

BOARD OF TRUSTEES
DOWNERS GROVE FIREFIGHTERS PENSION FUND MEETING
Downers Grove Fire Department Station 2, 5420 Main, Training Room
February 20, 2019 – 1700 hrs.

Members Present

Trustee Matt Campbell, Trustee Scott Cavenaile, Trustee Jeff Kuchta, Trustee Robert Lang and Non-voting Downers Grove Finance Director Judy Buttny

Members Absent:

Trustee Angelo Gurrieri,

Guests

By Teleconference –

Clayton Casale, Account Manager – Alliant Americas

Richard Reimer, Attorney - Reimer & Dobrovolny PC

Deputy Chief Dan Tasso – DGFD

Trustee Campbell called the meeting to order at 1701 hrs. in the training room of the Downers Grove Fire Department Station 2, 5420 Main, Downers Grove, IL.

MINUTES

Trustee Campbell advised that the November 7, 2018 Quarterly Meeting Minutes had some grammatical changes.

MOTION: A motion was made by Trustee Cavenaile and seconded by Trustee Lang to accept the minutes as amended.

Motion carried by a vote of 4-0

Trustee Campbell presented the Special Meeting Minutes of February 14, 2019 for acceptance.

MOTION: A motion was made by Trustee Campbell and seconded by Trustee Lang to accept the Special Meeting Transcript as presented.

Motion carried by a vote of 4-0

A quorum was lost at 1715 hrs due to members who had to leave on a Call. With the return of the members, the meeting was reconvened at 1716 hrs. with a quorum now present.

Agenda Item - 3

Report from Marquette Associates

Handout

Marquette Associates DGFD Pension Fund
Fourth Quarter 2018 - Quarterly Executive Summary Booklet

Trustee Campbell advised that Marquette Associates was excused from attending the February 20, 2019 meeting due to no need for the Board to authorize the movement of money. The 4th Quarter Report by Marquette Associates was given to the Trustees for their review.

MOTION: A motion was made by Trustee Campbell to accept the Marquette Associates 4th Quarter Report. Seconded by Trustee Cavenaile.

Motion carried by a vote of 4-0.

Agenda Item 4 - A

Report from Lauterbach & Amen, LLP

ATTACHMENT

Lauterbach & Amend, LLP
Monthly Financial Report
For the Month Ended December 31, 2018

Trustee Campbell advised that Lauterbach & Amen was excused from attending the February 20, 2019 meeting due to no actuarial items in their report. The 4th Quarter Report by Lauterbach & Amen was given to the Trustees for their review.

MOTION: A motion was made by Trustee Campbell to accept the Lauterbach & Amen 4th Quarter Report. Seconded by Trustee Kuchta.

Motion carried by a vote of 4-0.

Agenda Item 4 - C

Retiree COLA approval

Trustee Campbell advised that Lauterbach & Amen sent a packet showing that the Retiree COLA adjustment is a statutory 3%.

MOTION: A motion was made by Trustee Campbell to approve the Retiree COLA statutory 3% cost of living increase. Seconded by Trustee Lang.

Motion carried by a vote of 4-0.

TREASURER'S REPORT

Agenda Item 5 - A

Payment of Bills

Ms. Buttny requested approval of the invoices from her Vendor Check Report as presented from November 1, 2018 – January 31, 2019 in the amount of \$163,887.52.

MOTION: A motion was made by Trustee Campbell to approve of the presented Treasurer's Vendor Check Report to pay bills presented from November 1, 2018 through January 31, 2019. Seconded by Trustee Cavenaile.

Motion carried by a vote of 4-0.

Roll call was taken:

Trustee Campbell	Aye
Trustee Kuchta	Aye
Trustee Cavenaile	Aye
Trustee Lang	Aye

Ms. Buttny reported the invoices she had received since the Vendor Check Report

- An INSPE \$1,200 for J. Schultz for an appointment he did not show up for.

(Due to an error by Atty. Reimer's office, he will pay this invoice.)

- An invoice from IPPFA for the 2019 dues \$795.00.

- Legal invoices from Reimber & Dobrovolny for \$3,302.33;

January-2018 for \$208.78, February-2018 for \$1,252.09, March-2018 for \$320.27 and 4th quarter \$1,521.19.

MOTION: A motion was made by Trustee Campbell to approve to pay invoices for a total amount of \$4,097.33. Seconded by Trustee Cavenaile.

Motion carried by a vote of 4-0.

Roll call was taken:

Trustee Campbell	Aye
Trustee Kuchta	Aye
Trustee Lang	Aye
Trustee Cavenille	Aye

Agenda Item 5 - B

New Employee

Request from new employee Megan Bacon to be admitted to the Pension Fund. She was hired on January 14, 2019 and will be a Tier II employee and has completed the appropriate paperwork and submitted the appropriate documentation.

MOTION: A motion was made by Trustee Cavenaile to Ms. Bacon's request to be admitted into the Pension Fund by Trustee Cavenaile. Seconded by Trustee Lang.

Motion carried by a vote of 4-0.

Roll call was taken:

Trustee Campbell	Aye
Trustee Lang	Aye
Trustee Cavenille	Aye

Trustee Kuchta Aye

Agenda Item 5 - B

Request for Refund

FF/PM Matthew Reibel requested to withdraw from the Pension Fund as he is no longer employed here. He was hired on December 4, 2017 with his last day worked April 16, 2018. He has requested a full refund of his contributions. Lauterbach & Amen completed the calculations with his total contribution of \$2,529.10.

MOTION: A motion was made by Trustee Campbell to authorize Lauterbach & Amen to distribute a full refund of \$2,529.10 to Matthew Reibel as he requested. Seconded by Trustee Cavenaile.

Motion carried by a vote of 4-0.

Roll call was taken:

Trustee Campbell	Aye
Trustee Lang	Aye
Trustee Cavenille	Aye
Trustee Kuchta	Aye

OLD BUSINESS

Agenda Item 6 - A

Schultz Annual Exam

Atty. Reimer advised that Mr. Schultz did not show up for his annual INSPE doctor appointment. Atty. Reimer will advise Lauterbach & Amen to issue a manual check and send it to Atty Reimer so that Mr. Schultz will have to come in person to pick up the check. Atty. Reimer will then coordinate with Mr. Schultz when he will show up for the doctor appointment as required.

MOTION: A motion was made by Trustee Campbell to authorize Atty. Reimer to contact Mr. Schultz, and allow him to select an appointment within the next three weeks a manual check will be issued and can be picked up at Atty. Reimer's office. Seconded by Trustee Lang.

Motion carried by a vote of 4-0

Roll call was taken:

Trustee Campbell	Aye
Trustee Lang	Aye
Trustee Cavenille	Aye
Trustee Kuchta	Aye

Agenda Item 6 - B

Dravo Disability

Atty. Reimer advised that he had the amended Decision and Order. Atty. Reimer requested that the four Trustees sign the Decision and Order and the President and Secretary only sign the second part. Atty. Reimer will then serve the document.

MOTION: A motion was made by Trustee Campbell to adopt and publish the Dravo final written Decision and Order. Seconded by Trustee Lang.

Motion carried by a vote of 4-0.

Roll call was taken:

Trustee Campbell	Aye
Trustee Lang	Aye
Trustee Cavenille	Aye
Trustee Kuchta	Aye

Agenda Item 4 - B

Fiduciary Liability Policy

Ms. Buttny introduced Clayton Casale (replacing Tim Bowen) the representative of Alliant/Mesirow who was speaking to the Board via teleconference about the Fiduciary liability policy for this year. He gave an overview of how the policy covers past, present and future Trustees of the Pension Fund from various losses. This year's policy premium is \$8,725.00 last year's premium was \$8,723.00. There have been no other changes to the terms and conditions of the policy. The policy would still be through Chubb.

MOTION: A motion was made by Trustee Lang to approve the renewal of the Fiduciary Liability Policy from Chubb. Seconded by Trustee Kuchta.

Motion carried by a vote of 4-0.

Roll call was taken:

Trustee Campbell	Aye
Trustee Kuchta	Aye
Trustee Cavenaile	Aye
Trustee Lang	Aye

NEW BUSINESS

Agenda Item 7 - A

Retiree Board Election

Trustee Lang advised that he will be resigning from the Pension Board. Election of a Retiree Trustee to replace him will now be in process. Correspondence to entertain nominations for this position will be sent out with an election to follow. Only retirees and disabled can vote for this Trustee.

MOTION: A motion was made by Trustee Campbell to hire Lauterbach & Amen to conduct all aspects of this election for the quoted price of \$300.00. Seconded by Trustee Lang.

Motion carried by a vote of 4-0.

Roll call was taken:

Trustee Campbell	Aye
Trustee Kuchta	Aye
Trustee Cavenaile	Aye
Trustee Lang	Aye

Agenda Item 7 -

For information only. A request was made by FF/PM Benjamin Brown has completed his authorization to deduct the additional 1% contribution for reciprocity to the Pension Fund. This is to be on the next meeting Agenda to be voted on.

PUBLIC COMMENT

None

ADJOURN

MOTION: Trustee Campbell made a motion to adjourn.
Trustee Lang seconded the motion.

Motion carried 4-0.

The meeting adjourned at 1756 hrs.
Respectfully submitted.

Firefighter/Paramedic Scott Cavenaile, Secretary

SC:pp All Files/Pension/2019 – 2-20-19 Quarterly Meeting Minutes