

**URBANA FIRE DEPARTMENT PENSION BOARD OF TRUSTEES
MEETING MINUTES
FRIDAY, July 30, 2004**

The Fire Pension Board of Trustees of the City of Urbana, Illinois met at 9:30 a.m., Friday, July 30, 2004, in the second floor conference room of the Urbana City Building.

MEMBERS PRESENT: Andrew Rickords, Secretary/Clerk/Firefighter
Ron Short, Retired Board Member/President
Ron Eldridge, City Comptroller
Bill Morfey, Firefighter

MEMBERS ABSENT: Keith Schafroth, Firefighter
Rex Mundt, Fire Chief
Phyllis Clark, City Clerk

OTHERS PRESENT: James Dobrovolny, Attorney

President Short called the meeting to order at 9:35 a.m.

INVESTMENT BUSINESS

Mr. Scott MacAdam and Mr. Scott Hendrie of First Busey Trust & Investment Co. were present. They distributed the quarterly report and reviewed the Pension's Investment activity thru June 30, 2004.

Hendrie reported that effective 7/28/04 they were removing Scudder International Funds from their approved mutual funds and replacing it with Fidelity Diversified International (FDIVX) due to the fact that the Scudder fund has lagged in recent periods. (See attached memorandum).

Sec/Clerk Rickords moved to accept the recommended change to sell the Scudder Mutual Fund and purchase the Fidelity Diversified International Fund. The motion was seconded by Comptroller Eldridge, carried by a voice vote and approved.

According to the Pension's Investment activity quarterly report thru June 30, 2004 the ending market value as of that date is \$8,712,686.

Representatives from First Busey Trust & Investment Co. will be present again next quarter to update the Board on their investment.

APPROVAL OF MINUTES

Sec/Clerk Rickords moved to approve the minutes of the April 30, 2004, Fire Department Pension Board meeting with changes noted. The motion was seconded by FF Morfey, carried by a voice vote and approved.

APPROVAL OF TREASURER'S REPORT

Comptroller Eldridge reported that there was nothing new to report and that he would distribute a treasurer's report at the next scheduled meeting.

APPROVAL OF CLERK'S BILLS

Sec/Clerk Rickords distributed a copy of the Clerk's Bills from last quarter and this quarter and reported that there was a disbursement of \$38,292.02 for a pension buyout for Stephen Brunson. The check was delivered to the bank of his choice to be rolled over into an IRA. A copy of Brunson's resignation letter to the pension board is attached. FF Morfey moved to approve the Clerk's Bills. The motion was seconded by President Short, carried by a voice vote and approved.

NEW BUSINESS

- A. **Recent Amendments to Fire Fighter Pension Code** – Attorney James Dobrovolny reported that Fire Fighter widows pension increased to 100% of their spouses pension and the minimum widow pensions are now \$1030 per month. These changes are effective 7/1/04. Sec/Clerk Rickords reported that these changes were reflected on the last pension checks.
- B. **Pensioner verification letters** – Sec/Clerk Rickords reported that there have been problems in the past with pensioner annual verifications not being returned to him as requested. Sec/Clerk Rickords moved that the board require response from pensioners within 60 days per Department of Insurance requirements or their pension checks would be withheld. The motion was seconded by FF Morfey, carried by a voice vote and approved.
- C. **Pension payment for Jeff Welch** – Jeff Welch will be eligible for his pension payments beginning September 1, 2004. Sec/Clerk Rickords reported that figures on this will be available at the next scheduled board meeting.
- D. **Pension Payments during Leaves of Absence** – Sec/Clerk Rickords inquired about service credit during paid or unpaid leaves of absence, including Military Service. Attorney James Dobrovolny reported that if the leave of absence is less than 30 days per year it does not affect service credit but any time in excess of 30 days would affect credible service. He will clarify the terms at the next scheduled board meeting. Comptroller Eldridge reported that he would verify payroll records on the identified Fire Fighter and would clarify it at the next scheduled board meeting.
- E. **Approval to attend DOI Seminar** – Sec/Clerk Rickords requested approval for himself and another individual interested in a possible future position as Secretary be permitted to attend a future DOI seminar to stay updated on recent changes of pension laws. Comptroller Eldridge moved to accept this request. The motion was seconded by FF Morfey, carried by a voice vote and approved.

OLD BUSINESS

- A. **Records Retention** – Sec/Clerk Rickords expressed concern on different forms of electronic storage of records due to adaptability restraints. Comptroller Eldridge will invite Information Services Manager Bill DeJarnette to the next scheduled board meeting to present report on programs available. Process and expense will also be discussed at the next scheduled board meeting.

NEXT QUARTER'S MEETING

The next quarterly meeting of the Fire Pension Board is set for Friday, October 29, 2004, at 9:30 a.m. (Subject to change.)

ADJOURNMENT

There being no further business before the Board, FF Morfey moved to adjourn the meeting. The motion was seconded by Sec/Clerk Rickords, carried by a voice vote and approved. President Short declared the meeting adjourned at 10:45 a.m.

Prepared by,

Submitted by,

Rhonda M. Collins

Andrew K. Rickords,
Secretary/Clerk