



### **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 420 Plum Street, Red Wing, MN Friday, January 3, 2025, 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 4, 2024, Minutes.
- 6. New Business**
  - 6.A. Motion to Approve Deferred Member Payments
  - 6.B. Motion to Approve Expense Reimbursements
- 7. Adjournment**

# Red Wing Fire Department Relief Association

-- 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 4, 2024

Red Wing Fire Department Station 2 at 1800

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## DRAFT MEETING MINUTES

1. Call to Order - The meeting was called to order by President Kinney at 1810
2. Pledge of Allegiance – President Kinney led the Pledge of Allegiance at 1810
3. Roll Call – A quorum was present:
  - a. The following Board members were present: President Gabe Kinney, Secretary Dan Knott, Trustee Bill Mason, Treasurer Grady Nelson, Trustee Bill Redman, Chief Mike Warner, and Vice President Chris Zenner
  - b. The following Board member was absent: Mayor Mike Wilson
4. Approval of the Agenda – Kinney moved and Mason seconded at 1811 to accept the agenda with the deletion of Parr McKnight Update (8.a.), since Parr McKnight was not able to attend tonight, and with adding a last item to New Business, “Expense Approval,” new 8.d. noting that Nelson had some expenses that needed to be approved. There was some discussion about where various items might fit into the agenda categories, and the agenda, as amended, was approved unanimously at 1813.
5. Approve Minutes of Previous Meeting – Nelson moved and Zenner seconded a motion to approve the draft minutes of the meetings of the 27 September 2024 Special Board Meeting. The motion passed unanimously at 1813.
6. General Business
  - a. Reading of Reports:
    - i. Officers –
      1. President – Kinney noted at 1814 he had updates on the jackets, but would add that to the budget discussion, as it will include jackets. Beyond that, nothing significant to report.
      2. Vice-President – Zenner noted at 1814 that the retirement axe presentations for Hallock and Sperlak went well; Kinney thanked Zenner. Knott added that the Legion had sent photos of the presentation at the Legion for Sperlak to their members and that they were also sending to the newspaper.
      3. Treasurer – Nelson reported at 1815 that all the information was in for the audit and submitted to the State. Initial figures indicate that we are funded at 105%. We have paid out Hallock and Sperlak.

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Nelson noted he is working with Garlitch and the state to prepare Garlitch's payment figures to present to the Board for approval and will advise once he has those confirmed. He is also working on an online form for people with reimbursement requests to submit including the receipts, which will aid in tracking reimbursements and auditing expenses.

4. Secretary - Knott reported at 1820 that he had received the laptop and paper records from the prior secretary and was in the process of going through those in order to sort and file them either electronically or in paper form. Once he had done that, he would also go through the paper records in the basement of Station 1. Kinney asked if the City had received all the records they had asked for up update their Lazerfiche records, and Knott noted that he believed that we had to the extent possible, but that is why he is still going through the records to confirm.
- ii. Committees:
1. Records Committee – Knott reported at 1823 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 2025.
  2. Food Committee– Zenner reported at 1823 that he is on the Food Committee and will work members on arranging food for the 2025 first quarter Association meeting and summer feed, once the dates have been determined (see below).
  3. Jacket Committee – Kinney noted that this committee has been disbanded, but that he had some discussion in 2025 budget regarding jackets and t-shirts (see below).
- iii. Fire Department Updates – Chief Warner reported at 1825 that, given the changes on the City Council and new Mayor being elected, he does not know who will be appointed to replace Mayor Wilson on the Relief Board, or to the open elected/appointed official position on the Relief Board, but he will let us know once he finds out. Chief Warner will continue to be on the Board. He updated us on the Fire Department's 2025 budget, including the new engine and new thermal imagers. They intend to add a new ambulance as a reserve. Also, four new cardiac monitors are in the budget, and a committee is looking at different options. The Fire Department did receive a grant for a forcible entry training door. He also reviewed the changes

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in full time job classes (eliminating Lieutenant and Engineer ranks and adding Firefighter/EMT rate). He also noted some ongoing and upcoming hiring and personnel changes for full time and new POC trainees. He also noted the change to the POC duty shift sign up process. He thinks that the Open Meeting and record keeping process for the Board with the City is going well. He noted his open door and open book policy. There was some discussion about whether the Relief Association should make a presentation to the City Council prior to their appointing new Board members, and Chief indicated that he did not believe this would be necessary. There was also discussion about Station Alerting and Mobile Data Terminals, when they might come, and limitations on how they might be implemented.

