



Bristol Kendall Firefighters' Pension Board

103 East Beaver Street
Yorkville, IL 60560-1704
Phone: 630-553-6186

MINUTES OF A REGULAR MEETING OF THE BOARD OF TRUSTEES JULY 29, 2021

A regular meeting of the Bristol Kendall FPD Firefighters' Pension Fund Board of Trustees was held on Thursday, July 29, 2021 at 1:00 p.m. in the Bristol Kendall Fire Protection District Building located at 103 E. Beaver St. Yorkville, Illinois 60560, pursuant to notice.

CALL TO ORDER: Trustee Fairfield called the meeting to order at 1:00 p.m.

ROLL CALL:

PRESENT: Trustees Timothy Fairfield, Jeremy Messersmith, James Bateman and Gary Schlapp

ABSENT: Trustee Michael Torrence

ALSO PRESENT: Tom Sawyer, Sawyer Falduto Asset Management, LLC; Maddie Hayes and Jennifer Flores, Lauterbach & Amen, LLP (L&A)

PUBLIC COMMENT: There was no public comment.

APPROVAL OF MINUTES: *April 22, 2021 Regular Meeting:* The Board reviewed the April 22, 2021 regular meeting minutes. A motion was made by Trustee Messersmith and seconded by Trustee Schlapp to approve the April 22, 2021 regular meeting minutes as written. Motion carried unanimously by voice vote.

Semi-Annual Review of Closed Session Meeting Minutes: There were no closed session meeting minutes for review.

ACCOUNTANT'S REPORT – LAUTERBACH & AMEN, LLP: *Monthly Financial Report:* The Board reviewed the Monthly Financial Report for the two-month period ending June 30, 2021 prepared by L&A. As of June 30, 2021, the net position held in trust for pension benefits is \$942,012.43 for a change in position of \$25,414.49. The Board also reviewed the Cash Analysis Report, Revenue Report, Expense Report, Member Contribution Report and Payroll Journal. A motion was made by Trustee Messersmith and seconded by Trustee Schlapp to accept the Monthly Financial Report as presented. Motion carried unanimously by voice vote.

Presentation and Approval of Bills: The Board reviewed the Vendor Check Report for the period April 1, 2021 through June 30, 2021 for total disbursements of \$1,668.59. A motion was made by Trustee Messersmith and seconded by Trustee Bateman to approve the disbursements shown on the Vendor Check Report in the amount of \$1,668.59. Motion carried by roll call vote.

AYES: Trustees Fairfield, Messersmith, Bateman and Schlapp

NAYS: None

ABSENT: Trustee Torrence

Additional Bills, if any: There were no additional bills presented.

INVESTMENT REPORT – SAWYER FALDUTO ASSET MANAGEMENT, LLC: *Quarterly Investment Performance Report:* Mr. Sawyer presented the Quarterly Investment Performance Report for the period ending June 30, 2021. As of June 30, 2021, the second quarter net return is 1.9% versus the second quarter account benchmark of 2.4%. The investment return for the quarter is \$17,635 for an ending market value of \$941,670. The current asset allocation is as follows: fixed income at 89.0%, equities at 10.1% and cash equivalents at 0.9%.

Mr. Sawyer reviewed the Market Commentary, Equity and Fixed Income Portfolios, Credit Rating Report and Transaction Ledger Report with the Board. A motion was made by Trustee Schlapp and seconded by Trustee Messersmith to accept the Quarterly Investment Performance Report as presented. Motion carried unanimously by voice vote.

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

Investment Advisory Agreement – Amendment Notification dated June 30, 2021: The Board reviewed the Investment Advisory Agreement Amendment to the Fee Calculation and Collection Schedule dated June 30, 2021 provided by Sawyer Falduto Asset Management, LLC. A motion was made by Trustee Messersmith and seconded by Trustee Schlapp to approve the Investment Advisory Agreement Amendment as presented. Motion carried unanimously by voice vote.

Post Consolidation Services: Mr. Sawyer discussed possible Post Consolidation Services with the Board. Updates will be provided as they become available.

COMMUNICATIONS AND REPORTS: There were no communications or reports.

TRUSTEE TRAINING UPDATES: *Approval of Trustee Training Registration Fees and Reimbursable Expenses:* There were no trustee training registration fees or reimbursable expenses presented for approval.

