



# 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 MAY 5, 2020

A regular meeting of the Des Plaines Firefighters' Pension Fund Board of Trustees was held on Tuesday, May 5, 2020 at 8:30 a.m. via videoconference in accordance with Section 6 of Governor Pritzker's Executive Order 2020-33 (COVID-19 Order No. 31) pursuant to notice.

**CALL TO ORDER:** Trustee Rice called the meeting to order at 8:38 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

**PUBLIC COMMENT:** There was no public comment.

**APPROVAL OF MEETING MINUTES:** *February 4, 2020 Regular Meeting:* The Board reviewed the February 4, 2020 regular meeting minutes. A motion was made by Trustee Chiaro and seconded by Trustee Birger to approve the February 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

*April 1, 2020 Special Meeting:* The Board reviewed the April 1, 2020 special meeting minutes. A motion was made by Trustee Birger and seconded by Trustee Rozovics to approve the April 1, 2020 special 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 three-month period ending March 31, 2020 prepared by L&A. As of March 31, 2020, the net position held in trust for pension benefits is \$73,251,359.48 for a change in position of (\$11,066,803.97). 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 Chiaro 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:* The Board reviewed the Vendor Check Report for the period January 1, 2020 through March 31, 2020 for total disbursements of \$436,396.23. A motion was made by Trustee Birger and seconded by Trustee Chiaro to approve the disbursements shown on the Vendor Check Report in the amount of \$436,396.23. Motion carried by roll call vote.

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

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. A motion was made by Trustee Rozovics and seconded by Trustee Birger to approve payment of the Illinois Department of Insurance Compliance Fee in the amount of \$8,000. 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 and Review Cash Flow Analysis:* Mr. McShane presented the Quarterly Performance Report for the period ending April 30, 2020. As of April 30, 2020, the quarter-to-date net return is 6.12% and the ending market value is \$77,167,148. The current asset allocation is as follows: fixed income at 37.07%, equities at 60.0% and cash and cash equivalents at 2.92%. Mr. McShane reviewed the recent transactions and discussed cash flow needs for the upcoming quarter.

*Potential Purchase and/or Sale of Securities:* The Board reviewed the Summary of Recent Actions. A motion was made by Trustee Vallee and seconded by Trustee Birger to adjust the increase to the equity allocation previously approved by the Board at the April 1, 2020 special meeting by reallocating \$3,500,000 from Garcia Hamilton, subject to the Index reaching the target as follows:

- Transfer \$500,000 from fixed income and reallocate the proceeds to the S&P 500 Index if it reaches 2600
- Transfer \$1,000,000 from fixed income and reallocate the proceeds to the S&P 500 Index if it reaches 2500
- Transfer \$2,000,000 from fixed income and reallocate the proceeds to the S&P 500 Index if it reaches 2400

Motion carried by roll call vote.

AYES: Trustees Rice, Vallee, Birger and Chiaro

NAYS: None

ABSTAIN: Trustee Rozovics

ABSENT: None

*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 no changes are required at this time.

**COMMUNICATIONS AND REPORTS:** *Statements of Economic Interest:* The Board was reminded that the Statements of Economic Interest were due by May 1, 2020.

**APPLICATIONS FOR MEMBERSHIP/WITHDRAWALS FROM THE FUND:** There were no applications for membership or withdrawals from the Fund.

**APPLICATIONS FOR RETIREMENT/DISABILITY BENEFITS:** There were no applications for retirement or disability benefits.

**OLD BUSINESS: IDOI Annual Statement:** The Board noted that the IDOI Annual Statement is in process and the final report will be sent to the Board for review upon completion.

**NEW BUSINESS: Certify Board Election Results – Active Member Position:** The Board conducted an election for one of the active member positions on the Des Plaines Firefighters' Pension Fund Board of Trustees. Bill Rice ran unopposed and was re-elected for a three-year term expiring April 30, 2023.

*Board Officer Elections – President and Secretary:* The Board discussed Board Officer Elections and nominated the slate of Officers as follows: Bill Rice as President and Jeff Vallee as Secretary. A motion was made by Trustee Chiaro and seconded by Trustee Rozovics to elect the slate of Officers as stated. Motion carried by roll call vote.

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

NAYS: None

ABSENT: None

*FOIA Officer and OMA Designee:* The Board discussed maintaining Trustee Vallee as the FOIA Officer and Trustee Rice as the OMA Designee. A motion was made by Trustee Birger and seconded by Trustee Rozovics to maintain the FOIA Officer and OMA Designee as stated. Motion carried by roll call vote.

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

NAYS: None

ABSENT: None

**TRUSTEE TRAINING UPDATE:** The Board discussed upcoming training opportunities and 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: DOI COVID-19 Siren – Discussion/Possible Action Re: Policy Adoption:** Attorney Goodloe reviewed the COVID-19 Siren issued April 10, 2020 by the Department of Insurance and noted that the Board will institute measures to adhere to the outlined policies. No further action is needed.

*Status of Remand – Michael King:* Attorney Goodloe apprised the Board that the Michael King matter has been scheduled for hearing on June 12, 2020 at 9:00 a.m. Further discussion will be held at the next regular meeting.

*Status of Carroll Disability Pension Claim:* Attorney Goodloe informed the Board that Ian Carroll's disability hearing has been scheduled for June 11, 2020 at 9:00 a.m. Further discussion will be held at the next regular meeting.

*2020 Re-Evaluations:* Attorney Goodloe apprised the Board that medical offices are not scheduling IME's at this time due to health and safety concerns surrounding COVID-19. Attorney Goodloe recommended the Board hold off and send applicable disabled pensioners in August. Further discussion will be held at the next regular meeting.

**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 August 4, 2020 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*