



**EXECUTIVE BOARD
Committee Meeting Minutes**

Wednesday, December 3, 2014

IRMA Office

9:30 a.m.

PRESENT: Drew Irvin, Chair
David Clark
Eric Palm
Julia Cedillo

Ingrid Velkme
Paula Schumacher
Bridget Wachtel
Eileen Donahue

ALSO

PRESENT: Margo Ely
Susan Garvey
Mary Henzler
Telly Panousis

Dan LeTourneau
Jackie Streid
Rita Boserup

ABSENT: Kathleen Gargano

I. CALL TO ORDER

Chair Irvin called the meeting to order. Roll was taken and a quorum declared.

II. APPROVAL OF MINUTES – October 9, 2014

A motion was made by Cedillo and seconded by Palm to approve the Executive Board Meeting Minutes of October 9, 2014. Irvin asked that the word “vindication” on page 3, sentence one be replaced with the word “consideration.” A voice vote was called and the motion carried with the amendment as outlined by Irvin.

Reports for information only, found in the Member Section of the IRMA website

Irvin asked if anyone had any questions on any of the reports on the website. Irvin asked whether there were any updates with regards to PIMCO and IMET. Boserup stated that at the last Administration and Finance Committee, Brian Goding, our investment consultant, recommended that we sell PIMCO. The Committee agreed and as soon as we get the details on the new broker, it will be included in the investment report. We will move the funds from PIMCO into the new broker. Boserup stated that IRMA’s restricted fund that IMET is holding because of the fraud is \$7,734. We have filed an official claim with Travelers. We don’t think they will pay our claim, but are awaiting official word. Boserup reported that IMET believes they will recover most of the money.

III. CHAIR’S REPORT - IRVIN

A. Nominating Committee Report – Slate of Candidates for 2015 Officers (Velkme)

Velkme thanked Phil Modaff, Art Malinowski and Kelly Amidei for their work on the Nominating Committee. Velkme also thanked Henzler for her help in the coordination of the process.

Velkme presented the slate of candidates:

Drew Irvin, Chair
Kathleen Gargano, Chair-Elect
David Clark, Treasurer
Peggy Halik, At-Large Representative (Large IRMA Member)
Steve Stricker, At-Large Representative (Small IRMA Member)

A motion was made by Wachtel and seconded by Cedillo to accept the slate of candidates for 2015 IRMA Officers. Garvey asked if there were any nominations from the floor. Hearing none, a voice vote was called and the motion carried.

B. Task Force on Contribution Structure - Update

Ely reported that the Task Force is comprised of 12 members and the first meeting is scheduled for December 11th. Ely stated that she would keep the Executive Board updated.

IV. COMMITTEE REPORTS

A. MEMBERSHIP RELATIONS COMMITTEE – WACHTEL

Wachtel stated that she did not have a formal report; however, the last time the Executive Board met they approved membership for the Village of Oak Park. Wachtel reported that Oak Park has not made a decision to move forward with membership in IRMA. LeTourneau stated that no decision has been made and they were waiting for a quote from another broker for further evaluation. LeTourneau stated that he would follow up with them again next year.

B. TRAINING & EDUCATION COMMITTEE - DONAHUE

New Equipment Grant Offering for 2016

Donahue deferred to Streid to give this report. Streid stated that in September the Fire Chiefs Steering Committee appointed a task force to study the issue of injuries related to patient handling. What came out of the task force was to revise the grant application to include a matching grant program for the purchase of a power cot, loading system or stair chair. The Fire Chiefs Steering Committee voted and approved that funding for the new equipment grant move forward in IRMA's 2016 budget. The Training and Education Committee approved the grant offering at their November 5th meeting. The recommendation is to move this grant forward in the 2016 budget with the initial contribution of 20% of IRMA's annual costs incurred for injuries by lifting patients, equal to \$200,000. Also, the 2016 grant year will provide funding for purchases made by members during 2014 and 2015. Thereafter, the Board will be asked to fund a grant program at 10% of IRMA's annual costs incurred for injuries caused by lifting patients.

After a brief discussion, the Executive Board asked that clarification be added that eligibility for grant awards be limited to members who own and operate the

ambulances that are staffed with their employees and that any member who contracts out for paramedic services will not be eligible for the grant program.

