

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 OCTOBER 28, 2021

A regular meeting of the Bristol Kendall FPD Firefighters' Pension Fund Board of Trustees was held on Thursday, October 28, 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, Michael Torrence, James Bateman and Gary Schlapp

ABSENT: None

ALSO PRESENT: Tom Sawyer, Sawyer Falduto Asset Management, LLC; Maddie Hayes, Lauterbach & Amen, LLP (L&A); Cate Moulton, Mack Accounting, LLC

PUBLIC COMMENT: There was no public comment.

APPROVAL OF MINUTES: *July 29, 2021 Regular Meeting:* The Board reviewed the July 29, 2021 regular meeting minutes. A motion was made by Trustee Messersmith and seconded by Trustee Schlapp to approve the July 29, 2021 regular meeting minutes as written. Motion carried unanimously by voice vote.

The Board discussed bringing forth agenda item 12a. A motion was made by Trustee Messersmith and seconded by Torrence bring forth item 12a on the agenda. Motion carried unanimously by voice vote.

NEW BUSINESS: *Review/Approve – FYE 2020 Audit:* Ms. Moulton presented the Board with the April 30, 2021 Audit. A motion was made by Trustee Messersmith and seconded by Trustee Torrence to approve the April 30, 2021 Audit as presented. Motion carried by roll call vote.

AYES: Trustees Fairfield, Messersmith, Torrence, Bateman and Schlapp

NAYS: None

ABSENT: None

Ms. Moulton left the meeting at 1:06 p.m.

ACCOUNTANT'S REPORT – LAUTERBACH & AMEN, LLP: *Monthly Financial Report:* The Board reviewed the Monthly Financial Report for the five-month period ending September 30, 2021 prepared by L&A. As of September 30, 2021, the net position held in trust for pension benefits is \$1,384,313.60 for a change in position of \$467,715.66. 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 Torrence 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 July 1, 2021 through September 30, 2021 for total disbursements of \$6,520.92. A motion was made by Trustee Messersmith

and seconded by Trustee Torrence to approve the disbursements shown on the Vendor Check Report in the amount of \$6,520.92. Motion carried by roll call vote.

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

Additional Bills, if any: The Board reviewed the IPPFA invoice in the amount of \$795.00 for 2022 Membership Dues. A motion was made by Trustee Messersmith and seconded by Trustee Schlapp to approve the additional bill as presented. Motion carried by roll call vote.

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

INVESTMENT REPORT – SAWYER FALDUTO ASSET MANAGEMENT, LLC: *Quarterly Investment Performance Report:* Mr. Sawyer presented the Quarterly Investment Performance Report for the period ending September 30, 2021. As of September 30, 2021, the third quarter net return is 0.0% versus the third quarter account benchmark of (0.1%). The investment return for the quarter is (\$3,916) for an ending market value of \$1,370,596. The current asset allocation is as follows: fixed income at 89.0%, equities at 9.7% and cash equivalents at 1.3%. 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.

Post Consolidation Services: Mr. Sawyer presented an overview of post-consolidation services offered by Sawyer Falduto Asset Management, LLC. A motion was made by Trustee Schlapp and seconded by Trustee Messersmith to retain Sawyer Falduto Asset Management, LLC for post-consolidation services at the monthly rate of \$500 on a month-to-month basis and review as necessary. Motion carried by roll call vote.

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

COMMUNICATIONS AND REPORTS: *Active Member File Maintenance:* The Board noted that L&A will prepare Active Member File Maintenance letters for distribution to all active members requesting any additional pension file documents.

TRUSTEE TRAINING UPDATES: The Board reviewed the Trustee Training Summary and discussed 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 registration fees or reimbursable expenses presented for approval.

APPLICATIONS FOR MEMBERSHIP/WITHDRAWALS FROM 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 has been filed with the Illinois Department of Insurance prior to the October 31, 2021 deadline. No further action is necessary.

Review/Approve – Actuarial Valuation & Tax Levy Request: The Board noted the Actuarial Valuation has not been received from the Illinois Department of Insurance. An update will be provided at the next regular meeting.

Trustee Fairfield reviewed the 2022 budget with the Board. A motion was made by Trustee Messersmith and seconded by Trustee Schlapp to approve the 2022 budget. Motion carried by roll call vote.

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

NEW BUSINESS (CONTINUED): *Review/Adopt – Municipal Compliance Report:* The Board noted the Municipal Compliance Report will be completed by L&A upon receipt of the Illinois Department of Insurance Actuarial Valuation.

Establish 2022 Board Meeting Dates: The Board discussed establishing the 2022 Board meeting dates as January 27, 2022; April 28, 2022; July 28, 2022; and October 27, 2022 at 1:00 p.m. at the Bristol Kendall Fire Protection District located at 103 East Beaver Street, Yorkville, Illinois 60560. A motion was made by Trustee Schlapp and seconded by Trustee Messersmith to establish the 2022 Board meeting dates as stated. Motion carried unanimously by voice vote.

FPIF Status Update and Discussion/Possible Action to be Taken on All FPIF Requests Pertaining to Consolidation: The Board reviewed the Resolution Authorizing Account Representatives for the Northern Trust Global Cash Management Portal. A motion was made by Trustee Messersmith and seconded by Trustee Torrence to approve the Resolution appointing Trustee Fairfield, Trustee Messersmith, and Kelly Calgaro from Lauterbach & Amen, LLP as the Account Representatives on behalf of the Bristol Kendall FPD Firefighters' Pension Fund. Motion carried by roll call vote.

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

Discussion/Approval – Interim Cash Management Policy: The Board reviewed the cash analysis projection prepared by L&A and discussed interim cash requisite for the purpose of remitting pension benefits and expenses for September payroll and the sixty-day period subsequent to the October 1, 2021 tranche date. A motion was made by Trustee Schlapp and seconded by Trustee Messersmith to maintain an interim transition cash balance of \$5,000 in the BMO Harris Bank account. Motion carried by roll call vote.

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

Discussion/Approval – Cash Reserve Balance: The Board discussed the recommendation set forth by FPIF to retain three months of expenses in a local account. A motion was made by Trustee Messersmith and seconded by Trustee Torrence to maintain a cash reserve balance of \$5,000 in the BMO Harris Bank account. Motion carried by roll call vote.


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

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 Schlapp to adjourn the meeting at 1:46 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for January 27, 2022 at 1:00 p.m.



Board President or Secretary

Minutes approved by the Board of Trustees on January 27, 2022.

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