

# Pension Division Newsletter

**Inside this issue:**

<i>Statements of Economic Interest Reminder</i>	2
<i>Key Reporting Requirements Calendar and Information for New Trustees</i>	2
<i>Open Meeting Law Reminder</i>	3
<i>Pension Division Staff</i>	3

## Working Group Update

The Volunteer Fire Relief Association Working Group met on December 6. The Working Group’s December 15 meeting was rescheduled to January 17. The Working Group is finishing up its work for the upcoming legislative session. The Working Group’s legislative proposals include technical changes to the statutes and updates to accommodate joint powers fire departments. The proposals also would close an investment loophole by clarifying corporate stock investment restrictions for relief associations.

The Working Group also will be bringing forward its proposals from last year that were included in the 2016 Omnibus Retirement Bill that was passed by the legislature but was vetoed by Governor Dayton. The veto was not related to the Working Group’s legislation. These proposals include a requirement that the fire chief annually certify service credit for each volunteer firefighter to an officer of the relief association and to the municipal clerk. The certifications would be used by the relief association when determining a firefighter’s pension eligibility. The proposals also include a legislative correction to clarify that relief association service credit cannot be awarded for the same hours of service for which a firefighter is already receiving pension credit through the Public Employees Retirement Association.

Working Group meeting materials are available on the Office of the State Auditor (OSA) website at:

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



Office of the State Auditor  
 Pension Division  
 525 Park Street, Suite 500  
 Saint Paul, MN 55103  
 (651) 282-6110  
 Fax: (651) 282-5298  
[pension@osa.state.mn.us](mailto:pension@osa.state.mn.us)

## Agreed-Upon Procedures Guide

The Agreed-Upon Procedures Guide and Sample Independent Accountant’s Report to be used by certified public accountants who are performing an attestation for a relief association with assets and liabilities of less than \$500,000 are available on the OSA website at: <http://www.auditor.state.mn.us/default.aspx?page=20151209.000>.

The documents are available in both MS Word and PDF versions. No changes to the procedures have been made for the upcoming reporting year. Changes may be made in the future to reflect the new clarity standards for attestation engagements.

**What's Ahead:**

**January 15:**

Certified Listing of Individuals Who Filed a Statement of Economic Interest due to the Campaign Finance and Public Disclosure Board.

**January 17:**

Working Group Meeting from 11:00 a.m. to 1:00 p.m. at the OSA.

**February 15:**

Final deadline for submitting 2016 Supplemental Benefit Reimbursement Forms to the Department of Revenue.

**March 15:**

Fire Equipment Certification Form (FA-1 Form) is due to the Department of Revenue.

## Statements of Economic Interest Reminder

Every year, each volunteer fire relief association board member and chief administrative officer is required to complete a *Statement of Economic Interest*. The Statement must be filed with the chief administrative officer of the relief association and be made available for public inspection.

The chief administrative officer of a relief association must also submit a *Certified Listing of Individuals Who Filed a Statement of Economic Interest* form to the Campaign Finance and Public Disclosure Board (CFPDB) by **January 15**. This form must list all individuals who have filed *Statements of Economic Interest* with the relief association for the preceding 12 months, along with the address of the office at which the statements are available for public inspection.

For your convenience, the required CFPDB's *Statement of Economic Interest* and *Certified Listing of Individuals Who Filed a Statement of Economic Interest* forms are available in the Pension Forms section of our website under the "Current Forms" heading, or by going to:

<http://www.auditor.state.mn.us/default.aspx?page=20070105.001>.

## Key Reporting Requirements Calendar and Information for New Trustees

An updated Key Reporting Requirements calendar is now available on the OSA website. This PDF document lists each reporting form that relief associations must submit to the OSA and additional required State reporting. Links to the forms and their applicable due dates are also provided. The calendar can be found at:

[http://www.auditor.state.mn.us/forms/pen/ReportingForms/pensionrf\\_requirements.pdf](http://www.auditor.state.mn.us/forms/pen/ReportingForms/pensionrf_requirements.pdf).

Many relief associations will be holding their annual meeting and elections soon. The OSA makes available a one-page document that provides links to resources available on our website. These resources are intended to help individuals who are elected to a relief association's board of trustees be successful in their new positions. The information document can be viewed at: <http://www.auditor.state.mn.us/Other/pensionDocs/InfoforNewTrustees.pdf>.

## Open Meeting Law Reminder

**Statements of Position:**

**Fundraisers and Donations**

**Special and General Funds**

**Deferred Interest**

**Joint Powers Fire Departments and Fire Districts**

Many relief associations are beginning preparations for their annual board meetings. Please remember that relief associations are subject to Open Meeting Law requirements. Relief association board meetings must be open to the public unless some portion of the meeting is closed for a purpose expressly authorized under Minnesota law. The Open Meeting Law also contains notice requirements and requirements for making materials provided to the board members available in the meeting room for public inspection. Relief associations must record the votes on actions taken during meetings and must make the minutes available to the public during normal business hours where records of the association are kept.

The Information Policy Analysis Division (IPAD) of the Department of Administration has the authority to review Open Meeting Law questions and to issue advisory opinions about these issues. Information regarding Open Meeting Law requirements is available on the IPAD website at: <http://www.ipad.state.mn.us/index.html>.

Municipal trustees have all the same rights and duties as any other trustee on a relief association’s board, except the right to be an officer of the board. Municipal trustees therefore have the right to vote and should be provided with meeting materials and notice of board meetings.

## Pension Division Staff

If you have questions, please contact us:

Nicholas Enger, Pension Analyst

(651) 284-3423

[nicholas.enger@osa.state.mn.us](mailto:nicholas.enger@osa.state.mn.us)

Michael Johnson, Pension Analyst

(651) 282-5430

[michael.johnson@osa.state.mn.us](mailto:michael.johnson@osa.state.mn.us)

Molly Resch, Pension Analyst

(651) 297-2765

[molly.resch@osa.state.mn.us](mailto:molly.resch@osa.state.mn.us)

Rose Hennessy Allen, Pension Director

(651) 296-5985

[rose.hennessy-allen@osa.state.mn.us](mailto:rose.hennessy-allen@osa.state.mn.us)

Michael Kapala, Pension Intern

(651) 296-6279

[michael.kapala@osa.state.mn.us](mailto:michael.kapala@osa.state.mn.us)