

- *Beginning balance on the special fund: \$44,100.96 on 9/30/2010*
- *Ending balance on the special fund: \$83,284.03 on 12/31/2010*
- *Beginning balance on the General fund: \$36,505.25 on 9/30/2010*
- *Ending balance on the General fund: \$36,488.12 on 12/31/2010*

Motion by Wurzberger to accept report, seconded by Cook, Motion carried.

4. State Auditors Report

- *Nothing to report*

5. ELECTION OF TRUSTEES

- *No action*

6. UNFINISHED BUSINESS

- 1) Continuation of years of service discussion for Brian Koelln led by Carter.
 - Chief Emans handed out a “Retired firefighter’s pension eligibility worksheet” for review.
 - Using the figures from Forcier (using meeting dates of the RA), it came to 10 years, 1 month.
 - Using the figures from Stotts (using information located in the personal file), it came to 9 years, 6 months, and three days.
 - Motion to close the meeting by Cook at 1824 hours, seconded by Stotts, Motion carried.
 - Motion to re-open the meeting at 1900 hours by Sargent, Seconded by Sturges. Motion carried
 - Motion by Sturges to deny his request to be put on the deferred list, because he did not accumulate 10 years of service on the Hutchinson FD, seconded by Jeremy. Motion passed unanimously
- 2) Discussion on why the City contribution went down in 2003
 - An overview of “Why did the pension contribution get reduced in 2003 from \$25,000, to \$5,000?” was presented by Chief Emans.
 - Discussion by Forcier that the board makes a presentation to the council for their future budgets. Gary and Jeremy will discuss how this will be handled in the future.
 - Discussion by Emans to remove the RA budget from the FD budget in the future. Jeremy will report back in the future.
- 3) Discussion on freezing future benefits to people already receiving pensions
 - Request to place on the agenda for next quarterly meeting.

7. NEW BUSINESS

- 1) Discuss/Approve of President's Salary for 2010

- Motion by Stotts to pay Forcier \$300 salary, seconded by Cook.
Motion Passed

2) Review Investment Policy

- Covered in Maxx's report.

3) Motion to request state review of our updated by-laws - especially areas pertaining to benefits.

- Request by Cook to address broken years of service in the by-laws.
- Request to have current by-laws sent to state auditor for review.

4) Consensus to add the form that Chief Emans presented: "Retired firefighter's pension eligibility worksheet" into firefighters files for future hires.

5) Forcier noted that Tom Glaeser and Chris Johnson will be coming up for pension this year.

6) Discussed an offer letter to purchase our Inland American shares – no action at this time.

- *The next scheduled relief association meetings are:*
 - *February 7, 2011 at the American Legion - annual meeting*

8. ADJOURNED: 7:51 P.M

Minutes taken by Casey Stotts

Meeting Minutes
Hutchinson Relief Association Annual Meeting
February 7, 2011, 6:00 p.m.

1. CALL TO ORDER: @ 6:14 pm by Forcier

2. ROLL CALL

- *Attendance sign in sheets is attached*

3. MINUTES

- *Motion was made by Sargent to approve the minutes of the January 12, 2011 meeting as sent out and posted on the board at the fire station, Second by Tom Glaeser. Motion carried.*

4. ANNUAL REPORTS

1. Treasurers Report – Dan Sargent

- *A statement of the HFD RA Financial position was reviewed.*
- *A copy of the revenues and expenditures was reviewed.*
- *Motion to accept the report by Tom Glaeser, 2nd by Randy Redman. Motion carried.*

2. Financial Advisors Report - Mark Maxx

- *Review of the Investment Portfolio was presented.*
 - a) *Beginning balance: 1,207,957.00 (not including REITS).*
 - b) *2010 total account value: \$1,365,663.14 (not including REITS).*
 - c) *As of 2/4/2011, total account value: \$1,389,499.32, up \$23,836.18*
 - d) *Motion to accept the report by Jim Brodd, 2nd by Randy Redman. Motion carried.*

5. ELECTION OF TRUSTEES

- *Election for the position: Randy Abelson Nominated Casey Stotts and Brandon Vik. Request was made three times for nominations from the floor – no other nominations were received.*
- *Motion by Dick Popp, and 2nd by Randy Redman to cast a unanimous ballot for Casey Stotts and Brandon Vik. Motion carried.*

6. UNFINISHED BUSINESS

1) Request by Steve Schramm to discuss why the city reduced its contribution to the RA in 2003 from 20,000 / year, to \$5,000 / year.

