



DES PLAINES FIREFIGHTERS' PENSION FUND

405 S. River Road ■ Des Plaines, Illinois 60016

William Rice
President

Jeff Vallee
Secretary

Paul Birger
Trustee

Nicholas Chiaro
Trustee

Jeffery Rozovics
Trustee

MINUTES OF A REGULAR MEETING OF THE DES PLAINES FIREFIGHTERS' PENSION FUND BOARD OF TRUSTEES NOVEMBER 10, 2020

A regular meeting of the Des Plaines Firefighters' Pension Fund Board of Trustees was held on Tuesday, November 10, 2020 at 8:30 a.m. via videoconference without a quorum of the public body physically present and without any singular member of the public body present at the Board's regular meeting location because of a disaster declaration related to COVID-19 public health concerns affecting the City of Des Plaines. The City of Des Plaines Firefighters' Pension Fund Board President has determined that an in-person meeting with all participants is not practical, prudent or feasible because of the disaster.

CALL TO ORDER: Trustee Rice called the meeting to order at 8:36 a.m.

ROLL CALL:

PRESENT: Trustees Bill Rice, Jeff Vallee, Paul Birger, Nicholas Chiaro and Jeffery Rozovics

ABSENT: None

ALSO PRESENT: Attorney Laura Goodloe, Puchalski Goodloe Marzullo, LLP (PGM); Thomas McShane, Graystone Consulting; Michelle Rice, Lauterbach & Amen, LLP (L&A); Treasurer Dorothy Wisniewski, City of Des Plaines (*arrived at 8:44 a.m.*)

PUBLIC COMMENT: There was no public comment.

APPROVAL OF MEETING MINUTES: *July 2, 2020 Special Meeting:* The Board reviewed the July 2, 2020 special meeting minutes. A motion was made by Trustee Birger and seconded by Trustee Chiaro to approve the July 2, 2020 special meeting minutes as written. Motion carried by roll call vote.

AYES: Trustees Rice, Vallee, Birger, Chiaro and Rozovics

NAYS: None

ABSENT: None

July 2, 2020 Closed Session Meeting: The Board reviewed the July 2, 2020 closed session meeting minutes. A motion was made by Trustee Chiaro and seconded by Trustee Vallee to approve the July 2, 2020 closed session meeting minutes as written. Motion carried by roll call vote.

AYES: Trustees Rice, Vallee, Birger, Chiaro and Rozovics

NAYS: None

ABSENT: None

July 29, 2020 Special Meeting: The Board reviewed the July 29, 2020 special meeting minutes. A motion was made by Trustee Birger and seconded by Trustee Vallee to approve the July 29, 2020 special meeting minutes as written. Motion carried by roll call vote.

AYES: Trustees Rice, Vallee, Birger, Chiaro and Rozovics

NAYS: None

ABSENT: None

August 4, 2020 Regular Meeting: The Board reviewed the August 4, 2020 regular meeting minutes. A motion was made by Trustee Birger and seconded by Trustee Vallee to approve the August 4, 2020 regular meeting minutes as written. Motion carried by roll call vote.

AYES: Trustees Rice, Vallee, Birger, Chiaro and Rozovics
NAYS: None
ABSENT: None

ACCOUNTANT'S REPORT – LAUTERBACH & AMEN, LLP: *Monthly Financial Report:* The Board was provided the Monthly Financial Report for the nine-month period ending September 30, 2020 prepared by L&A. As of September 30, 2020, the net position held in trust for pension benefits is \$85,537,503.40 for a change in position of \$1,219,339.95. The Board also was provided the Cash Analysis Report, Revenue Report, Expense Report, Member Contribution Report and Payroll Journal. A motion was made by Trustee Vallee and seconded by Trustee Birger to accept the Monthly Financial Report as prepared. Motion carried by roll call vote.

AYES: Trustees Rice, Vallee, Birger, Chiaro and Rozovics
NAYS: None
ABSENT: None

Presentation and Approval of Bills and Additional Bills, if any – IPPFA Invoice: The Board reviewed the Vendor Check Report for the period July 1, 2020 through September 30, 2020 for total disbursements of \$468,704.73 and IPPFA invoice #2811 in the amount of \$795 for 2021 Membership Dues. A motion was made by Trustee Vallee and seconded by Trustee Chiaro to approve the disbursements shown on the Vendor Check Report in the amount of \$468,704.73 and the additional bill as presented. Motion carried by roll call vote.

