

**HOFFMAN ESTATES FIREFIGHTERS PENSION BOARD**

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

April 8, 2014 at 9:30 am

**MEETING MINUTES**

- I. Call to Order. Meeting called to order at 9:34 am.
- II. Roll Call/Acknowledgement of Guests. Present: Matthew Fijalkowski, Bob Orr, Ron Greenberg, Rachel Musiala. Also Present: Barbara Bell, Attorney at Law; Thomas Duda, Attorney for Tyrrell; Thomas Tyrrell, disability applicant; Patrick Fortunato, witness in Pension Hearing. Absent: Jimmy Oskroba.  
  
Jimmy Oskroba arrives to the meeting at 9:45 am. Arriving after Pension Hearing: John Mitchell, Bill Yocius, Mitchell, Vaught & Taylor; Stan Helgerson, Village Treasurer.  
  
Jimmy Oskroba left meeting at 1:02 pm.
- III. Move to adjust agenda to bring pension hearing from new business item 1. to this point in the meeting made by Ron Greenberg, second by Matt Fijalkowski. All in favor, aye.
- IV. Pension Hearing for Thomas Tyrrell.
  - Motion to go into closed session to review evidence made by Bob Orr, second by Rachel Musiala. Roll call vote: Bob Orr, aye, Matthew Fijalkowski, aye, Rachel Musiala, aye, Jimmy Oskroba, no, Ron Greenberg, aye. Closed session entered into at 10:35 am.  
  
Motion to close executive session made by Ron Greenberg, second by Rachel Musiala.  
  
Roll call vote: Bob Orr, aye, Matthew Fijalkowski, aye, Rachel Musiala, aye, Ron Greenberg, aye, Bob Orr, aye. Executive session closed at 11:02 am.
  - Motion to reopen session made by Bob Orr, second by Ron Greenberg. All in favor, aye.

- Motion to approve a line of duty disability of Thomas Tyrrell made by Jimmy Oskroba, second by Bob Orr. Roll Call Vote: Bob Orr, aye, Matthew Fijalkowski, aye, Rachel Musiala, aye, Jimmy Oskroba, aye, Ron Greenberg, aye. Motion passed.
- Motion to make the Pension payable the date after PEDDA expires made by Ron Greenberg, second by Bob Orr. Roll call vote: Bob Orr, aye, Matthew Fijalkowski, aye, Rachel Musiala, aye, Jimmy Oskroba, aye, Ron Greenberg, aye. Motion to include Mr. Tyrrell's children as part of the children's benefit and his duty related disability pension made by Bob Orr, second by Matthew Fijalkowski. Roll call vote: Matthew Fijalkowski, aye, Rachel Musiala, aye, Ron Greenberg, aye, Bob Orr, aye, Jimmy Oskroba, absent.

V. Minutes. Review and approve minutes from January 14, 2014. Motion to approve minutes made by Rachel Musiala, second by Bob Orr. All in favor, aye. Motion passed.

VI. Announcements/Communications.

VII. President's Report. Received three pension applications, one was Thomas Tyrrell, one from John Hynds and one upcoming disabilities.

VIII. Secretary's Report.

1. IPPFA research conducted. It was cost effective for the Board to join, saved money on training.
2. Relocated pension fund files to closet in Station 24 meeting room which is locked. A new file cabinet will be needed in the near future. Motion to purchase file cabinets not to exceed \$1,000 made by Jimmy Oskroba, second by Ron Greenberg. Motion withdrawn.
3. Completed open meetings act and Freedom of Information Act training. (30 mins) a form will be made to track continuing education hours which can be submitted to Matthew Fijalkowski to keep track of. For training/seminars that do not have certificates of completion, save agendas for meeting attended, fill out the form and attach agenda to form.
4. Continuing to get sworn Affidavits from pensioners.

5. IPPFA is doing a study on the funding of random police and fire pension fund, they would like funding level percentages and investment returns for the past three years. Rachel Musiala can meet that request.

