



**MINUTES FROM MEETING –MARCH 20, 2024**

The meeting was held on Wednesday, March 20, 2024. Chairman Zabin called the meeting to order at 9:02 AM. The Board had a quorum.

<u>Members</u>	<u>Also Present</u>
Douglas Zabin	Bonni Jensen, Board Attorney (by phone)
Jason Franklin	Shannon Hicks, Deputy Executive Director
Quincy Schider-Heisel (Absent)	Edward Angelotti, Health & Safety Officer
Mario Garcia (Absent)	Andrea Morgan, Department Advocate
Katrina Laudeman	Michele Keane, Pension Coordinator

**1) PUBLIC COMMENT**

Chairman Zabin asked for public comment. There was none.

**2) APPROVAL OF MINUTES – February 21, 2024**

**A MOTION TO APPROVE THE MINUTES OF THE FEBRUARY 21, 2024 MEETING** was made by Mr. Franklin and seconded by Ms. Laudeman; **MOTION CARRIED UNANIMOUSLY.**

**3) CONSENT AGENDA**

**A MOTION TO APPROVE THE CONSENT AGENDA,** was made by Mr. Franklin and seconded by Ms. Laudeman, **MOTION CARRIED UNANIMOUSLY.**

**4) PENDING / OLD BUSINESS UPDATE**

a. Disability Update

Nicholas Ingargiola

Chairman Zabin noted there has not been any success in locating a doctor to conduct Mr. Ingargiola’s Independent Medical Examination (“IME”). Ms. Jensen had provided a physician’s name and the information was shared with Centra Care. Ms. Laudeman noted Mr. Ingargiola’s disability is one of the cancers under the presumption and asked if the Board would consider having the treating physician conduct the IME. Ms. Jensen did not see anything prohibiting the use of the treating physician and suggested adding a provision to Policy #011 granting the Board some latitude in cases where it is difficult to find an IME doctor in a reasonable amount of time.

Amanda Adams

Chairman Zabin stated CentraCare is still searching for a doctor to conduct Ms. Adams’ IME also.

France (Anthony) Felix

Chairman Zabin noted there is no update on this case.

b. Securities Litigation Update - None

**5) NEW BUSINESS**

a. Policies 6 – 10 Review

1. Policy 6 – Report of Disability Status

Ms. Jensen noted the letterhead and members were updated and all policies requiring notarization were also updated to meet new statutory requirements.

**A MOTION TO ACCEPT POLICY 6 AS AMENDED** was made by Mr. Franklin and seconded by Ms. Laudeman; **MOTION CARRIED UNANIMOUSLY.**

2. Policy 7 – Policies and Procedures on Determining Continuing Eligibility of Benefits of Certain Surviving Spouses

Chairman Zabin noted the same changes to Policy 7 as were made to Policy 6.

**A MOTION TO ACCEPT POLICY 7 AS AMENDED** was made by Mr. Franklin and seconded by Ms. Laudeman; **MOTION CARRIED UNANIMOUSLY.**

3. Policy 8 – Additional Rules and Procedures for the Hearing and Determination of Applications for Disability Pensions

Chairman Zabin noted changes to “4E”, and Ms. Jensen asked to table this discussion for the next meeting. She will amend the policy to allow some discretion for the Board, in cases where it was difficult to find a physician willing to complete the IME.

4. Policy 9 – HIPPA Compliant Medical Release

Ms. Jensen made two suggestions to update the HIPPA release form that will be added to Policy 9.

**A MOTION TO ADOPT POLICY 9 AS AMENDED** was made by Mr. Franklin and seconded by Ms. Laudeman; **MOTION CARRIED UNANIMOUSLY.**

5. Policy 10 – Domestic Relations Orders

Ms. Jensen noted an income withholding order “IWO” is referenced in the changes to comply with a federal change.

**A MOTION TO APPROVE POLICY 10 AS AMENDED** was made by Mr. Franklin and seconded by Ms. Laudeman; **MOTION CARRIED UNANIMOUSLY.**

b. Appoint Shannon Hicks as Executive Director

Chairman Zabin called for a motion to appoint Shannon Hicks as executive director.

**A MOTION TO APPOINT SHANNON HICKS AS EXECUTIVE DIRECTOR TO THE FIREFIGHTERS’ PENSION BOARD** was made by Mr. Franklin and seconded by Ms. Laudeman; **MOTION CARRIED UNANIMOUSLY.**

c. Theresa Steinert

Chairman Zabin acknowledged Mrs. Steinert's death notification. She had been accidentally overpaid and had entered into an agreement to repay the funds. Chairman Zabin noted the remainder of her debt was forgiven upon her death.

Ms. Laudeman readdressed Mr. Ingargiola's IME situation and asked if the process of asking the treating physician to conduct the IME could begin. Chairman Zabin agreed with Ms. Laudeman; noting the policy would be discussed and amended at the April 17, 2024 meeting.

**A MOTION TO DIRECT CENTRA CARE TO PREPARE THE IME DOCUMENTATION FOR MR. INGARGIOLA** was made by Mr. Franklin and seconded by Ms. Laudeman; **MOTION CARRIED UNANIMOUSLY.**

6) **ADJOURNMENT**

**A MOTION TO ADJOURN** was made by Ms. Laudeman and seconded by Mr. Franklin. The meeting adjourned at 9:18 AM.

Respectfully submitted,

*Michele Keane*

Michele Keane  
Pension Coordinator