

BOARD OF TRUSTEES OF THE FIREFIGHTERS' PENSION FUND

901 W DEVON AVENUE • PARK RIDGE, ILLINOIS 60068 • 847.318.5283

14 February 2017

Park Ridge Fire Station 36
1000 N. Greenwood Ave.
Park Ridge, IL 60068
10:02 HRS

CALL TO ORDER

President Skinner called the quarterly meeting of the Board of Trustees of the Park Ridge Firefighters' Pension Fund to order at the above place and time.

ROLL CALL

Secretary Bruchsaler took the roll. Board members present were President Skinner, Secretary Bruchsaler, Trustee Buggy and Trustee Egan.

Trustee Holthouse was absent.

Also present were:

Carolyn Clifford, Fund Attorney, Ottosen Britz
A.J. Weber, Fund Accountant, Lauterbach and Amen
Joe Gilmore, Acting City Manager / Finance Director
Mike Piotrowski, Board Investment Consultant, Marquette Associates
Chief Jeff Sorensen, Member of the Fund
Paul Lisowski, Executive Fire Officer

PUBLIC COMMENT

President Skinner asked if anyone wished to address the Board at this time. There was no response.

APPROVAL OF THE MINUTES

President Skinner asked the Board members if they had read the minutes from the quarterly meeting of November 08, 2016, and found them satisfactory.

TRUSTEE BUGGY MOVED AND PRESIDENT SKINNER SECONDED TO ACCEPT THE MINUTES FROM THE QUARTERLY MEETING ON NOVEMBER 08, 2016. UPON A VOICE VOTE, THE VOTE WAS UNANIMOUS. THE MOTION CARRIED.

TREASURER'S REPORT

A.J. Weber – Board Accountant

A.J. Weber from Lauterbach & Amen presented the monthly financial statements for the Fund.

PRESIDENT SKINNER MOVED AND TRUSTEE EGAN SECONDED TO ACCEPT THE LAUTERBACH & AMEN, LLP OCTOBER 2016 MONTHLY REPORT AND PAY PAYROLL AND VENDOR BILLS IN THE AMOUNT OF \$271,622.98 PER THE ACCOUNTING JOURNAL.

PRESIDENT SKINNER- YES, SECRETARY BRUCHSALER- YES, TRUSTEE BUGGY- YES, TRUSTEE HOLTHOUSE- ABSENT AND TRUSTEE EGAN- YES. THE MOTION CARRIED.

PRESIDENT SKINNER MOVED AND TRUSTEE EGAN SECONDED TO ACCEPT THE LAUTERBACH & AMEN, LLP NOVEMBER 2016 MONTHLY REPORT AND PAY PAYROLL AND VENDOR BILLS IN THE AMOUNT OF \$259,321.31 PER THE ACCOUNTING JOURNAL.

PRESIDENT SKINNER- YES, SECRETARY BRUCHSALER- YES, TRUSTEE BUGGY- YES, TRUSTEE HOLTHOUSE- ABSENT AND TRUSTEE EGAN- YES. THE MOTION CARRIED.

PRESIDENT SKINNER MOVED AND TRUSTEE EGAN SECONDED TO ACCEPT THE LAUTERBACH & AMEN, LLP DECEMBER 2016 MONTHLY REPORT AND PAY PAYROLL AND VENDOR BILLS IN THE AMOUNT OF \$259,801.21 PER THE ACCOUNTING JOURNAL.

PRESIDENT SKINNER- YES, SECRETARY BRUCHSALER- YES, TRUSTEE BUGGY- YES, TRUSTEE HOLTHOUSE- ABSENT AND TRUSTEE EGAN- YES. THE MOTION CARRIED.

PRESIDENT SKINNER MOVED AND TRUSTEE EGAN SECONDED TO ACCEPT THE LAUTERBACH & AMEN, LLP JANUARY 2017 MONTHLY REPORT AND PAY PAYROLL AND VENDOR BILLS IN THE AMOUNT OF \$305,969.37 PER THE ACCOUNTING JOURNAL.

