

# Eden Prairie Firefighter Relief Association

Regular Board of Trustees Meeting

August 26, 2021

In attendance: Deanna Bassett, Brian Sykes, Cole Hytjan, Sue Kotchevar, Tom Wilson, Travis Dahlke, Scott Gerber, Kathy Nelson, Tammy Wilson, Collin O'Brien, Justin Schram (guest).

President O'Brien called the regular meeting of the Eden Prairie Firefighter Relief Association (EPFRA) Board of Trustees to order at 5:30 PM.

The minutes of the June 24, 2021 EPFRA Board meeting and the minutes of the July 29, 2021 Annual Meeting of the EPFRA were reviewed. A motion to approve the minutes of both meetings was made by Mr. Hytjan. Mr. Sykes seconded the motion. The motion was approved unanimously.

## Officer's Report:

President: No report

Vice President: No report

Secretary: The Office of the State Auditor's Relief Association Working Group resumes work in October.

Treasurer:

### Account Balances

Special Account	\$113,655.27
General Account	\$ 57,739.40

### Accounts Payable / Special Account

Pension Benefits	\$ 91,621.34
ADP (payroll)	\$ 308.26

### Accounts Receivable / Special Account

Wells Fargo	\$95,600.00
Interest	\$ 0.52

### Accounts Receivable / General Account

City of Eden Prairie	\$ 156.98
City of Eden Prairie	\$ 160.32

Benefit Applications approvals by the Board of Trustees:

Dave Thompson, monthly benefit of \$560.00 for 10 years of service beginning August 1, 2021

Rick Thompson, monthly benefit of \$1,120.00 for 20 years of service beginning September 1, 2021

David Gandrud, lump sum benefit of \$162,200.00 for 13 years of service on September 10, 2021

(with a return to service in 60 days from September 10).

**Unfinished Business:**

Eden Prairie Fire Department (EPFD) fundraising letter has been finalized and will be mailed out in September to the residents of Eden Prairie.

The request for proposal (RFP) for Investment Advisory Services has generated proposals from 11 firms to date. The plan is to review the proposals and select four for interviews before the September 23, 2021 Board Meeting. If necessary, a special meeting of the EPFRA Board of Trustees will be called to complete the selection of an investment advisor.

**New Business:**

Tammy Wilson, who will become the City of Eden Prairie’s new Finance Director upon the retirement of Sue Kotchevar in September 2021, was introduced. She has 25 years of experience with the Finance Department. Brian Sykes, newly elected Trustee, was also introduced. He brings a strong financial background to the Board.

The Not-To-Exceed budget plan for the new fundraising process was discussed. The monies will be kept in the Relief Association’s general account. The membership of the EPFD and the EPFRA will vote on a Not-To-Exceed budget yearly, this year for calendar year 2022, to cover the cost of non-budgeted items and services that are of value to the members of the EPFRA and the citizens of Eden Prairie. The vote for 2022 is tentatively scheduled for November 18, 2021 at the EPFD Department Meeting. All members of the EPFRA will be eligible to vote.

Election of new officers for the Board of Trustees was held. The results are as follows:

Position	Current	Nominated	Nominated by	Seconded by	Approval Vote
President	Collin O’Brien	Collin O’Brien	Tom Wilson	Sue Kotchevar	Unanimous
Vice President	open	Cole Hytjan	Collin O’Brien	Travis Dahlke	Unanimous
Secretary	Tom Wilson	Tom Wilson	Sue Kotchevar	Cole Hytjan	Unanimous
Treasurer	Travis Dahlke	Travis Dahlke	Tom Wilson	Collin O’Brien	Unanimous

Discussed the letter received from retired member Chuck Shaitberger regarding the possibility of providing a uniform for retired members to wear at functions such as funerals or other department and community events. The Board agreed that this is a matter that requires further consideration. This could be appropriate for the Not-To-Exceed yearly budget going forward if a uniform plan is finalized.

The Board also discussed paying for the costs related to the monthly EPFD Retiree meeting.

Reimbursement of any expenses related to holding the meeting, coffee and donuts, will be available from the EPFRA.

A motion to adjourn the meeting was made by Ms. Bassett and seconded by Chief Gerber. The meeting was adjourned without objection at 6:20 PM.

The next regular meeting of the EPFRA Board of Trustees will be held on September 23, 2021 at 5:30 PM. The physical meeting will be held in the office of the EPFRA at Station One.

Respectfully Submitted,

Tom Wilson, Secretary  
EPFRA Board of Trustees