



Our Vision

Red Wing thrives as a vibrant, creative river town that values its natural environment, welcomes all people, and unlocks opportunity for everyone.

Our Mission

We strive to create a sustainable, healthy, accessible, resilient, and equitable community where every person feels at home.

Meeting Announcement and Agenda Red Wing Fire Department Relief Association Colvill Courtyard, 515 Nymphara Lane, Red Wing, MN Thursday, February 15, 2024, at 5:00 PM

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Approval of Agenda**
- 5. Approval of Minutes**
 - 5.A. Motion to Approve December 6, 2023, Meeting Minutes.
- 6. General Business**
 - 6.A. Reading of Reports
 - 6.A.1. Officers
 - 6.A.2. Committees
 - 6.A.3. Fire Department Updates - Chiefs
- 7. Elections - First Quarter**
 - 7.A. Vote for Trustees
 - 7.A.1. Trustee of Hose Co. 4 - Currently Gabe K.
 - 7.A.2. Trustee of Hook and Ladder - Currently Bill R.
 - 7.A.3. Trustee at Large - Currently Chris Z.
 - 7.B. Vote for Board Officers
 - 7.B.1. Even Years
 - 7.B.1. Vice President - Currently Bill M.
 - 7.B.1. Treasurer - Currently Grady N.
- 8. New Business**
 - 8.A. Update on Open Meeting Laws and using the City's official online data repository, Laserfiche.

8.A.1. Mayor Mike Wilson has been appointed to the Relief Board.

8.A.2. We are pending the announcement of the City's Appointed Representative.

8.B. Jackets/new logo for all members.

9. Announcements

9.A. Q1 Board Meeting will be scheduled after this meeting.

9.B. June 19, 2024 - Summer Feed, Colvill Pavilion.

9.C. December 4, 2024 - Board/Budget Meeting, Station 2.

10. Adjournment

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-- Incorporated February 16, 1892 --

◆ 420 Plum Street ◆ Red Wing ◆ Minnesota ◆ 55066 ◆ 651/388-7142 ◆

Budget/Q4 Board Meeting

Red Wing Fire Department Relief Association

December 6, 2023

Red Wing Fire Department Station 2 at 1700

DRAFT MEETING MINUTES

1. Call to Order - The meeting was called to order by President Kinney at 1700
2. Pledge of Allegiance – President Kinney led the Pledge of Allegiance at 1701
3. Roll Call – A quorum was present:
 - a. The following Board members were present: President Gabe Kinney, Secretary Dan Knott, Vice President Bill Mason, Trustee Bill Redman, and Trustee Chris Zenner
 - b. The following Board members were absent: Council Administrator Kay Kuhlman, Treasurer Grady Nelson, Chief Mike Warner, and Mayor Mike Wilson
4. Approval of the Agenda – Mason moved and Redman seconded to accept the agenda at 1702. Kinney proposed to amend the motion to accept the agenda with a discussion of jackets in the 2024 budget discussion, seconded by Knott at 1703. The amendment passed unanimously at 1704, and the motion to accept the agenda, as amended, passed unanimously at 1705.
5. Approve Minutes of Previous Meetings – Mason moved, and Kinney seconded a motion to approve the draft minutes of the meetings of the 24 May 2023 Special Board Meeting and the 06 June 2023 Special Association Meeting at 1706. The motion passed unanimously at 1706.
6. General Business
 - a. Reading of Reports:
 - i. Officers – None of the officers had anything significant to report to the Board.
 - ii. Committees:
 1. Records Committee – Knott reported that he will work with some volunteers to arrange a time to go through and organize the Relief Association records in the basement of Station 1, probably in early 2024, and will work with Chief Warner to integrate our future records, as required, into the City’s LazerFiche record system, starting in 2024 (see Chief’s Report, below).
 2. Food Committee– Zenner reported that he will start working with the Food Committee members on arranging food for the 2024 first

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quarter Association meeting and summer feed, once the dates have been determined (see below).

3. Jacket Committee – See discussion below in 2024 budget.
- iii. Fire Department Updates – Chief Warner was absent, but submitted a written report which was reviewed and discussed at 1710. It dealt mostly with his research on the need for the Relief Association to conform with certain Minnesota Statutes, particularly sections of 424A.04 regarding the appointment of the City’s representatives on the Relief Board, and 13D regarding the Minnesota Open Meeting law.
 1. On the former (424A.04), he notes that our practice of having the Mayor (presently Mike Wilson) and the City Council Administrator (presently Kay Kuhlman) as the required elected official representative and required elected or appointed official representative, respectively, on the Association Board as required by the statute (in addition to the Fire Chief), does not directly comply with the requirements of the statute, which indicates that the municipality must designate the respective representatives. A review of the current by-laws indicates that we do not need to make any changes in the by-laws themselves to comply, but that we (through the Chief) will need to work with the City Council to designate appropriate members to represent the City on the Association Board.
 2. On the latter (13D), we will need to make some changes in how we notice and post our meetings in order to ensure we are complying with the Open Meeting law. Again, a review of the current by-laws does not appear to require any changes to conform, just changes in our practices and procedures. We will also need to meet in public locations when possible, and to also ensure that our records (e.g., meeting agendas and minutes) are accessible to the public through the City’s system of record (LazerFiche). Kinney and Knott noted that they would work with Chief to move us into compliance in 2024.
 3. Chief provided additional brief updates on the Department’s participation in an ISO Fire Suppression Rating Schedule, the hiring of full-time staff, new POC-hire training, the Medic 152 remount, replacement of Engine 1, the 2024 budget, 2024 POC training, and 2024 POC duty shifts.