PRESIDENT SKINNER- YES, SECRETARY BRUCHSALER- YES, TRUSTEE BUGGY- YES, TRUSTEE HOLTHOUSE- ABSENT AND TRUSTEE EGAN- YES. THE MOTION CARRIED.

SECRETARY BRUCHSALER MOVED AND PRESIDENT SKINNER SECONDED TO APPROVE THE QUARTERLY REPORT FROM LAUTERBACH & AMEN, LLP BOARD ACCOUNTANT.

UPON A VOICE VOTE, THE VOTE WAS UNANIMOUS. THE MOTION CARRIED.

TRUSTEE EGAN MOVED AND SECRETARY BRUCHSALER SECONDED TO APPOINT TRUSTEE EGAN AS PRESIDENT PRO TEM UNTIL PRESIDENT SKINNER RETURNS FROM AN EMERGENCY CALL.

UPON A VOICE VOTE, THE VOTE WAS UNANIMOUS. THE MOTION CARRIED.

Mike Piotrowski – Board Investment Consultant

The Marquette Associates 4Q16 report was presented to the Board. Ending market value of the Fund on December 31, 2016, was \$41,854,082. The fiscal year-to-date return (net of fees) was 5.1% (compared to policy benchmark at 4.7%).

TRUSTEE EGAN MOVED AND TRUSTEE BUGGY SECONDED TO APPROVE THE 4Q16 MARQUETTE ASSOCIATES FINANCIAL REPORT.

PRESIDENT SKINNER- ABSENT, SECRETARY BRUCHSALER- YES, TRUSTEE BUGGY- YES, TRUSTEE HOLTHOUSE- ABSENT AND TRUSTEE EGAN- YES. THE MOTION CARRIED.

No investment strategies were discussed nor any action taken.

COMMUNICATIONS OR REPORTS

Carolyn Clifford - Board Attorney

The Board Received the annual IME report for Karen Carrillo and Howard Franzen. Per the IME physician, both are still disabled.

Carolyn updated the Board on the Annual Timeline of Board responsibilities.

OLD BUSINESS

The Board was presented a quote from Arthur J. Gallagher Risk Management Services, Inc. They recommended Hudson Insurance Co. for fiduciary liability insurance. The 2017 premium cost is \$3,730.00, which is an increase of \$179.00 from the 2016 premium, mainly due to the increase in unfunded liability increase from the year before. Hudson remains the least expensive quote received.

SECRETARY BRUCHSALER MOVED AND TRUSTEE BUGGY SECONDED TO APPROVE PAYMENT OF \$3,730.00 TO ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES, INC. FOR THE 2017 FIDUCIARY LIABILITY INSURANCE.
PRESIDENT SKINNER- ABSENT, SECRETARY BRUCHSALER- YES, TRUSTEE BUGGY- YES, TRUSTEE HOLTHOUSE- ABSENT AND TRUSTEE EGAN- YES. THE MOTION CARRIED.

Lauterbach & Amen presented the schedule of annual pension benefit increases to the Board.

SECRETARY BRUCHSALER MOVED AND TRUSTEE BUGGY SECONDED TO APPROVE THE 2017 PENSION INCREASES PER STATE STATUTE.
PRESIDENT SKINNER- ABSENT, SECRETARY BRUCHSALER- YES, TRUSTEE BUGGY- YES, TRUSTEE HOLTHOUSE- ABSENT AND TRUSTEE EGAN- YES. THE MOTION CARRIED.

The Park Ridge City Council approved the tax levy for the Fund on December 19, 2016 in the amount of \$1,884,592.00

NEW BUSINESS

No new members' applications were received in the past quarter.
No new retirement applications were received in the past quarter.
No disability applications were received in the past quarter.
No pension contribution refunds applications were received.

Attorney Clifford presented the Board with recommendations for updates and revisions to the Board's rules and forms.

