

**Volunteer Firefighter and EMT Pension Fund Board Meeting
Casper, WY
September 13, 2016**

A meeting of the Volunteer Firefighter and EMT Pension Fund Board was scheduled to be held at 1:00pm on Tuesday, September 13, 2016 at the Firerock Restaurant in Casper, Wyoming.

Board members participating:

- Mr. Gene Diedtrich (Chair) (Newcastle)
- Mr. Lanny Applegate (Vice-Chair) (Cheyenne)
- Mr. Tracy Brown (Lingle)
- Mr. Kim Lee (Riverton)
- Mr. Jerry Munger (Wheatland)
- Mr. Eric Quinney (Evanston)
- Mr. Alan Sessions (Afton)

Board members absent and excused: none

Staff members participating:

- Ms. Ruth Ryerson, Wyoming Retirement System

Others in attendance: none

Chairman Diedtrich called the meeting to order at 1:15pm.

1) Board Meeting Minutes from June 15, 2016. The Volunteer Firefighter and EMT Pension Fund minutes from June 15, 2016 were considered.

MOTION 9-13-2016 (#1): Mr. Lee moved to approve the minutes as presented. Mr. Brown seconded. Motion carried unanimously.

2) Review of Financial Reports. The financial statements for May, June and July 2016 were reviewed.

MOTION 9-13-2016 (#2): Mr. Lee moved to approve the financial reports as presented. Mr. Sessions seconded. Motion carried unanimously.

3) Review of Membership Reports. The membership reports as of August 31, 2016 contained the following highlights:

- Active Contributing Members: 2,340
- Retirees: 1,110
- Survivor pensions: 223
- Smallest monthly pension: \$44.88
- Largest monthly pension: \$719.70

Participating Departments. The board reviewed the participating department report, noting 117 participating agencies.

Service Purchase reports. The board reviewed the service purchase reports for the quarter, noting there were no completed service purchases during the June - August timeframe.

Newly refunded and retired report. The board reviewed the refunded accounts and new retirees for the June - August timeframe. There were 16 new retirements, and 8 members refunded their accounts during the period.

Chairman Diedtrich noted the inclusion of the detailed listing of all retiree and survivor pensioners, stating that it was for information only and no board action was necessary.

Mr. Applegate asked if it would be possible to include a one-page summary listing any deaths that occurred in the previous quarter. Mr. Quinney asked if the list of pensioners could be sorted by department rather than alphabetically. Ms. Ryerson said she would check to see what she could do about both requests.

MOTION 9-13-2016 (#3): Mr. Quinney moved to approve the membership reports. Mr. Sessions seconded. Motion carried unanimously.

4) Update on Rulemaking status for rule amendment. Ms. Ryerson reviewed the memo from WRS General Counsel Ben Brandes regarding the rulemaking status for the service purchase rule. Mr. Brandes has been working with the State Attorney General's Office on this process, and both he and the attorney from AG have decided that the board has the ability to approve requests like the one from Lander on a case-by-case basis without amending the rules at this time.

MOTION 9-13-2016 (#4): Mr. Brown made a motion to allow the purchase of 30 months of service for Mr. Siwik and Mr. Wietzki for the time they volunteered for Lander and should have been enrolled in the plan, and to preserve their right to purchase up to 5 years of "air time" in the future, as allowed by the rules governing the new combined plan. Mr. Munger seconded. The motion carried unanimously.

MOTION 9-13-2016 (#5): At 1:45pm Mr. Quinney moved to recess the meeting for lunch. Mr. Sessions seconded. Motion carried unanimously.

MOTION 9-13-2016 (#6): At 2:20pm Mr. Quinney moved to reconvene the meeting. Mr. Sessions seconded. Motion carried unanimously.

5) Discussion Regarding Verification of Meeting Attendance. The board discussed the methodology for requesting attendance information from departments, and how often the information should be requested. They also discussed how departments should be selected for audit.

MOTION 9-13-2016 (#7): Mr. Lee made a motion that 10 departments be randomly chosen for audit at each of 2 meetings per year. The April and September meetings would be the months for attendance review, with the request made far enough in advance so that the attendance logs could be e-mailed to the Board for review before the meetings. Attendance would be requested for the previous calendar year (ie: 2016 data requested to review during the April and September 2017 board meetings). Mr. Applegate seconded. The motion carried unanimously.

6) Other Matters. Ms. Ryerson thanked the board for participating in her annual review process with the WRS board. She also mentioned that there would be a board/staff event in November that she hoped the volunteer board could participate in as well.

7) Date and Location of Next Meeting. Chairman Diedtrich proposed the next meeting to be on Thursday, January 5, 2017 at 7:00pm at Svilar's in Hudson. Ms. Ryerson said she would check in to reserving their private room for the meeting.

8) Adjournment. There being no further business, Chairman Diedtrich asked for a motion to adjourn.

MOTION 9-13-2016 (#8): Mr. Brown moved to adjourn the meeting. Mr. Lee seconded. The motion carried unanimously and the Board adjourned at 2:45pm.