

**HOFFMAN ESTATES FIREFIGHTERS PENSION BOARD**

Station 24  
575 Beacon Point  
Hoffman Estates, IL 60192  
847-695-8502

July 8, 2014 at 9:30 am

**MEETING MINUTES**

- I. Call to Order. Meeting called to order at 9:35 am.
- II. Roll Call/Acknowledgement of Guests. Present: Matthew Fijalkowski, Bob Orr, Ron Greenberg, Rachel Musiala. Absent: Jimmy Oskroba. Also Present: Barbara Bell, Attorney at Law; John Mitchell, Bill Yocius, David Vaught, Mitchell, Vaught & Taylor; Stan Helgerson, Village Treasurer. Jimmy Oskroba arrives at 9:37 am.
- III. Minutes.
  1. Review/approval of minutes from April 8, 2014 meeting and May 12, 2014 special meeting. Motion to approve April 8, 2014 meeting minutes by Ron Greenberg, second by Matthew Fijalkowski. All in favor, aye. Jimmy Oskroba absent. Vote to approve May 12, 2014 special meeting minutes made by Ron Greenberg, second Matthew Fijalkowski. All in favor, aye. Jimmy Oskroba absent.
- IV. Announcements/Communications. IPPFA certified trustee program for 32 hours. FOIA request from Marlene DeTamble sent to Barbara Bell and she has provided information.
- V. President's Report. Continuing to work with Barbara Bell on Matt Long disability and another new disability.
- VI. Secretary's Report.
  - Sent out nomination ballot to all retirees for nomination for retiree's trustee. All ballots were received back and tallied by May 15. Scott Sutschek – 4 votes, Matthew Collins – 9 votes, Jimmy Oskroba – 21 votes. Jim Oskroba remains on the Board.
  - May 12 attended special meeting on Thomas Tyrell, updated minutes on that.

- Report of members' continuing education hours. Form prepared and given to members.
- Email received from IPPFA regarding coalition for qualified plan status. IRS requires a letter representing the board, this organization generates one letter for all boards and board pays a fee renewal fee of \$300 for a five-year period.

#### VII. Treasurers /Finance Report

1. Review/discussion. Property taxes have started coming in, disability expenses trending a little higher than budgeted.
2. Vote to approve Treasurer's Report. Motion to approve Treasurer's Report made by Matt Fijalkowski, second by Ron Greenberg. All in favor, aye.
3. Vote to approve outstanding invoices. Bills provided in bill list. Additional bills include: Coalition for Qualified Plan Status expense for \$300; invoice from Barbara Bell, Attorney for retainer and time related to disability hearing and policies for board, \$7,998.61; Village of Hoffman Estates for accounting for Jan – June \$375, \$338.71, \$860.21 (higher because of audit and DOI report), \$373.16, \$242.31, \$234.07; INSPE Associates for Matt Long disability, \$1,952.40; Mitchell, Vaught & Taylor quarterly invoices \$11,475.43 and \$3,388.92. Motion to approve and pay bills made by Matt Fijalkowski, second by Jimmy Oskroba. Roll Call Vote: Bob Orr, aye, Ron Greenberg, aye, Matt Fijalkowski, aye, Rachel Musiala, aye, Jimmy Oskroba, aye.

#### VIII. Investment Report

1. Mitchell, Vaught & Taylor's Quarterly Report. Under-allocated in fixed, over allocated in domestic, realty under and international is fairly on target. Ending value in fund is 70.2 million, net return over the last year and half is 14.3%. International stocks did the best, emerging markets managers did the best in International stocks. Blair would like to change their target to the Barclays target, moving to a long term target.
  - Motion to change investment to reflect change in Barclays intermediate aggregate to Barclays aggregate bond target moved by Matt Fijalkowski, second by Ron Greenberg. Roll call: Bob Orr, aye, Ron Greenberg, aye, Matt Fijalkowski, aye, Jimmy Oskroba, aye, Rachel Musiala, aye.