APPLICATIONS FOR MEMBERSHIP/WITHDRAWALS FROM FUND: *Applications for Membership – Stephan Levick, Augustine Cervantez, Brendan Ditchman, George Ritcher, Joseph Jeffers, Zachary Morel, David Frield, Alexander Wagner, Jacob Johns, Ryan Cihak, Grant Gette, Ryan Krouse, Martin Serrano, Jonathan Reavy, Jon Kellogg and Humza Shamsuddin:* The Board reviewed the Applications for Membership submitted by Stephan Levick, Augustine Cervantez, Brendan Ditchman, George Ritcher, Joseph Jeffers, Zachary Morel, David Frield, Alexander Wagner, Jacob Johns, Ryan Cihak, Grant Gette, Ryan Krouse, Martin Serrano, Jonathan Reavy, Jon Kellogg and Humza Shamsuddin. A motion was made by Trustee Messersmith and seconded by Trustee Schlapp to accept Stephan Levick, Augustine Cervantez, Brendan Ditchman and George Ritcher into the Bristol-Kendall FPD Firefighters' Pension Fund effective May 1, 2021 as Tier II participants, Joseph Jeffers, Zachary Morel, David Frield, Alexander Wagner, Jacob Johns, Ryan Cihak, Grant Gette, Ryan Krouse, Martin Serrano and Jonathan Reavy effective May 30, 2021 as Tier II participants, and Jon Kellogg effective May 30, 2021 and Humza Shamsuddin effective June 26, 2021 as Tier I participants. Motion carried by roll call vote.

AYES: Trustees Fairfield, Messersmith, Bateman and Schlapp

NAYS: None

ABSENT: Trustee Torrence

The Board noted Jacob Johns separated service from the Bristol-Kendall Fire Protection District effective July 10, 2021. A contribution refund has not been requested at this time. Updates will be provided to the Board as they become available.

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

OLD BUSINESS: *Discussion/Possible Approval – Member Workshop:* The Board reviewed the Member Workshop information presented by L&A. A motion was made by Trustee Messersmith and seconded by Trustee Bateman to engage L&A to provide a Member Workshop in an amount not to exceed \$5,500. Motion carried by roll call vote.

AYES: Trustees Fairfield, Messersmith, Bateman and Schlapp

NAYS: None

ABSENT: Trustee Torrence

NEW BUSINESS: Board Officer Elections – President and Secretary: The Board discussed Board Officer Elections and nominated the slate of Officers as follows: Trustee Fairfield as President and Trustee Messersmith as Secretary. A motion was made by Trustee Schlapp and seconded by Trustee Bateman to elect the slate of Officers as stated. Motion carried unanimously by voice vote.

FOIA Officer and OMA Designee: The Board discussed designating Trustee Fairfield as the FOIA Officer and OMA Designee. A motion was made by Trustee Messersmith and seconded by Trustee Schlapp to designate Trustee Fairfield as the FOIA Officer and OMA Designee. Motion carried unanimously by voice vote.

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.

Review Preliminary Actuarial Valuation: The Board noted that the final report will be reviewed at the next regular meeting.

Notice of Assumption of Fiduciary Control of Pension Assets by FPIF – October 1, 2021: The Board reviewed the Notice of Assumption of Fiduciary Control of Pension Assets received by FPIF and noted that the Bristol-Kendall FPD Firefighters' Pension Fund transition date is October 1, 2021.

Review/Approval of Transfer Task Resolution: The Board discussed the Transfer Task Resolution. A motion was made by Trustee Schlapp and seconded by Trustee Messersmith to adopt the Resolution 2021-03 as prepared. Motion carried by roll call vote.

AYES: Trustees Fairfield, Messersmith, Bateman and Schlapp
NAYS: None
ABSENT: Trustee Torrence

Review/Approval of Transferal Notice Form: Trustee Fairfield informed the Board that Attorney Trela has reviewed and amended the Letter of Transferal Notice Form to reflect the current Trustees. A motion was made by Trustee Messersmith and seconded by Trustee Schlapp to approve the Letter of Transferal Notice as amended. Motion carried unanimously by voice vote.

Review of Cash Flow Projections: The Board discussed maintaining a six month cash reserve in the Schwab money market account to pay pension benefits and miscellaneous expenses.

Review/Approval of Transition of Cash Retention: The Board discussed transferring \$12,000 from investments to the Schwab money market account to ensure adequate funding for pension benefits and administrative expenses for a six month period starting October 1, 2021. A motion was made by Trustee Bateman and seconded by Trustee Messersmith to transfer the funds as discussed by September 14, 2021. Motion carried by roll call vote.

AYES: Trustees Fairfield, Messersmith, Bateman and Schlapp
NAYS: None
ABSENT: Trustee Torrence

Identification of Local Account(s) for Cash: The Board noted that the Pension Fund has local cash accounts with Charles Schwab and BMO Harris Bank.

Review of FPIF Member Fund Questionnaire from Northern Trust: The Board reviewed the FPIF Member Fund Questionnaire will complete the questionnaire online before the August 1, 2021 deadline.

Amendments to Investment Professionals and Custodial Agreements: The Board discussed possible amendments to and future of Investment Professional and Custodial Agreements and will discuss this matter after the transfer of assets.

ATTORNEY'S REPORT – OTTOSEN DINOLFO HASENBALG & CASTALDO, LTD.: There was no Attorney's Report presented.

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

ADJOURNMENT: A motion was made by Trustee Messersmith and seconded by Trustee Bateman to adjourn the meeting at 1:44 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for October 28, 2021 at 1:00 p.m.



Board President or Secretary

Minutes approved by the Board of Trustees on October 28, 2021

Minutes prepared by Maddie Hayes, Pension Services Administrator, Lauterbach & Amen, LLP