- a) Steve did not believe that the reduction ever came before the board, affirmed by Gary Forcier.
- b) Brad Emans gave a presentation with a handout.
- c) Steve Cook advised the city was contributing \$81,000 (\$87,146, according to Jeremy) in 2011, with \$95,000 in 2012.
- d) Motion by Tom Glaeser to have the board contact the state auditor, to find out what the city should/needs be contributing on an annual basis. Seconded by Randy Redman, Motion passed.
- e) Jim Brodd showed an actuarial from 2004, where it recommended that the city contribute \$64,000, but the recommendation by the person that did the actuarial said that there was no more city contribution needed at the time.
- f) Discussion about reduction from 100% to 75% for spousal benefits by Orlin Henke.
 - a. Dan Sargent addressed that the change for retired spouses to 100% was not done by state law, but was done because a new state law said that all current active fire fighters wives had to be paid at 100% from then on.
- g) Motion by Jim Brodd: that the board goes to the city council to get the 100% benefit reinstated to the spouses, seconded the Dick Popp. Motion carried with 5 voting against.

7. NEW BUSINESS

- 1) Discussion about holding the 2012 annual meeting at the fire station.
 - a) Decision was to keep the meeting at the Legion for 2012.

The next scheduled relief association meetings are:

- April 13, 2011
- July 13, 2011
- October 12, 2011
- January 11, 2012

8. ADJOURNED: @ 1932 hours.

Minutes taken by Casey Stotts

- a) *Stotts made a nomination for Brandon Vik*
- b) *Emans made a nomination for Tom Wurzberger*
 - *In a hand vote, Wurzberger received 4 votes, Vik received 2 votes – Wurzberger prevailed.*
- **Secretary**
 - a) *Sturges nominated Stotts, motion by Emans, 2nd by Sturges, motion carried*
- **Treasurer**
 - a) *Emans nominated Sargent, 2nd by Sturges, motion carried*

Motion by Emans to thank Gary Forcier for his years of service, 2nd by Sturges, motion carried.

6. UNFINISHED BUSINESS:

- a.) Discussion on spousal benefits request by Jim Brodd at the annual meeting, to go before the city council and have it re-instated to 100% for all spouses.
 - *Brodd explained that his motion was just a request to the board.*
 - *Motion by Forcier to go to the city council to request the 100% back for the deceased retired member spouses. The motion died for a lack of second.*
 - *Request by Brodd for the secretary to send a letter to the retired firefighters, letting them know that the motion died for a lack of a second.*
- b.) Removing the RA budget from the Fire Department budget
 - *Starting in 2012, the RA budget will be a standalone budget from the FD.*

7. NEW BUSINESS:

- a.) Relief board training sponsored by Fire Chief's Association – ie. Nyle Zikmund (Cook)
 - *Motion by Wurzberger, 2nd by Cook, to spend \$300 to have Nyle come to Hutchinson and put on a training session.*
- b.) Need to develop a policy & procedure manual (Cook)
 - *Current board members will write down what they believe their job entails and look for templates from other relief associations.*
- c.) Discussion of review of years of service and dates in actuarial studies (Cook)
 - *Concern was brought up on how some of the years of service have been wrong on some of the past documents.*
 - *Sargent explained the reasons for the discrepancy.*
 - *The treasurer will look at current firefighter years of service to make sure that it is right.*

8. ADJOURNED: At 6:30 pm

The next scheduled relief association meetings are:

- *July 13, 2011*
- *October 12, 2011*
- *January 11, 2012*

cstotts@ci.hutchinson.mn.us

MEETING MINUTES
Hutchinson Fire Department Relief Association
Quarterly Meeting
July 13, 2011, 5:30 p.m.

1. CALL TO ORDER:

- | | |
|-----------------------------|-----------------------------------|
| • <i>Pres. Matt Sturges</i> | <i>Trustee Brandon Vik</i> |
| • <i>Treas. Dan Sargent</i> | <i>Trustee Gary Forcier</i> |
| • <i>Sec. Casey Stotts</i> | <i>Finance Dir. Jeremy Carter</i> |
| • <i>Mayor Cook</i> | <i>Chief Brad Emans</i> |

Members Absent: *VP Tom Wurzberger*

Others Present: *Jim Brodd, Marlin Torgerson, and Marc Max*

2. ROLL CALL:

The meeting was called to order at 1730 hours, by President Matt Sturges.

3. MINUTES:

- a.) Approval of minutes from the April 13, 2011 meeting
Motion by Stotts to accept the minutes, 2nd by Emans, Motion passed

4. Reports of officers and committees.

- a.) Treasurers Report was handed out.
- Special fund starting balance as of 3/31/2011: \$42,283.85, ending balance of \$62,181.02
 - General fund starting balance as of 3/31/2011: \$34,107.07, ending balance as of 6/30/2011: \$30,205.75
 - Motion by Emans to accept the treasures report, 2nd by Vik, Motion passed.
- b.) Financial Advisor's Report handed out.
- As of 6/30/2011:
 - Beginning value: \$1,365,663.14
 - Net contribution: -\$60,000
 - Change in value: \$48,066.07
 - Ending value: \$1,353,729.22
 - Investment return: 3.53%
 - Motion by Cook, that due to the economic uncertainties, the board authorizes President Sturges and Treasurer Sargent to make

emergency financial recommendations, if necessary. 2nd by Emans, Motion carried.

