Ballew moved to approve the minutes of the July 23, 1997 Fire Pension Board meeting. The motion was seconded by Comptroller Eldridge, carried by a voice vote and approved.

### **APPROVAL OF TREASURER'S REPORTS**

Comptroller Eldridge distributed some handouts. They were: 1) Investment Activity since last meeting, 2) Fire Pension Investments (sorted by maturity date), and 3) Fire Pension Investments (sorted by type/institution). Comptroller Eldridge went over these handouts and touched on different specifics regarding them.

Next, Comptroller Eldridge informed and reminded the Board that effective January 1, 1998, a new bill signed into law by Governor Edgar will allow pension funds to invest in stocks for the first time. He handed out information on this new bill.

After discussing the new bill, Comptroller Eldridge handed out a memo with a draft of the annual audit and financial report of the Fire Pension Fund for the fiscal year ended June 30, 1997. The numbers portion of the draft has checked out and will not change.

One important fact he pointed out was the "new accounting principles for pension funds have caused a dramatic change in the method presenting investments." Investments must be presented at market value. Previously, investments were presented at cost.

The last page of memo was a comparison of City contributions based on figures by Tim Sharpe, Actuary. Mr. Sharpe had been asked to attend and speak at the next Fire Pension Fund meeting.

For banking transactions, documents require 2 signatures, but 3 are kept on file at the bank. President Harmon moved to add FF Ballew to the signature card to replace former President McDuffy. The motion was seconded by Sec./Clerk Rickords, carried by a voice vote and approved. The signing members are Comptroller Eldridge, Sec./Clerk Rickords and FF Ballew.

There was some discussion regarding the information Comptroller Eldridge presented to the Board.

### **APPROVAL OF CLERK'S BILLS**

Sec./Clerk Rickords distributed a four-page handout for the Board to review. There were no questions and minimal discussion regarding the information.

Comptroller Eldridge moved to approve the clerk's bills. The motion was seconded by FF Ballew, carried by a voice vote and approved.

**OLD BUSINESS**

1. AEDA Age Limit – Sec./Clerk Rickords has received written confirmation from the Department of Insurance that the age limit has changed at the Federal level, but they have not acknowledged the change at the State level. It is his understanding that the State has passed a law regarding putting the exemption back in for the American Disabilities Act. There was some discussion. Sec./Clerk Rickords will continue to gather information.

2. New Application – In regards to physicals, the new application would mean a person only goes through the procedures once with results being sent to two different entities. Comptroller Eldridge will draft a letter to receive additional input from Dobrovolny in Urbana. When it comes to being billed for the physical, the doctor’s office must send out two separate bills – one for the City’s physical and one for the Pension’s physical. It meets requirements if there is no linkage between the two.

**NEW BUSINESS**

1. Firefighter Fred Westhoff – Hire date July 14, 1997. Sec./Clerk Rickords moved to accept FF Westhoff into the Pension. The motion was seconded by Comptroller Eldridge, carried by a voice vote and approved with the following note: “Lumbar spine film shows minimal degenerative disc change with a slight degenerative spurring of the vertebral end-plates at lumbar spine 1-2 and lumbar spine 4-5.”

2. Retired Firefighter Gerald Sappenfield – DOB October 16, 1942. Retired April 30, 1995. To receive 6% increase beginning November 1997. Current Salary \$21,492.65 -- New Salary with increase \$22,782.21. New Monthly Payment \$1,898.52.

**ADJOURNMENT**

There being no further business before the Board, President Harmon entertained a motion to adjourn the meeting. FF Ballew moved to adjourn the meeting. The motion was seconded by Sec./Clerk Rickords carried by a voice vote and approved. President Harmon declared the meeting adjourned at 2:24 p.m..

