Fire Department Pension Board Meeting Minutes
April 17th, 2018 at 4:30 PM
Giles Dow Room, City Hall, 381 E Main St, Stoughton

Members Present: Dick Kittleson, Jerry King, Chief Scott Wegner, Secretary John Halverson
Absent & Excused:
Staff: Finance Director Tammy LaBorde

1. Call to order: Called to order @ 4:30 PM

2. Minutes: Approval of meeting notes from December 11, 2017 Pension Board Meeting. Corrections noted. Motion to approve: Jerry King, Second: Chief Scott Wegner. Motion carried 5-0.

3. Rules discussion: Discussion Regarding the Pension Rules. Rewrite of pension rules based on discussion.
   - