

**BOARD OF TRUSTEES**  
**DOWNERS GROVE FIREFIGHTERS PENSION FUND MEETING**  
**Downers Grove Fire Department Station 2, 5420 Main, Training Room**  
**August 21, 2018 – 1700 hrs.**

**Members Present**

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

**Members Absent:**

Trustee Robert Lang

**Guests**

Mike Spychalski, Asst. Vice President – MarquetteAssociates  
Eric Endriukaitis, Acct. – Lauterbach & Amen, LLP  
Jessica Fain, Actuary. – Lauterbach & Amen, LLP  
Richard Reimer, Attorney - Reimer & Karlson LLC  
Deputy Chief Dan Tasso – DGFD

Trustee Campbell called the meeting to order at 1703 hrs. in the training room of the Downers Grove Fire Department Station 2, 5420 Main, Downers Grove, IL.

**MINUTES**

Trustee Campbell advised that the May 9, 2018 Quarterly Meeting Minutes and 7-22-18 Special Meeting Minutes had some grammatical changes.

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

**Motion carried by a vote of 4-0**

## **NEW BUSINESS**

### **Agenda 7 – A**

#### **Actuarial Report**

Ms. Fain presented the tax levy report and began her report (final with audited assets but open to Board adjustments) with the Management Summary – Contribution Recommendation (showing the bottom line results) which is the recommended tax levy. She advised last year’s tax levy was \$3.4 million with a \$211,000 increase which would make it \$3.6 million. She further reviewed the Funded Status which shows an increase of 0.17 on an Acturial Value of Assets Basis.

Ms. Fain then reviewed the actuarial contribution recommendation – reconciliation to show why the \$211,191 increase was from the prior year. She went over detailed reasons for the more than expected increase.

Trustee Campbell advised that there probably will be a change in demographics due to a large amount of people retiring within the next year or two. Ms. Fain advised that they can incorporate that known information into the tax levy.

**MOTION:** A motion was made by Trustee Campbell to adopt the recommended levy amount for \$3,611, 356.00 for the Municipal contribution based upon the Lauterbach & Amen Actuarial Evlauation. Seconded by Trustee Gurrieri.

**Motion carried by a vote of 4-0.**

#### **Roll call was taken:**

Trustee Campbell	Aye
Trustee Kuchta	Aye
Trustee Cavainlle	Aye
Trustee Guerrier	Aye

Atty. Reimer advised he will follow-up with the appropriate correspondence to the Village Official with a copy to Ms. Buttny. He will also take care of the Illinois Muncipal Compliance Report.

#### **Agenda Item - 3**

##### **Report from Marquette Associates**

##### **Handout**

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

Mr. Spychalski reviewed the asset allocation and projected returns. He addressed the last meeting’s questions regarding the real estate market and the Pension’s allocation in this class. Marquette is projecting in the long term returns of 6-7% based on a 10 year outlook. He went over the balance of the report.

**MOTION:** A motion was made by Trustee Kuchta to accept the 3<sup>rd</sup> Quarter Report from Marquette

Associates. Seconded by Trustee .

**Motion carried by a vote of 4-0.**

**MOTION:** A motion was made by Trustee Campbell when deposits are received by the Pension Fund, anything in excess of 1.2 million in the Cash Fund, will be rebalanced per policy. 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 Gurrieri	Aye

#### **Agenda Item 4 - A**

**Report from Lauterbach & Amen, LLP**

**ATTACHMENT II**  
Lauterbach & Amend, LLP  
Monthly Financial Report  
For the Month Ended July 31, 2018

Mr. Endriukaitis, of Lauterbach & Amen presented the Monthly Financial Report ending July 31, 2018 reviewing each report, statement, expenses, contributions and payments. Total cash investments, \$56,050,345.09. The incurred interest \$117,860.89. Total held in trust 56,167,768.87.

Page 11-1 and 11-2 of this report contains the three month rolling Quarterly Vendor Check Report with all expense checks noted from 5-01-18 through 7-31-18.

**MOTION:** A motion was made by Trustee Campbell to accept the July 31, 2018 Monthly Report as presented from Lauterbach & Amen. Seconded by Trustee Cavenaile.

**Motion carried by a vote of 4-0.**

#### **NEW BUSINESS**

##### **Agenda 7 – B**

##### **Options to change**

Trustee Campbell inquired if Lauterbach & Amen had mailed out the Actuarial Reports yet and advised that the report will be reviewed at the August meeting. The Board would also like to direct Lauterbach to also do it at 6.75% and be able to review all options. It was felt that other variables have already been looked at (i.e. mortality table – rolling 5 yr basis).

**MOTION:** A motion was made by Trustee Campbell to purchase a Fiduciary Liability Insurance

Coverage from Chubb with the annual premium amount of \$8,723.00. seconded by Trustee Kuchta.

**Motion carried by a vote of 4-0.**

**Roll call was taken:**

Trustee Campbell	Aye
Trustee Kuchta	Aye
Trustee Lang	Aye
Trustee Gurrieri	Aye

**TRESURER'S REPORT**

**Agenda Item 5 - A**

**Payment of Bills**

Ms. Buttny requested approval of the invoices from her report as presented from May 1 through July 31, 2018 in the amount of \$163,227.70.

**MOTION:** A motion was made by Trustee Cavenaile for the approval of the presented Treasurer's report to pay bills presented from March 31, 2018 through April 30, 2018. 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 Gurrieri	Aye

Ms. Buttny advised she received three invoices from INSPE for Mike Dravo's disability totaling \$10,410.00, \$2,790 from Robert Reff, M.D., \$3,780 from Geoffrey Shaw, M.D., and \$3,840 from Steven Weine, M.D.

**MOTION:** A motion was made by Trustee Campbell to approve to pay all three INSPE invoices for a total amount of \$10,410.00. Seconded by Trustee Guierrie.

**Motion carried by a vote of 4-0.**

**Roll call was taken:**

Trustee Campbell	Aye
Trustee Kuchta	Aye
Trustee Cavenille	Aye
Trustee Guierrie	Aye

**Agenda item 5 – B**

New Employees/ Retirees/ Issuance of Refunds

Trustee Campbell advised there were no refunds.

Trustee Campbell advised there is one retiree this quarter Glenn Mathias, Jr.

**MOTION:** A motion was made by Trustee Campbell to grant a regular retirement pension to Glenn Mathias, Jr. His birthday is October 14, 1968. He entered the department on April 19, 1993. His retirement date is October 20, 2018 with his effective date of pension being October 21, 2018. He will be 50 years old. He will have 25 years and 6 months of service. Applicable base salary has been confirmed as \$99,556.00 as a firefighter/paramedic. He will receive 63.75% of his base salary. Original monthly pension granted to the member is \$5,288.91. 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 Gurrieri	Aye

Trustee Campbell advised that there are 7 new employees requesting to be admitted to the Pension Fund.

Eric Vock, Kevin Carpenter, Dylan Arnold, Benjamin Brown, Bryan Rietveld, Jason Driscoll, and Michael Mast all started on 7-31-18 and will all be Tier II employees. Each has requested to be in the Pension Fund.

**MOTION:** A motion was made by Trustee Campbell to admit Eric Vock, Kevin Carpenter, Dylan Arnold, Benjamin Brown, Bryan Rietveld, Jason Driscoll, and Michael Mast as of 7-31-18 as Tier II employees into the DGFDP Pension Fund. Seconded by Trustee Kuchta.

**Motion carried by a vote of 4-0.**

## **OLD BUSINESS**

### **Agenda Item 6 - A** **Schultz Annual Exam**

Atty. Reimer advised that he did not realize the Pension Board has passed their Rules & Regulations. He will need to advise Mr. Schultz that if he does not go to the next appointed exam the amount charged by the doctor for the missed appointment will be deducted from his pension check.

### **Agenda Item 6 - B** **Dravo Disability**

Atty. Reimer gave a status report and advised they have all the doctors reports and are ready to have a hearing. Full Pension Board should be at the hearing. Atty. Reimer's office staff will schedule the hearing. They will also make sure that Board members receive all paperwork to review before the hearing.

## **NEW BUSINESS**

None

Confirmed next meeting date as November 7, 2018.

## **PUBLIC COMMENT**

None

## **ADJOURN**

**MOTION:** Trustee Campbell made a motion to adjourn.  
Trustee Kuchta seconded the motion.  
**Motion carried 4-0.**

The meeting adjourned at 1810 hrs.  
Respectfully submitted.

---

Firefighter/Paramedic Scott Cavenaile, Secretary

SC:pp All Files/Pension/2018 – 8-21-18 Quarterly Meeting Minutes