#### IX. Treasurers /Finance Report

1. Review/discussion. Amount for disability pension came in a little higher than budgeted because of disabilities that came in over the year. Bills from December 2013 need to be approved: Cassie Flowers' bill, Village of Hoffman Estate accounting, medical examination and Barbara's invoice and two related to investments, \$8,179.49 total. Discussion regarding tax levy and assumptions which is now at 7.5%. The municipality guarantees the rate of interest to meet the actuarial assumption. Over time the assumption may drop.
2. Vote to approve Treasurer's Report. Motion to approve Treasurer's report made by Bob Orr, second by Ron Greenberg. All in favor, aye.
3. Vote to approve outstanding invoices. Invoice from Barb Bell \$7,159.47 for retainer and expenses related to annual evaluations and \$900 invoice from SHSH Medical Group. Motion to pay outstanding invoices made by Ron Greenberg, second by Matthew Fijalkowski. Roll call vote: Bob Orr, aye, Matthew Fijalkowski, aye, Rachel Musiala, aye, Jimmy Oskroba, aye, Ron Greenberg, aye. Motion passes.

#### X. Investment Report

1. Mitchell, Vaught & Taylor's Quarterly Report. Light on asset allocation, will need to move equity money into fixed income to meet statute requirements. Overweight to Europe, underweight to Japan. Motion to accept report made by Jimmy Oskroba, second by Ron Greenberg. All in favor, aye.
2. Review of the Fire Pension Fund Investment Policy and Internal Controls. Changes will be made to the current investment policy to be reviewed and discussed at the next meeting.
3. Discussion.

#### XI. Attorney's Report.

1. Letter of eligibility. Will try to simplify the process next year and make it more clear what is needed. Letters have been collected by Matt Fijalkowski, Rachel Musiala will supply a list to cross reference with letters received.
2. DuMelle had annual exam. Discussion of having his own physician exam him in the future to save the board additional costs.
3. There will be three new policies for the board to review and approve at the next meeting.

## XII. New Business

1. John Hynds applied for retirement pension for April 1, 2014. Motion to accept application for regular line of duty service pension for John Hines with effective date of April 1, 2014 made by Matthew Fijalkowski, second by Rachel Musiala. Roll Call Vote: Rachel Musiala, aye, Ron Greenberg, aye, Bob Orr, aye, Matthew Fijalkowski, aye. Jimmy Oskroba, absent. Final figures for pension will be calculated by Rachel Musiala and given to the Board.
2. Recalculation of pensions to reflect salaries of settled contract. Motion that once contract is signed that pension amounts are adjusted according to what contract reads made by Bob Orr, second by Matthew Fijalkowski. Roll Call Vote: Bob Orr, aye, Matthew Fijalkowski, aye, Rachel Musiala, aye, Ron Greenberg, aye. Jimmy Oskroba, absent.
3. Board Elections. Third Monday in April the board must elect trustees, only trustee up for reelection is Jimmy Oskroba. Draft letters requesting retirees and disability pensioners if they are interested in running for the spot on the Board.
4. Discussion and appointment of Security Administrator. Authority to view annual statements, enables whoever needs to upload the report and access the site. Rachel

Musiala will be appointed Security Administrator. Form to be sent to Department of Insurance.

5. Purchase of Military Time. One upcoming application for pension, Matt Long. Would like to purchase two years military time, credit will not be given until it is paid in full. 7% interest rate compounded annually. A policy for this should follow interest rate provided by Dept of Financial and Professional Regulation. Discussion that the police pension has allowed 5 years to pay off balance, but has to be paid in full before they leave the villages employment. Motion to approve application for military service credit pending receipt of funds based on calculations made by Rachel Musiala based on Department of Insurance interest rates made by Ron Greenberg, second by Matt Fijalkowski. Roll Call vote: Bob Orr, aye, Matthew Fijalkowski, aye, Rachel Musiala, aye, Ron Greenberg, aye. Jimmy Oskroba, absent.
6. Amended Rolowicz order. Birthday and address was incorrect. Corrections made and revised Decision signed.
7. IPPFA membership.
8. Discussion of board members being sued individually and purchasing insurance to cover them. Rachel Musiala will confirm if trustees are covered and if not, if they can be covered under the Village.

### XIII. Old Business

1. Disability Retiree Physicals.
2. Discussion/status of actuarial report.
3. Policies for review. Barbara Bell will send any policies needed to be reviewed for the next meeting. Three policies will be reviewed at a time.

### XIV. Good of the Fund/Visitors Comments.

XV. Adjourn. Motion to adjourn meeting made by Bob Orr, second by Matthew Fijalkowski. All in favor aye. Meeting adjourned at 1:42 pm.

Next meeting scheduled for **July 8, 2014**.