5. UNFINISHED BUSINESS:

- a.) Request by Jim Brodd, for the secretary to send a letter to the retired firefighters, letting them know that the motion died for a lack of a second.
 - Brodd requested that the letter states: that at the annual membership meeting, the members voted to re-instate the 100%, but the relief board voted not to bring it to the council, due to the
- b.) Setting a date for Nyle Zikmund to put on Relief board training.
 - Request by Nyle, was to wait until the state started back up.
 - An option was to bring someone in from the state to do the training, but the state is shut down.

6. NEW BUSINESS:

- a) Removal of Richie Kuttner from active rolls as of 6/10/2011.
 - Motion by Emans to accept, 2nd by Vik. Sargent brought a point forward that when he came back a second time – he would then have to make it to 15 years, per the by-laws when he rejoined. Motion passed.
- b) Add: Janette Burley, Greg Peller, Robert Petrasek, and Tyler Schmeling to the active rolls as of 6/11/2011.
 - Motion by Sargent, 2nd by Stotts, Motion passed
- c) Tom Glaeser reaching the age of 50 and requesting benefits.
 - Motion by Forcier, 2nd by Emans
 - The benefit will be \$300 per month, for 20 years of service – going back to the first of June.
- d) Sargent presented a copy of the Financial Statements for the year ending December 31, 2010, from James Young & Associates, Ltd. and discussed the recommendations that were brought forward.
- e) Motion to approve the by-laws that were presented in December 2010, Motion by Sargent, 2nd by Emans, Motion passed
- f) Motion by Sargent that we approve the Van Iwaarden Actuarial report as of January 1, 2011, 2nd by Emans, Motion approved
- h) Approve the annual audit by James young & Associates
 - Motion by Sargent, 2nd by Emans, Motion passed.

7. ADJOURNMENT: Meeting Adjourned at 1835 hours

The next scheduled relief association meetings are:

- *January 11, 2012*

cstotts@ci.hutchinson.mn.us

MEETING MINUTES
Hutchinson Fire Department Relief Association
Quarterly Meeting
October 12, 2011, 5:30 p.m.

1. CALL TO ORDER:

- *Pres. Matt Sturges*
- *Treas. Dan Sargent*
- *Sec. Casey Stotts*
- *Chief Brad Emans*
- *Jeremy Carter (came at 1835 hrs)*
- *VP Tom Wurzberger*
- *Trustee Brandon Vik*
- *Trustee Gary Forcier*
- *Steve Cook (came at 1833 hrs)*

- **Members Absent:**

- **Others Present:** *Marcus Max (Ameriprise Financial)*

2. ROLL CALL:

The meeting was called to order at 1730 hours, by President Matt Sturges.

3. MINUTES:

- a.) Approval of minutes from the July 13, 2011 meeting;
Motion by Stotts to accept the minutes, 2nd by Sargent, Motion passed

4. Reports of officers and committees.

a.) Treasurers Report:

- Special fund starting balance as of 6/30/2011: \$61,211.40, ending balance as of 9/30/11 of \$30,146.95
- General fund starting balance as of 6/30/2011: \$30,205.75, ending balance as of 9/30/2011: \$43,514.40
- Motion by Emans to accept the treasures report, 2nd by Wurzberger, Motion passed.

b.) Financial Advisor's Report:

- Between 7/1/2011 - 9/30/2011:
 - Beginning value: \$1,353,729.22
 - Net contribution: \$0.00
 - Ending value: \$1,234,680.53
 - Change in value: -\$119,048.69
 - Investment return: down 8.79% (S&P was down 13.87%)

- Between 1/1/2011 - 10/10/2011:
 - Beginning value: \$1,365,663.14
 - Net contribution: -\$60,000.00
 - Ending value: \$1,267,114.73
 - Change in value: -\$38,548.41
 - Investment return: down 2.87%

- Motion by Wurzberger to accept the Financial Advisor's Report, 2nd by Sargent, Motion passed

5. UNFINISHED BUSINESS:

- a.) Board training - Cook

- b.) Discussion on lump sum (where do we go from here) - Cook

- c.) Update on status of RA policy & procedure manual – Cook

- All three of the top items were tabled, because Steve Cook was not present for the discussion at the time.

6. NEW BUSINESS:

- a) Removal of Miranda Nortrom from active rolls as of 8/25/2011.

- Motion by Sargent to accept the Financial Advisor's Report, 2nd by Emans, Motion passed.

- b) Discussion about freezing future benefits pay.

- No decision will be made at this time, but will be discussed more in the future and if benefits are available.

- Motion by Emans, seconded by Sturges to start moving towards lump sum.

7. ADJOURNMENT: Meeting Adjourned at 1914 hours

The next scheduled relief association meetings are:

- January 11, 2012
- April 11, 2012
- July 11, 2012
- October10, 2011