AYES: Trustees Rice, Vallee, Birger, Chiaro and Rozovics
NAYS: None
ABSENT: None

INVESTMENT REPORT – GRAYSTONE CONSULTING: *Quarterly Performance Report:* Mr. McShane presented the Quarterly Performance Report for the period ending September 30, 2020. As of September 30, 2020, the quarter-to-date net return is 5.83% and the ending market value is \$85,598,334. The current asset allocation is as follows: fixed income at 34.24%, equities at 64.55% and cash and cash equivalents at 1.2%. Mr. McShane reviewed the recent transactions and discussed cash flow needs for the upcoming quarter.

Dorothy Wisniewski arrived at 8:44 a.m.

Potential Purchase and/or Sale of Securities: The Board discussed pension expenses for the upcoming quarter. A motion was made by Trustee Chiaro and seconded by Trustee Birger to transfer \$750,000 from Garcia Hamilton and \$750,000 from Weaver and reallocate the proceeds to cash for the purpose of funding future benefit payments. Motion carried by roll call vote.

AYES: Trustees Rice, Vallee, Birger and Chiaro
NAYS: None
ABSENT: None
ABSTAIN: Trustee Rozovics

Allocations and Hiring/Termination of Investment Managers: There were no recommendations at this time.

Review/Update Investment Policy, if needed: The Board discussed the Investment Policy and determined that no changes are required at this time.

COMMUNICATIONS AND REPORTS: *Affidavits of Continued Eligibility:* The Board noted that L&A will mail Affidavits of Continued Eligibility to all pensioners with the December payroll cycle. Further discussion will be held at the next regular meeting.

APPLICATIONS FOR MEMBERSHIP/WITHDRAWALS FROM THE FUND: *Application for Membership – Joshua Lentz:* The Board reviewed the Application for Membership submitted by Joshua Lentz. A motion was made by Trustee Vallee and seconded by Trustee Rozovics to accept Joshua Lentz into the Des Plaines Firefighters' Pension Fund effective October 19, 2020 as a Tier II participant. Motion carried by roll call vote.

AYES: Trustees Rice, Vallee, Birger, Chiaro and Rozovics

NAYS: None

ABSENT: None

APPLICATIONS FOR RETIREMENT/DISABILITY BENEFITS: *Approve Regular Retirement Benefits – William Butenschoen:* The Board reviewed the regular retirement benefits for William Butenschoen prepared by L&A. Lieutenant Butenschoen had an entry date of March 11, 1991; retirement date of September 17, 2020; effective date of pension of September 18, 2020; 54 years of age at date of retirement; 29 years and 6 months of creditable service; applicable salary of \$125,546; applicable pension percentage of 73.75%; amount of originally granted monthly pension of \$7,715.85; and amount of originally granted annual pension of \$92,590.20. A motion was made by Trustee Vallee and seconded by Trustee Birger to approve the regular retirement benefits for William Butenschoen calculated by L&A. Motion carried by roll call vote.

AYES: Trustees Rice, Vallee, Birger, Chiaro and Rozovics

NAYS: None

ABSENT: None

Approve Regular Retirement Benefits – Kevin Felde: The Board reviewed the regular retirement benefits for Kevin Felde prepared by L&A. Lieutenant Felde had an entry date of March 9, 1992; retirement date of November 20, 2020; effective date of pension of November 21, 2020; 54 years of age at date of retirement; 28 years and 8 months of creditable service; applicable salary of \$124,046; applicable pension percentage of 71.67%; amount of originally granted monthly pension of \$7,408.31; and amount of originally granted annual pension of \$88,899.72. A motion was made by Trustee Vallee and seconded by Trustee Birger to approve the regular retirement benefits for Kevin Felde calculated by L&A. Motion carried by roll call vote.

AYES: Trustees Rice, Vallee, Birger, Chiaro and Rozovics

NAYS: None

ABSENT: None

Approve Regular Retirement Benefits – Tom Lewis: The Board reviewed the regular retirement benefits for Tom Lewis prepared by L&A. Lieutenant Lewis had an entry date of May 11, 1987; retirement date of August 30, 2020; effective date of pension of August 31, 2020; 58 years of age at date of retirement; 33 years and 3 months of creditable service; applicable salary of \$126,221; applicable pension percentage of 75%; amount of originally granted monthly pension of \$7,888.81; and amount of originally granted annual pension of \$94,665.72. A motion was made by Trustee Vallee and seconded by Trustee Birger to approve the regular retirement benefits for Tom Lewis calculated by L&A. Motion carried by roll call vote.

