

Board of Trustees
Zion Firefighters' Pension Fund
1303 27th St. Zion, IL 60099

**THE REGULAR MEETING MINUTES OF THE ZION
FIREFIGHTERS' PENSION FUND BOARD OF TRUSTEES
MAY 1, 2018**

The regular meeting of the Zion Firefighters' Pension Fund Board of Trustees was held on Tuesday, May 1, 2018 at 9:00 a.m. in the Fire Station located at 1303 W. 27th St., Zion, Illinois, pursuant to notice.

CALL TO ORDER: Trustee Stried called the meeting to order at 9:03 a.m.

ROLL CALL:

PRESENT: Trustees John Lewis, Michael Stried, Allen Town, Sarai Soto, and David Knabel

ABSENT: None

ALSO PRESENT: Board Attorney Jerry Marzullo, Puchalski Goodloe Marzullo (PGM); Amanda Secor, Lauterbach & Amen, LLP (L&A); Carol Digman, Tree City Investments; Matthew Henby, Active Trustee-Elect

PUBLIC COMMENT: There was no public comment.

APPROVAL OF MEETING MINUTES: *February 15, 2018 Regular Meeting Minutes:* The Board reviewed the minutes from the February 15, 2018 regular meeting. A motion was made by Trustee Town and seconded by Trustee Soto to approve the February 15, 2018 regular meeting minutes as written. Motion carried unanimously by voice vote.

ACCOUNTANT'S REPORT – LAUTERBACH & AMEN, LLP: *Monthly Financial Report & Presentation and Approval of Bills:* Lauterbach & Amen presented the Monthly Financial Report for the period ended March 31, 2018. The net position held in trust for pension benefits is \$16,941,136.08, with a change in position of \$624,818.86 for the eleven-month period ending 03/31/2018. L&A reviewed the Cash Analysis Report, Revenue Report, Expense Report, Member Contribution Report and Payroll Journal with the Board. The Board also reviewed the disbursements shown on the Vendor Check Report for the period January 1, 2018 through March 31, 2018 listing total disbursements of \$61,028.85. A motion was made by Trustee Knabel and seconded by Trustee Town to accept the Monthly Financial Report as presented and to approve the disbursements on the Vendor Check Report in the amount of \$61,028.85. Motion carried by roll call vote.

AYES: Trustees Lewis, Stried, Town, Soto, and Knabel

NAYS: None

ABSENT: None

Additional Bills, if any – Illinois Department of Insurance Compliance Fee: The Board noted that the Illinois Department of Insurance Compliance Fee invoice will be issued and payment is due by June 30th. A motion was made by Trustee Town and seconded by Trustee Soto to approve payment of the IDOI Compliance Fee upon receipt of the invoice. Motion carried by roll call vote.

AYES: Trustees Lewis, Stried, Town, Soto, and Knabel

NAYS: None

ABSENT: None

INVESTMENT REPORT – TREE CITY INVESTMENTS: *Quarterly Investment Report:* Ms. Digman distributed the Quarterly Investment Report for the period ending 03/31/2018. As of 03/31/2018, the market value of the portfolio is \$16,906,837. The year to date investment return net of fees was (2.24%). The current portfolio asset allocation is: 34%

Fixed Income, 53% Equities and 13% Money Market. Current asset allocations within the Equity and Fixed Income funds were reviewed, as well as the Individual Fund Performance. All questions were answered by Ms. Digman.

Review/Update Investment Policy: The Board noted that the Investment Policy had been reviewed and there were no updates required.

COMMUNICATION OR REPORTS: *Statements of Economic Interest:* The Board was reminded that the Statements of Economic Interest are due by May 1st.

Affidavits of Continued Eligibility: The Board noted that L&A will mail Affidavits of Continued Eligibility to all pensioners with the June payroll cycle. A status update will be provided at the next scheduled meeting.

TRUSTEE TRAINING UPDATES: The Board reviewed the Trustee Training Summary and discussed upcoming training opportunities and requirements. All Trustees were reminded to submit copies of training certificates to L&A for recordkeeping.

APPLICATIONS FOR MEMBERSHIP/WITHDRAWALS FROM THE FUND: *Contribution Refund – Jack Trimble:* The Board reviewed the contribution refund request submitted by Jack Trimble. A motion was made by Trustee Soto and seconded by Trustee Knabel to ratify Jack Trimble's contribution refund in the amount of \$2,438.94 paid directly to himself. Motion carried by roll call vote.