Prepared by,

Susan D. Rothermel

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Submitted by,



Andrew K. Rickords  
Secretary/Clerk



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402 South Vine Street  
PO Box 219  
Urbana, Illinois 61803-0219  
(217) 384-2420  
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**URBANA FIRE DEPARTMENT PENSION BOARD OF TRUSTEES  
SPECIAL MEETING MINUTES  
MONDAY, DECEMBER 15, 1997**

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The Fire Pension Board of Trustees of the City of Urbana, Illinois, met at 1:15 p.m., Monday, December 15, 1997, in the second floor conference room of the Urbana City Building.

**MEMBERS PRESENT:** Dan Harmon, President  
Andrew K. Rickords, Fire Fighter, Secretary/Clerk  
Jeffery Ballew, Fire Fighter  
Ronald C. Eldridge, City Comptroller  
Mike Wallace, Fire Fighter

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

The meeting was called to order by President Harmon at 1:21 p.m..

**INVESTMENT BUSINESS**

1. Comptroller Eldridge handed out pages of information regarding the new investment law, which goes into effect January 1, 1998. His handout described some specific pointers regarding this new law. He explained by describing the information and charts in his handout.

The Pension Board in the past has been so limited. Basically, the only thing there was to invest in was CDs and Government Securities.

Comptroller Eldridge moved that the Board take advantage of the changes with the new investment law which goes into effect January 1, 1998, of expanded investment authority and look into investing in stocks and equities. The motion was seconded by President Harmon, carried by a voice vote and approved.

In order to receive up-to-date information regarding stocks, it was decided that an advisor/manager come in to address the Board on a one-time basis. Comptroller Eldridge will contact a couple of businesses with a request for qualification and set up a time for them to come in and present their recommendations to the Board.

2. Comptroller Eldridge will draft an investment policy update.

## **LAVERNE HEDGECOCK**

It has been brought to the Board's attention that money is owed to Mrs. Hedgecock due to a bookkeeping oversight. An amount was arrived at with a 5% interest added to it resulting in the amount of \$866.89/

Sec./Clerk Rickords moved to settle the Laverne Hedgecock issue by paying to her the amount of \$866.89. The motion was seconded by FF Wallace, carried by a voice vote and approved.

A letter will be drafted, signed and notarized stating this will be the final decision on this subject matter.

## **OTHER BUSINESS**

1. Personnel Manager Ron Gremore and Sec./Clerk Rickords are working together on combining the physicals into one trip to the doctor's office. The details of the physical for the City compared to the details of the physical for the Pension need to be compared to insure that nothing is left out of the Pension physical. The doctor that the Pension uses for their physicals is Dr. Main at Carle in Urbana. Regarding Age Limits – There used to be a limit that any firefighter hired that is over the age of 35 could not get into the Pension. This has been changed with the age limitation no longer in effect.

2. Retired Firefighter Adams – Retire date October 31, 1995. To receive a 6% increase. Current Salary \$28,947.48/yr. New Salary with 6% increase \$30,684.33/yr

3. Retired Firefighter Fritchey – Retire date July 31, 1993. To receive a 12% increase. Current Salary \$19,462.56/yr. With 12% increase \$21,798.067. With 3% date of birth increase \$22,452.01.

President Harmon moved to accept these figures for Adams and Fritchey. The motion was seconded by FF Ballew, carried by a voice vote and approved.

4. University of Illinois Firefighters – Grandfather in the firefighters that come over to the City of Urbana and leave them in SURS. They would not be in the Pension Fund at all. The City would make payments to SURS and the U of I would reimburse City for those payments. In regards to the U of I firefighters coming over to Urbana, a special law in respect to pensions will be written since this is a unique situation and won't happen again.

## **ADJOURNMENT**

There being no further business before the Board, President Harmon entertained a motion to adjourn the meeting. FF Ballew moved to adjourn the meeting. The motion was seconded by

FF Wallace, carried by a voice vote and approved. President Harmon declared the meeting adjourned at 2:09 p.m..

Prepared by,

Susan D. Rothermel

Submitted by,



Andrew K. Rickords  
Secretary/Clerk

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