

# Eden Prairie Firefighter Relief Association

Regular Board Meeting

August 27, 2020

In attendance (via video conference): Travis Dahlke, Scott Gerber, Sue Kotchevar, Tom Wilson, Deanna Bassett, Collin O'Brien, Kathy Nelson, Doug Hayden.

President O'Brien called the meeting to order at 5:30 PM.

The minutes of the June 25, 2020 Eden Prairie Firefighter Relief Association (EPFRA) Board of Trustees meeting and the minutes of the July 30, 2020 Annual Meeting were reviewed. A motion to approve the minutes from both meetings was made by Ms. Nelson. Mr. Hayden seconded the motion. The minutes from both meetings were approved by unanimous voice vote.

## Officer's Reports:

President: No Report

Vice President: No report

Secretary: The applications from the nine new firefighters have been received. The Office of the State Auditor (OSA) Fire Relief Association Working Group plans to resume their work in September ahead of the next legislative session. The bylaw update is awaiting City Council approval at their next meeting on September 1, 2020.

Treasurer:

### Account Balances

Special Account	\$105,002.73
General Account	\$ 12,188.40

### Accounts Payable / Special Account

Pension benefits 7/1/20	\$ 94,882.67
ADP 7/1/20 payroll	\$ 300.53
Pension benefits 8/1/20	\$ 96,002.68
ADP 8/1/20 payroll	\$ 302.49

### Accounts Payable / General Account

Bachmans for flowers	\$ 112.88
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### Accounts Receivable / Special Account

Wells Fargo for 8/1/20 payroll	\$ 95,600.00
Wells Fargo for 9/1/20 payroll	\$ 95,600.00

Accounts Receivable / General Account

City of Eden Prairie for Firefighter dues	\$ 298.93
City of Eden Prairie for FF dues	\$ 302.27

**Unfinished Business:**

The annual audit (2019) has been submitted to the OSA.

The actuarial report for the period ending December 31, 2019 has been completed by Hildi. At that time the fund was 102.3% funded.

There was further discussion about a possible request for proposal (RFP) for an investment advisor. A vote on this matter was tabled until after our next Investment Committee meeting with Wells Fargo. President O'Brien will be meeting with them in September to discuss additional benchmarks and reporting.

**New Business:**

Officer elections for the EPFRA Board of Trustees (one year terms) were held.

Position	Current	Nominated	Nominated by	Seconded by	Approval
President	Collin O'Brien	Collin O'Brien	Tom Wilson	Kathy Nelson	Unanimous
Vice President	Doug Hayden	Doug Hayden	Kathy Nelson	Deanna Bassett	Unanimous
Treasurer	Travis Dahlke	Travis Dahlke	Doug Hayden	Deanna Bassett	Unanimous
Secretary	Tom Wilson	Tom Wilson	Kathy Nelson	Doug Hayden	Unanimous

Ms. Kotchevar reported that a new audit firm has been selected by the City of Eden Prairie. BerganKDV will be providing audit services to the City of Eden Prairie with an annual cost to the EPFRA of \$8400.00 for the yearly audit and completion of reporting forms required by the OSA. A motion was made by Ms. Nelson to utilize BerganKDV as our auditor as long as the cost does not exceed \$8400.00/year. Ms. Bassett seconded the motion which was then passed by the board on a unanimous voice vote.

President O'Brien discussed an audit plan for 2020 that would break out the various duties more evenly between the responsible parties on the board. The President, Secretary, and Treasurer will meet prior to the start of the 2020 audit to discuss and assign duties and timelines.

A motion to adjourn the meeting was made by Ms. Bassett. Ms. Nelson seconded the motion. The meeting was adjourned by unanimous consent at 6:05 PM.

The next regular meeting of the EPFRA Board of Trustees is scheduled for September 24, 2020 at 5:30 PM.

Respectfully Submitted.

Tom Wilson, Secretary  
EPFRA Board of Trustees