



# Sandwich Community Fire Protection District

## Agenda

### Regular Meeting of the Sandwich Firefighters' Pension Fund Board of Trustees

February 12, 2024 @ 3pm

---

- I. Call to Order
- II. Pledge
- III. Roll Call
- IV. Public Comment
- V. Approval of Minutes
- VI. Treasurer/Investment Report
- VII. Old Business
  - Bank Account
  - Financial Institution
  - Contributions
  - Lauterbach & Amen Contract
- VIII. New Business
  - Membership Files
  - Filing and Maintenance
  - Confidentiality issues (FOIA issues, medical records issues)
  - Northern Trust – FPIF
  - Monetary & Fiduciary Issues
  - Board Communication
  - Board Documents & Files
- IX. Adjournment



**Sandwich Firefighters' Pension  
Board of Trustees  
Meeting Minutes**

**February 12<sup>th</sup>, 2024**

---

**Meeting Called to Order- 3:12**

**Roll Call/Attendance-** President Mike Platt, Secretary Matt Davis, Treasurer Curtis Moersch, Trustee Austin Childers, Trustee Dalton Morris.

**Public Comment**

- None

**Meeting Minutes from January**

- Mike noticed an error in last months meeting minutes and was given to Matt for correction.
- Motion to approve and last month's meeting minutes made by Austin. 2<sup>nd</sup>- Curtis.  
Passes 5/0

**Treasurers report**

- Bank account is opened. Trustees gave \$100 check to open the account. We are waiting on signature on an additional check from the District trustees for contributions.
- did have to change banks to Old National in Sandwich.

- They assured us there would be no possibility of confusing the pension fund account with the Fire District account.

## **Old Business**

- Mike stated that we will need to register the pension fund as a trust.
- Fire District board of trustees wrote a check for \$49,000 for contributions through April 30<sup>th</sup>, 2024.
- Pension contributions have started being deducted from Full time employees pay checks.
- Lauterbach and Amen LLP have been signed for 4 years to handle pension contribution amounts. Fire District is funding this, contract was signed at last Fire District trustee meeting.

## **New Business**

- Pension Membership file documents needed.
  - o Birth,
  - o Marriage, Divorce certificate (if applicable).
  - o Medical physical. (Fit for duty report)
- Chief Darby will oversee the storing and securing of all these documents.
- We need to contact Northern Trust Firefighter Investment Pension Fund to set up a online portal. This will be how we send pension funds downstate.
- Discussed who should have access to the bank account where pension funds are being contributed to.

- Austin made a motion to limit access to the members of the pension board only at this time. 2<sup>nd</sup>- Curtis. Passes 5/0
- Mike advised the pension board should have an investment committee. It was discussed and Curtis will appoint these individuals at next pension board meeting.
- Mike advised that we need to bond the pension board treasurer. Board would need to get Curtis bonded incase money is ever mishandled.
- Mike updated the board on liability insurance and advised that Chief Hagerty reached out to company who handles liability insurance for the Fire District. He does not believe it will cost much more to add us to the preexisting Fire District plan. Chief also advised Mike that this would possibly be something that the Fire District pays for, but more information would be available at the next Pension Board meeting.
- The pension board Investment policy will be handled by Curtis.
- Curtis and Mike are the only signers on the bank account, this will limit who can access account and make keeping records easier for them.
- Mike advised the Pension Board currently has no expenses or bills at this time. The Fire District is covering a lot of start up costs.
- Mike advised that he is handling the creation of agendas for Pension Board meetings at this time.
- Mike made a motion that Matt will handle any correspondence that comes in and distribute to the appropriate party. 2<sup>nd</sup>- Matt. Passes 5/0.

- Mike has created book of rules and regulations for the pension board and will distribute them this coming week.
- Matt makes a motion to approve Rules and Regulations. 2<sup>nd</sup>- Curtis. Passes 5/0.
- Pension board talked about before any pension funds get sent down state we would like to wait 7-10 days after we get the district contributions for 2025.  
Pension board would possibly have these contributions by May 13<sup>th</sup>, 2024.
- Mike advised that Chief Hagerty set up an email for the pension fund. Email is [pension@sandwichfd.org](mailto:pension@sandwichfd.org).
- **Next meeting scheduled for March 11<sup>th</sup> 3pm**
- Mike made a motion to adjourn meeting. 2<sup>nd</sup>- Dalton. Meeting adjourned at 4:07pm.