AYES: Trustees Rice, Vallee, Birger, Chiaro and Rozovics
NAYS: None
ABSENT: None

Application for Disability Benefit – George Hidalgo: Trustee Rice apprised the Board that an application for duty disability benefits has been received by George Hidalgo. Attorney Goodloe is in the process of collecting all pertinent documentation. Further discussion will be held at the next regular meeting.

Deceased Surviving Spouse – Nancy Hausler: The Board noted that surviving spouse Nancy Hausler passed away August 9, 2020 and her pension benefit has ceased.

OLD BUSINESS: *Contribution Withholding Matter – Steven Berndt:* The Board noted that the City withheld the underpayment of the additional 1% contribution in the amount of \$67.51 through payroll. A motion was made by Trustee Vallee and seconded by Trustee Birger to accept the payment and recognize the break in service as paid in full. Motion carried by roll call vote.

AYES: Trustees Rice, Vallee, Birger, Chiaro and Rozovics
NAYS: None
ABSENT: None

Refund of Overpayment – Andrew Swierczynski: The Board noted that a refund in the amount of \$544.68 was issued to Andrew Swierczynski through a negative payroll deduction from the City, for contributions that were withheld on lumpsum vacation time. A motion was made by Trustee Vallee and seconded by Trustee Birger to approve the refund of excess contributions to Andrew Swierczynski in the amount of \$544.68. Motion carried by roll call vote.

AYES: Trustees Rice, Vallee, Birger, Chiaro and Rozovics
NAYS: None
ABSENT: None

NEW BUSINESS: *Establish 2021 Board Meeting Dates:* The Board discussed establishing the 2021 Board meeting dates as February 2, 2021; May 4, 2021; August 3, 2021; and November 9, 2021 at 8:30 a.m. at City Hall in Room 101 located at 1420 Miner Street, Des Plaines, Illinois 60016. A motion was made by Trustee Birger and seconded by Trustee Chiaro to establish the 2021 Board meeting dates as discussed. Motion carried by roll call vote.

AYES: Trustees Rice, Vallee, Birger, Chiaro and Rozovics
NAYS: None
ABSENT: None

TRUSTEE TRAINING UPDATE: The Board reviewed the upcoming training opportunities. Trustees were reminded to submit any certificates of completion to L&A for recordkeeping.

Approval of Trustee Training Registration Fees and Reimbursable Expenses: There were no trustee training registrations or reimbursable expenses presented for approval.

ATTORNEY'S REPORT – PUCHALSKI GOODLOE MARZULLO, LLP: *Approve Non-Duty Disability Benefit and Decision and Order – Ian Carroll:* The Board reviewed the non-duty disability benefits for Ian Carroll prepared by L&A. Firefighter/Paramedic Carroll had an entry date of June 4, 2007; disability date of October 16, 2018; effective date of pension of October 17, 2018; 36 years of age at date of disability; 11 years and 4 months of creditable service; applicable salary of \$102,466; applicable pension percentage of 50%; amount of originally granted monthly pension of \$4,269.42; and amount of originally granted annual

pension of \$51,233.04. The Board also reviewed the retro payment due to Ian Carroll for the period October 17, 2018 through July 31, 2020 in the amount of \$91,723.67 and the Decision and Order prepared by Attorney Goodloe. A motion was made by Trustee Vallee and seconded by Trustee Rozovics to approve the non-duty disability benefits for Ian Carroll calculated by L&A, the retro payment in the amount of \$91,723.67 and the Decision and Order as amended. Motion carried by roll call vote.

AYES: Trustees Rice, Vallee, Birger, Chiaro and Rozovics

NAYS: None

ABSENT: None

Status of Remand – Michael King: Attorney Goodloe reviewed the status of the Michael King matter and will reach out to additional counsel to discuss dates to schedule a hearing. Further discussion will be held at the next regular meeting.

Independent Medical Examinations – Christopher Moran and Michael Shaughnessy: The Board noted that Christopher Moran and Michael Shaughnessy submitted their self-certifications and they both remain disabled at this time. Christopher Moran's and Michael Shaughnessy's disability benefits will continue subject to further annual examinations until age 50.

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

ADJOURNMENT: A motion was made by Trustee Vallee and seconded by Trustee Birger to adjourn the meeting at 9:45 a.m. Motion carried by roll call vote.

AYES: Trustees Rice, Vallee, Birger, Chiaro and Rozovics

NAYS: None

ABSENT: None

The next regular meeting is scheduled for February 2, 2021 at 8:30 a.m.


Board President or Secretary

Minutes approved by the Board on _____

Minutes prepared by Michelle Rice, Pension Services Administrator, Lauterbach & Amen, LLP