



State Auditor
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OFFICE OF THE STATE AUDITOR

E-Update

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1. Released: Sample Bylaw Guide
 2. Deadline: Forfeiture Reporting Form
 3. Update: Fire Relief Association Working Group
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1. Released: Sample Bylaw Guide

The Office of the State Auditor has released a Sample Bylaw Guide for use by defined-benefit lump-sum volunteer fire relief associations affiliated with a city fire department. The bylaw provisions within the Guide are intended to assist relief associations in meeting minimum statutory requirements and to provide the framework for developing custom bylaws.

To view the Sample Bylaw Guide, please go to:

<http://www.auditor.state.mn.us/default.aspx?page=20120208.000>.

2. Deadline: Forfeiture Reporting Form

February 20th is the deadline for law enforcement agencies to report final disposition of property seized subject to forfeiture for the month of January. DWI forfeitures are now required to be included. To report final disposition of forfeitures, please go to:

<https://www.auditor.state.mn.us/safes/>.

3. Update: Fire Relief Association Working Group

The final meeting of the 2011/2012 Volunteer Fire Relief Association Working Group was held on February 7, where the final language in the Working Group bill was agreed upon.

Once the bill is introduced, the Pension Division newsletter will keep you updated on the progress of the bill. To receive the newsletter, e-mail pension@osa.state.mn.us.

Working Group materials, including a copy of the 2012 bill, are available at:

<http://www.auditor.state.mn.us/default.aspx?page=reliefworkinggroup>.

4. Avoiding Pitfalls: Municipal Representation on Fire Relief Association Boards

When a volunteer fire relief association is affiliated with a municipality, the municipality must have representatives serving as trustees on the fire relief's board. See [Minn. Stat. § 424A.04](#). While these municipal trustees can't be officers of the relief association, they have the same rights and duties as any other trustee, including the right to vote.

All trustees, including municipal trustees, should receive notice of all board meetings and be allowed to fully participate.

If you have questions regarding the composition of a fire relief association's board of trustees, please feel free to contact the Office of the State Auditor's Pension Director Rose Hennessy Allen at 651-296-5985 or Rose.Hennessy-Allen@osa.state.mn.us.

If you are interested in signing up to receive an e-mail version of the E-Update regularly, [click here](#).

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