Suggested changes to be made to Asset Allocation: Add \$1,012,885 million to William Blair, Mitchell, Vaught & Taylor stays the same, Add \$800k to Rothschild large value, Add \$1 million to Adelante, eliminate UMB Scout International manager and put money towards Artisan International Value Fund (Scout manager is retiring), \$700 from Artisan Midcap, \$672k from Vanguard, \$780k from Baird midcap and \$727k from Vanguard Explore, Blair will be at 22%, MVT stays, Rothschild from 8.3 to 9.4%, Artisan from 4.5 down to 3.5%, Vanguard from 4 down to 3%, Baird midcap from 3.1 to 2%, Vanguard Explorer from 2 down to 1%, Adelante REIT from 2.8 to 4.27% , Scout to 0%, Artisan from 1.4 to 7.3%.

- Motion to reallocate funds per true balance and reallocate funds document as recommended by Mitchell, Vaught & Taylor made by Matt Fijalkowski, second by Jimmy Oskroba. Roll call vote: Bob Orr, aye, Ron Greenberg, aye, Matt Fijalkowski, aye, Jimmy Oskroba, aye, Rachel Musiala, aye.
2. Review of the Fire Pension Fund Investment Policy and Internal Controls. Changes in investment policy discussed, all changes were emailed to board members. Addendums will change more frequently, suggestion of adding updated date on cover page and signature and date on Addendum A.
  3. Discussion.

#### IX. Attorney's Report.

1. Dave Baird QUILDRO. Recommendation to follow QUILDRO and if Baird would like to have any changes made he should contact an attorney. Barbara Bell to draft letter to Baird.

#### X. New Business

1. Ken Sandacz pension application. Duty disability application received by the Board for an on duty back injury.
2. Fiduciary Insurance. Rachel Musiala would like to defer this issue to the October meeting. Mesirow will get three quotes and make a presentation at the October meeting. Police Pension board President to be invited to the presentation. Village appointees are not covered by the Village's insurance.
3. Pension Board Mail Issue. Mail has been addressed to Bob Orr and has been opened by the Village or has not arrived. Email sent to the Chief about the issue and Rachel Musiala to talk to the mail room at the Village. Mail can be redirected to a PO Box if necessary.

#### XI. Old Business

1. Board Election – results. Jimmy Oskroba won and remains on the Board.
2. Disability Retiree Physicals. Finished with annual exams.
3. Policies for Review – ongoing. Active Trustee's staggered terms on pension board policy, avoiding terms expiring the same year. Policy on Minutes of Meetings. Policy on Credit for Military Service Served Before Employment as a Firefighter, discussion of giving five years to pay instead of two. Review policies to be approved at next meeting.
4. Recalculation of pensions to reflect salaries of settled contract. Gerard DuMelle new amount of \$91,500, monthly pension amount of \$4,956.25; Richard DeTamble new amount of \$91,750, monthly pension amount of \$5,686.59, Henry Rolowicz new amount of \$91,500, monthly pension amount of \$4,956.25, John Hynds new amount of \$94,916, monthly pension amount of \$5,932.25 and Thomas Tyrrell new amount of \$94,916, monthly amount of \$5,701.55. Final salaries to be adjusted to reflect current contract. Motion to accept recalculations of pensions to reflect salaries of the contract made by

Matt Fijalkowski, second by Jimmy Oskroba. Roll call: Bob Orr, aye, Ron Greenberg, aye, Matt Fijalkowski, aye, Jimmy Oskroba, aye, Rachel Musiala, aye.

5. Discussion/status of actuarial report. Approve an amount not to exceed \$4,500 with Barbara Bell's approval of the contract for Foster and Foster complete the actuarial evaluation to be reviewed at the next meeting. Motion to allot a number not to exceed \$4,500 for an actuarial audit by Foster and Foster made by Matt Fijalkowski, second by Ron Greenberg. Roll Call vote: Bob Orr, aye, Ron Greenberg, aye, Matt Fijalkowski, Jimmy Oskroba, aye, Rachel Musiala, aye.
  6. Purchase of Military Time. Matt Long purchasing 20 months for \$23,337.77 with payment date of July 11, 2014 amount could change based on payment date.
- XII. Good of the Fund/Visitors Comments. Matt Fijalkowski attended AFFI conference, IMFR made a presentation.
- XIII. Adjourn. Motion to adjourn meeting made by Bob Orr, second by Matt Fijalkowski. All in favor, aye. Meeting adjourned at 12:22 pm.
- Next meeting scheduled for **October 14, 2014 at 9:30 am.**