7. Unfinished Business – None.

8. New Business:

a. 2024 General Fund Budget Execution Review - Nelson's reviewed the 2024 General Fund budget execution at 1841. 2024 actual expenses were \$418.60 for winter meeting food, \$528.17 for summer feed, \$190.98 for funeral flowers, \$4,898.00 for jackets, \$1,537.12 for plaques (gross, not including \$600 donation from the Legion to cover Sperlak's axe), and \$1,000.00 for non-officer Trustee stipends, for total expenses of \$7,572.96. Our current General Fund investment balance is about \$80,000, plus the General Fund checking account balance is about \$1,500, so about \$82,000 total in the General Fund. He did note that we have not been earning much on General Fund investment/interest, so at some point, we will need to look at fundraising. He noted that, if we spent at the same rate as last year, we would have about 10 years left before the General Fund is depleted, but noted that this would have to be a separate discussion. No Board action was required.

b. 2025 General Fund Budget Proposal – At 1845 Nelson proposed a 2025 General Fund budget to include \$500 for winter meeting food, \$500 for summer feed food, \$200 funeral expenses, \$1500 jackets for new members and some extra to eliminate individual orders, \$600 for retirement presentations, \$1,000 non-officer Trustee stipends, for total projected expenses of \$4,300. There was some discussion about where to keep extra jackets, and Chief offered for us to keep them in the uniform room at Station 1. There was discussion about adding funds for conference attendance. Past performance was that the Fire Department provided the

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vehicle and registration fees for conference attendees, and the Association paid for hotels and food. Chief again offered to again pay for registration fees and provide the vehicle. There was consensus to add \$2,000 to the budget for hotels and food for attendees (in September at Breezy Point this year). This also spurred discussion about the possibility of bringing the MSFDA conference back to Red Wing, including what we might need start doing in order to plan for this and make a proposal to MSFDA. There was discussion about possibly setting up a committee or starting discussions with the Chief to consider what would be needed. Chief also suggested that we consider budgeting money for Relief Association t-shirts that they could sell at the Fire Department, because people often come in asking about buying shirts. He suggested we could sell them for about \$20 and make a profit off of them. Nelson suggested that members might be interested in also purchasing them. There was some discussion about different vendors and prices. Rough estimates were that we could get t-shirts for about \$10-12/shirt, which would make about \$8-10/shirt. There was also discussion about possibly being more aggressive with investing some of our General Fund. There was a consensus to add \$1,500 for t-shirts. Kinney moved and Zenner seconded to add the \$2000 conference and \$1500 t-shirt funds to the budget, at 1911. The amendment was adopted unanimously. Nelson moved at 1912 and Redmond seconded to approve the budget, as amended. This also passed unanimously. There was some discussion about the details and logistics of getting the t-shirts, including possibly setting up a committee.

c. Set Association Meeting Dates for 2025 – For the first quarter Association voting meeting and Board meeting, consensus was that February 26 would work. Knott will contact the City to reserve 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 4<sup>th</sup> quarter Board/budget meeting, the consensus was for December 11 at Station 2. Kinney noted that we did not need to set the Summer Feed date now, because there was no plan to conduct business at the meeting. Likely will be on June 18, as we traditionally have it on the third Wednesday of June. Redman moved to accept these dates, and Mason seconded at 1920, and the motion passed unanimously. Knott will work with Chief to get the December meeting spaces reserved and will schedule the February meeting and Summer Feed with the City himself.

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- d. Expense Reimbursement – Nelson had a bill for food for the December Board meeting from Kinney for \$64.43. Mason moved and Zenner seconded to reimburse Kinney at 1921 and it passed unanimously.
9. Adjournment – Nelson moved, and Mason seconded, a motion to adjourn at 1922, and the motion passed unanimously.

## Next Meetings, Events:

- February 26, 2024 – Association Voting Meeting and Board Meeting, Colville Courtyard, 1700 – 1900
- June 18, 2024 – Summer Feed, Colville Pavilion, 1700 – 1900
- December 11, 2024 – Board/Budget Meeting, Station 2, 1700 – 1900