

**MINUTES OF A REGULAR MEETING
OF THE CARPENTERSVILLE FIREFIGHTERS' PENSION FUND
BOARD OF TRUSTEES
AUGUST 10, 2021**

A regular meeting of the Carpentersville Firefighters' Pension Fund Board of Trustees was held on Tuesday, August 10, 2021 at 1:00 p.m. at Fire Station #91 located at 213 North Spring Street, Carpentersville, Illinois 60110, pursuant to notice.

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

ROLL CALL:

PRESENT: Trustees Matthew Tracy, Michael Kilbourne, Steve Roesslein and Michael Salvaggio

ABSENT: Trustee Matt Jackson

ALSO PRESENT: Amanda Secor and Veronica Perez, Lauterbach & Amen, LLP (L&A); Tom Sawyer and John Falduto, Sawyer Falduto Asset Management, LLC; Attorney Tom Hartwell, Collins Radja & Hartwell, PC; Greg Kiesewetter, Cook Castle Associates, LLC

PUBLIC COMMENT: There was no public comment.

APPROVAL OF MEETING MINUTES: *May 11, 2021 Regular Meeting:* The Board reviewed the May 11, 2021 regular meeting minutes. A motion was made by Trustee Kilbourne and seconded by Trustee Salvaggio to approve the May 11, 2021 regular meeting minutes as written. Motion carried unanimously by voice vote.

Semi-Annual Review of Closed Session Meeting Minute: The Board discussed the closed session meeting minutes. A motion was made by Trustee Kilbourne and seconded by Trustee Tracy to maintain confidential the closed session meeting minutes due to pending matters. Motion carried unanimously by voice vote.

ACCOUNTANT'S REPORT – LAUTERBACH & AMEN, LLP: *Monthly Financial Report and Presentation and Approval of Bills:* The Board reviewed the Monthly Financial Report for the six-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 \$32,210,197.63 for a change in position of \$1,576,546.37. The Board reviewed the Cash Analysis Report, Revenue Report, Expense Report, Member Contribution Report, Payroll Journal and the Vendor Check Report for the period of April 1, 2021 through June 30, 2021 for total disbursements of \$90,477.56. A motion was made by Trustee Kilbourne and seconded by Trustee Roesslein to accept the Monthly Financial Report as presented and to approve the disbursements shown on the Vendor Check Report in the amount of \$90,477.56. Motion carried by roll call vote.

AYES: Trustees Tracy, Kilbourne, Roesslein and Salvaggio

NAYS: None

ABSENT: Trustee Jackson

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

INVESTMENT REPORT – SAWYER FALDUTO ASSET MANAGEMENT, LLC: *Quarterly Investment Performance Report:* Mr. Falduto presented the Quarterly Investment Performance Report for the period ending June 30, 2021. As of June 30, 2021, the second quarter net return is 4.9% versus the

second quarter benchmark of 4.8%. The investment return for the quarter is \$1,516,952 for an ending market value of \$32,219,558. The current asset allocation is as follows: fixed income at 42.1%, equities at 57.6% and cash equivalents at 0.3%. Mr. Sawyer reviewed the Market Commentary, Equity Portfolio, Fixed Income Portfolio and Transaction Ledger Report with the Board. A motion was made by Trustee Kilbourne and seconded by Trustee Roesslein 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 prepared by Sawyer Falduto Asset Management, LLC. A motion was made by Trustee Kilbourne and seconded by Trustee Tracy to accept the Investment Advisory Agreement Amendment Notification dated June 30, 2021 as presented. Motion carried by roll call vote.

AYES: Trustees Tracy, Kilbourne, Roesslein and Salvaggio
NAYS: None
ABSENT: Trustee Jackson

Post Consolidation Services: Mr. Falduto reviewed services that Sawyer Falduto Asset Management, LLC will be offering post consolidation. Further discussion will be held at the next regular meeting.

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: *Contribution Refund – Anthony Shin:* The Board reviewed the contribution refund request submitted by Anthony Shin. A motion was made by Trustee Kilbourne and seconded by Trustee Tracy to approve Anthony Shin's contribution refund in the amount of \$2,520.65 paid directly to himself issued on May 28, 2021. Motion carried by roll call vote.

AYES: Trustees Tracy, Kilbourne, Roesslein and Salvaggio
NAYS: None
ABSENT: Trustee Jackson

APPLICATIONS FOR RETIREMENT/DISABILITY BENEFITS: *Approve Regular Retirement Benefits – Robert Beattie:* The Board reviewed the regular retirement benefit calculation for Robert Beattie prepared by L&A. Battalion Chief Beattie had an entry date of August 13, 1999, retirement date of August 13, 2021, effective date of pension of August 14, 2021, 58 years of age at date of retirement, 22 years of creditable service, applicable salary of \$124,753.24, applicable pension percentage of 55%, amount of originally granted monthly pension of \$5,717.86 and amount of originally granted annual pension of \$68,614.32. A motion was made by Trustee Kilbourne and seconded by Trustee Tracy to approve Robert Beattie's regular retirement benefit calculated by L&A. Motion carried by roll call vote.