TRUSTEE EGAN MOVED AND TRUSTEE BUGGY SECONDED TO APPROVE THE UPDATES TO THE BOARD RULES AND FORMS OF THE PARK RIDGE FIREFIGHTERS' PENSION FUND.

PRESIDENT SKINNER- ABSENT, SECRETARY BRUCHSALER- YES, TRUSTEE BUGGY- YES, TRUSTEE HOLTHOUSE- ABSENT AND TRUSTEE EGAN- YES. THE MOTION CARRIED.

The Park Ridge Firefighters' Pension Fund has no Fund assets held in Illinois finance entities that require an annual certification to be filed with the Illinois Department of Insurance.

There was a reminder to Board Trustees to file their Statement of Economic Interest with Cook County before May 1st.

Attorney Clifford presented the Board the new Retainer and Engagement letter from Ottosen Britz Kelly Cooper Gilbert & Dinolfo, Ltd. for the next two years.

SECRETARY BRUCHSALER MOVED AND TRUSTEE BUGGY SECONDED TO APPROVE THE 2017-2018 RETAINER AGREEMENT FROM OTTOSEN BRITZ KELLY COOPER GILBERT & DINOLFO, LTD. IN THE AMOUNT OF \$5,220.00 ANNUALLY OR \$435.00 MONTH.

PRESIDENT SKINNER- ABSENT, SECRETARY BRUCHSALER- YES, TRUSTEE BUGGY- YES, TRUSTEE HOLTHOUSE- ABSENT AND TRUSTEE EGAN- YES. THE MOTION CARRIED.

Secretary Bruchsaler presented the Board with a quote from Fastechs.com IT service provider.

SECRETARY BRUCHSALER MOVED AND TRUSTEE BUGGY SECONDED TO PURCHASE \$3,840.00 IN PREPAID IT SUPPORT SERVICES.

PRESIDENT SKINNER- ABSENT, SECRETARY BRUCHSALER- YES, TRUSTEE BUGGY- YES, TRUSTEE HOLTHOUSE- ABSENT AND TRUSTEE EGAN- YES. THE MOTION CARRIED.

CLOSED SESSION

None.

BENEFIT OF THE BOARD

Secretary Bruchsaler instructed the other Board Members the Election Procedures for the Active Member Election. Trustee Skinner's Term expires April 30, 2017. Secretary Bruchsaler will run an election in the Month of March to be finalized in the Month of April.

Trustee Egan's appointed term will also expire April 30, 2017. Secretary Bruchsaler will send a letter for a new appointment request to the Mayor and City Council of Park Ridge.

PENSION TRUSTEE TRAINING

The Spring IPPFA Conference will be May 2 - 5, 2017 in Itasca, IL. Secretary Bruchsaler will attend.

TRUSTEE BUGGY MOVED AND TRUSTEE EGAN SECONDED TO APPROVE ALL EXPENSES RELATED TO THE IPPFA CONFERENCE UP TO AND INCLUDING HOTEL, MILEGE AND PER DEIM COST ASSOCIATED.

PRESIDENT SKINNER- ABSENT, SECRETARY BRUCHSALER- YES, TRUSTEE BUGGY- YES, TRUSTEE HOLTHOUSE- ABSENT AND TRUSTEE EGAN- YES. THE MOTION CARRIED.

PUBLIC COMMENT

Trustee Egan asked if anyone wished to address the Board at this time. There was no response.

ADJOURNMENT

Trustee Egan asked if there was any other business.

TRUSTEE EGAN MOTIONED AND TRUSTEE BUGGY SECONDED TO ADJOURN THE MEETING. UPON A VOICE VOTE, THE VOTE WAS UNANIMOUS. THE MOTION CARRIED.

Trustee Egan declared the meeting adjourned at 11:25 HRS.

Respectfully submitted,



JD Bruchsaler
Board Secretary

*Approved by the Board of Trustees at its meeting on **May 09, 2017.***