AYES: Trustees Lewis, Stried, Town, Soto, and Knabel
NAYS: None
ABSENT: None

APPLICATIONS FOR RETIREMENT/DISABILITY BENEFITS: The Board reviewed the written Decision and Order and Certificate of Payment pertaining to Brooks Litz's duty disability benefit. A motion was made by Trustee Town and seconded by Trustee Lewis to adopt and publish the written Decision and Order and Certificate of Payment as prepared by PGM. Motion carried by roll call vote.

AYES: Trustees Lewis, Stried, Town, Soto, and Knabel
NAYS: None
ABSENT: None

Review/Approve – Brooks Litz Duty Disability Benefits & Dependent Benefits for Aidan and Gavin Litz: The Board reviewed the duty disability benefit calculation for Brooks Litz prepared by L&A. Firefighter/Paramedic Litz had an entry date of May 2, 2005, disability date of September 16, 2017, effective date of pension of September 17, 2017, 44 years of age at date of disability, 12 years, 4 months of creditable service, applicable salary of \$89,928.46, applicable pension percentage of 65%, amount of originally granted monthly pension of \$4,871.13 and amount of originally granted annual pension of \$58,453.56. The Board also noted that Firefighter/Paramedic Litz is due a retroactive benefit for the period of November 15, 2017 through February 28, 2018 in the amount of \$31,762.23. The Board also reviewed the dependent child benefit calculations for Aidan and Gavin Litz with an effective date of September 17, 2017 for a monthly benefit of \$20.00 per dependent child, to cease upon the beneficiary's eighteenth birthday: October 19, 2028 for Aidan Litz and August 29, 2026 for Gavin Litz. A motion was made by Trustee Soto and seconded by Trustee Town to approve Brooks Litz's duty disability benefit, dependent benefits, and the retroactive amount of \$31,762.23 as calculated by L&A. Motion carried by roll call vote.

AYES: Trustees Lewis, Stried, Town, Soto, and Knabel
NAYS: None
ABSENT: None

OLD BUSINESS: *Review/Ratify – Municipal Compliance Report:* The Board reviewed the Municipal Compliance Report prepared by L&A. A motion was made by Trustee Town and seconded by Trustee Soto to ratify the MCR as amended. Motion carried unanimously by voice vote.

NEW BUSINESS: *Certify Board Election Results – Active Member Positions:* L&A conducted an election for both of the Active Member positions on the Zion Firefighters' Pension Fund Board of Trustees. Sarai Soto and Matthew Henby ran unopposed and were reelected for three-year terms expiring April 30, 2021.

Review/Possible Approval – Lauterbach & Amen Engagement Letter: The Board reviewed the Lauterbach & Amen three-year engagement letter. A motion was made by Trustee Knabel and seconded by Trustee Town to engage L&A for three years in the annual amounts of: \$25,335 for the year ended 04/30/2019; \$26,030 for the year ended 04/30/2020; and \$26,835 for the year ended 04/30/2021. Motion carried by roll call vote.

AYES: Trustees Lewis, Stried, Town, Soto, and Knabel
NAYS: None
ABSENT: None

ATTORNEY'S REPORT: *Legal Updates:* Mr. Marzullo discussed current legal and legislative updates pertaining to Article 4 Pension Funds; including recent case rulings, legislation pertaining to Municipal Bankruptcy, and Pension reform.

Annual Independent Medical Examinations – Robert Kight and Daniel Reich: The Board discussed sending disability pensioners Robert Kight and Daniel Reich for annual independent medical examinations. Mr. Marzullo will issue correspondence to the pensioners directing them to schedule an examination with Dr. Fragen. A status update will be provided at the next regular meeting.

CLOSED SESSION, IF NEEDED: There was no need for closed session.

ADJOURNMENT: A motion was made by Trustee Knabel and seconded by Trustee Town to adjourn the meeting at 10:21 a.m. Motion carried unanimously by voice vote.

The next regular meeting of the Zion Firefighters' Pension Fund will be held on **Tuesday, August 7, 2018, at 9:00 a.m.**

Respectfully Submitted,

President

Secretary

Minutes prepared by Amanda Secor, Pension Services Administrator