



**State Auditor
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OFFICE OF THE STATE AUDITOR

E-Update

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1. Deadline: Fire Equipment Certification Reminder
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1. Deadline: Fire Equipment Certification Reminder

The 2019 Fire Equipment Certification (FA-1) Form and the Certification of Service Areas Protected are due to the Minnesota Department of Revenue by March 15, 2019. Submission of the forms is required for communities to be eligible for 2019 fire state aid. The FA-1 Form must be signed by the fire chief and by the municipal clerk or secretary of the independent nonprofit firefighting corporation, as applicable.

Five percent of a community's fire state aid is forfeited for each week or fraction of a week that the forms are submitted past the March 15 due date. Additional information about this reporting requirement and a list of fire departments for which the forms have been received are provided on the Minnesota Department of Revenue's website at:

https://www.revenue.state.mn.us/local_gov/prop_tax_admin/Pages/fsa.aspx.

2. Deadline: Lobbying Costs Reporting Form

The Local Government Lobbying Costs Reporting Form is due January 31st. The form can be found at:

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

3. Open Meeting Law Requirements Apply to Relief Associations

Trustees of volunteer fire relief associations should be aware that fire relief associations are subject to requirements of the Minnesota Open Meeting Law, Minn. Stat. ch. 13D. This means that relief association board meetings must be open to the public unless the meeting is closed for a purpose expressly authorized under state law

Relief associations must also keep meeting minutes that record the votes on actions taken during open meetings, and the minutes must be open to the public during normal business hours where records of the association are kept. The Open Meeting Law also contains meeting notice requirements, and requirements for providing meeting materials to board members and for making the materials available in the meeting room for public inspection.

The Data Practices Office of the Minnesota Department of Administration has the authority to review Open Meeting Law questions and to issue advisory opinions about these issues. They can be contacted by telephone at (651) 296-6733; by mail at 201 Administration Building, 50 Sherburne Avenue, Saint Paul, MN 55155; or via its website at <https://mn.gov/admin/data-practices/>. Information regarding Open Meeting Law requirements is available on the website.

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