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7. Unfinished Business – None.

8. New Business:

a. Parr McKnight Update – Brian McKnight from Parr-McKnight provided an update on our investment performance to date in 2024 at 1715. He reviewed how broader economic trends have influenced investments (e.g., higher but dampening inflation, higher but recently steady interest rates, U.S. and international bond & stock performance, and the chance of a recession). Our funds under their management gained a net \$62,295 this year, or approximately 4%. He also discussed possible opportunities to move some of our General Fund cash reserves into money market accounts, and noted that, since they already manage our Special Fund funds, they would not charge fees for doing so. There was some discussion about this, but the consensus was that we would need to consult with the Treasurer prior to making any decisions regarding possible fund changes. No Board action was required.

b. Suggested Changes Regarding Open Meeting and Records Compliance – (See discussion under Fire Department Update, above.) This was discussed at 1737 and it was determined that Kinney and Knott could work with Chief on the mostly minor, procedural changes that will need to be implemented. No Board action was required.

c. Possible Pension Increase – Kinney reviewed the current Special Fund amounts at 1741 and noted that we are currently funded at 110%, which is what is required in our by-laws, and therefore we cannot raise our pension amount. No Board action was required.

d. General Fund Budget for 2024 - In Nelson's absence, Kinney presented the proposed General Fund budget for 2024 at 1746. Our current General Fund balance is about \$84,500. There was consensus that we would like to keep at least \$50,000 in the General Fund, with about \$5,000 of that in cash/checking, but that we might consider how we keep some of that money (see above discussion regarding possibly moving some of it into higher yield money market accounts). We typically spend about \$2,500/year from the General Fund for regular expenses (mostly related to food & meetings, as well as some vendor expenses), not including conferences (which we do not always attend). In addition, the Union has again requested that we contribute \$300 to help stock general fire station kitchen supplies in 2024 as we did in 2023, as we will be continuing our POC duty shifts. Also, we will likely resume the \$500 salary/year for the two non-officer Trustees in 2024, which comes out of the General Fund, for a

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total of \$1,000. In addition, Kinney reported that the Jacket Committee had an approved emblem and presented it and two different jacket types for consideration. (He notes that they decided against getting Carhart jackets, as these would have been about double the cost as the jackets presented.) These were reviewed by the Board, and we all agreed to the emblem and agreed on one jacket style. The cost is estimated to be about \$110/jacket, and we have about 40 active & deferred members. If we build in some possible extra costs and extra orders, Kinney is estimating an upper limit of \$125/jacket x 60 jackets = \$7,500 for jackets in 2024. This, plus the other expenses noted above totals \$11,300, which would leave an estimated balance (excluding any interest/investment returns) of about \$73,200 in the General Fund at the end of 2024, well above our minimum desired balance of \$50,000. We noted that, under this proposed budget, if we wanted to move some funds to higher interest investments or spend money to go to conferences, we would need to later amend our budget to authorize those actions. Zenner moved to accept the proposed budget, seconded by Mason at 1833. The motion passed unanimously at 1836.

e. Payment to Knott for Mary Cyr Funeral Flowers – Bill Mason moved and Zenner seconded to reimburse Knott \$95.50 for sending flowers to Mary Cyr's funeral at 1837, and it passed unanimously at 1837. Knott noted that Ed Cyr sent a note expressing thanks to the Association for sending the flowers.

f. Set Association Meeting Dates for 2024 – We discussed dates for the 2024 Association and Board meetings. For the first quarter Association voting meeting and Board meeting, consensus was that February 7 would work, and we would see if Chief could reserve the Colville Courtyard for that, considering the need to accommodate all the current, deferred, and retired members. We did note that we would not be able to have our happy hour prior to the meeting, but would have to do so afterward. For the Summer Feed, June 19 was the consensus date. For the 4th quarter Board/budget meeting, the consensus was for December 4 at Station 2. Redman moved to accept these dates, and Zenner seconded at 1902, and the motion passed unanimously. Knott will work with Chief to get the January and December meeting spaces reserved and will schedule the Summer Feed himself (as there is no associated business meeting).

9. Adjournment – Zenner moved, and Mason seconded, a motion to adjourn at 1903, and the motion passed unanimously.