A motion was made by Velkme and seconded by Donahue to approve the recommendation for the new grant offering for 2016 with the clarification added by the Executive Board. A voice vote was called and the motion carried.

C. COVERAGE, CLAIMS & LITIGATION COMMITTEE - CEDILLO

Cedillo stated that the Coverage, Claims & Litigation Committee did not meet in November, so she did not have a report.

LeTourneau reported that he received some information regarding the Optional Underground Storage Tank renewal that renews on January 1st. LeTourneau noted that there are not many carriers interested in this coverage based on the age of the tanks. We are looking at a flat rate with AIG. However, the deductible for tanks installed prior to 1975 will increase from \$50,000 to \$75,000.

D. ADMINISTRATION & FINANCE COMMITTEE – CLARK

1. Outsourcing Bylaws

Clark stated that the revised Bylaw provides that when more than one deduction or exclusion is applicable, the deduction or exclusion with the greater value shall be applied.

A motion was made by Clark and seconded by Palm to approve the revision to the Bylaws as presented. A voice vote was called and the motion carried. Clark stated that this would go to the full Board as a Bylaw vote.

2. Clarification of Sick Leave Policy

Clark stated that this item had been brought to the full Board at their October 29th meeting. There were questions about the definition of “family members.” The policy has been revised to include the definition. A motion was made by Clark and seconded by Velkme to approve the revisions to the Sick Leave Policy as presented. A voice vote was called and the motion carried.

3. 2014 Interest Income Credit

Clark reported that this credit was reviewed and approved by the Administration and Finance Committee at a \$5,000,000 level. Further information was provided in the handout. A motion was made by Clark and seconded by Velkme to approve the 2014 Interest Income Credit. A voice vote was called and the motion carried.

4. 2015 Final Budget

Clark reported that the only change from the Preliminary Budget was the addition of \$15,000 for the Contribution Structure Task Force consultants. A motion was made

by Clark and seconded by Palm to approve the 2015 Final Budget. A voice vote was called and the motion carried.

5. GFOA Recognition

Clark congratulated staff on receiving the Certificate of Achievement for Excellence in Financial Reporting for their CAFR for fiscal year ending December 31, 2013.

V. EXECUTIVE DIRECTOR/STAFF REPORT

A. Office Lease Negotiations

Ely reported that staff is renegotiating the current office lease. Per the Bylaws, that lease amendment would have to go to the Board of Directors for a vote. When staff reaches an agreement with the building owners, the issue will be brought to the Board of Directors. It will be less than what we are paying now. Ely stated that two of the items we are asking for are security for our suite (keypad at front door) and a better ventilation system for our server room.

B. Open Meetings Act

Ely stated that we have had discussion on this and originally there was new legislation that required an analysis of whether IRMA is an entity within the ambit of IMRF. In determining that IRMA is appropriately a participant in IMRF, IRMA's legal counsel Christopher Naveja has recommended that IRMA assure its compliance with various other laws. We have reviewed the Bylaws and no revisions to the Bylaws are necessary. We will be implementing some revisions to our current practices, including posting agendas and minutes on the IRMA website for public access.

Ely noted that the 2015 Calendar of IRMA Board and Standing/Steering Committee Meetings had been distributed. After a brief discussion, Ely stated that the calendar would be on the Board of Directors meeting agenda for a vote.

VI. ADDITIONS TO AGENDA

There were no additions to the agenda.

VII. EXECUTIVE SESSION

A motion was made by Clark and seconded by Palm to move into Executive Session to discuss matters of: review/approval of closed session minutes and personnel pursuant to 5 ILCS 120/2(c) (21) and (1), respectively. A roll call vote was called and the motion carried.

A motion was made by Velkme and seconded by Donahue to approve the Executive Session Minutes of October 9, 2014. A voice vote was called and the motion carried.

VIII. CONFIRMATION OF NEXT MEETING

Irvin confirmed that the next meeting of the Executive Board was scheduled for Wednesday, March 4, 2015 at 9:30 a.m. at the IRMA office.

IX. ADJOURNMENT

A motion was made by Clark and seconded by Donahue to adjourn the meeting. A voice vote was called and the motion carried.

Submitted by:

Approved by:

Margo Ely
Executive Director

Drew Irvin
IRMA Chair