AYES: Trustees Tracy, Kilbourne, Roesslein and Salvaggio
NAYS: None
ABSENT: Trustee Jackson

OLD BUSINESS: *IDOI Annual Statement:* The Board noted that the finalized report was filed prior to the June 30, 2021 deadline.

Reciprocity Requests – Matthew Mansk and Gregory Wermes: L&A informed the Board that Matthew Mansk and Gregory Wermes's respective, additional 1% deductions commenced with the initial payroll. No further action is required at this time.

NEW BUSINESS: *Review/Approve – Fiduciary Liability Insurance and Fidelity Bond/Crime Policy Renewals:* The Board reviewed the fiduciary liability insurance renewal and the supplemental fidelity bond and crime policy three-year renewal provided by Hudson Insurance Company issued by Cook Castle Associates, LLC.

Trustee Kilbourne left the meeting at 1:32 p.m. during the presentation and returned at 1:35 p.m.

A motion was made by Trustee Tracy and seconded by Trustee Salvaggio to approve payment of the fiduciary liability insurance renewal effective September 1, 2021 through September 1, 2022 in the amount of \$6,641 and the supplemental fidelity bond and crime policy renewal in the amount of \$2,292 effective August 1, 2021 through August 1, 2024 in the amount of \$2,292. Motion carried by roll call vote.

AYES: Trustees Tracy, Kilbourne, Roesslein and Salvaggio
NAYS: None
ABSENT: Trustee Jackson

Acknowledge FPIF Notice of Transfer Date, Adopt Resolution of Notice and Execute Exhibits: The Board acknowledged the FPIF Notice of Transfer Date as January 4, 2022.

CLOSED SESSION, IF NEEDED: A motion was made by Trustee Roesslein and seconded by Trustee Kilbourne to enter closed session at 1:42 p.m. under 5 ILCS 120/2 (c)(11) of the Open Meetings Act to discuss pending litigation. Motion carried by roll call vote.

AYES: Trustees Tracy, Kilbourne, Roesslein and Salvaggio
NAYS: None
ABSENT: Trustee Jackson

A motion was made by Trustee Tracy and seconded by Trustee Kilbourne to adjourn closed session at 2:08 p.m. Motion carried by roll call vote.

AYES: Trustees Tracy, Kilbourne, Roesslein and Salvaggio
NAYS: None
ABSENT: Trustee Jackson

NEW BUSINESS (CONTINUED): *Acknowledge FPIF Notice of Transfer Date, Adopt Resolution of Notice and Execute Exhibits (continued):* A motion was made by Trustee Tracy and seconded by Trustee Roesslein to postpone the acknowledgement of the transfer date, adoption of the resolution of notice and execution of the associated exhibits on behalf of the Fund. Motion carried unanimously by voice vote.

Board Officer Elections – President and Secretary: The Board discussed Board Officer Elections and nominated the slate of Officers as follows: Matthew Jackson as President and Matthew Tracy as Secretary.

A motion was made by Trustee Kilbourne and seconded by Trustee Roesslein to maintain the slate of Officers as stated. Motion carried unanimously by voice vote.

FOIA Officer & OMA Designee: The Board discussed maintaining Trustee Kilbourne as the FOIA Officer and OMA Designee. A motion was made by Trustee Kilbourne and seconded by Trustee Tracy to maintain Trustee Kilbourne as the FOIA Officer and OMA Designee. Motion carried unanimously by voice vote.

Review/Adopt – Municipal Compliance Report: The Board reviewed the Municipal Compliance Report prepared by L&A. A motion was made by Trustee Tracy and seconded by Trustee Roesslein to adopt the MCR as prepared and to authorize signatures by the Board President and Secretary. Motion carried unanimously by voice vote.

ATTORNEY'S REPORT – COLLINS RADJA & HARTWELL, PC: *Legal Updates:* Attorney Hartwell provided legislative updates pertaining to Article 4 Pension Funds; including recent pension fund consolidation and decisions, as well as general pension matters.

Trustee Kilbourne left the meeting at 2:11 p.m.

ADJOURNMENT: A motion was made by Trustee Tracy and seconded by Trustee Roesslein to adjourn the meeting at 2:12 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for November 9, 2021 at 1:00 p.m.

Board President or Secretary

Minutes approved by the Board of Trustees on _____

Minutes prepared by Amanda Secor, Pension Services Administrator, Lauterbach & Amen, LLP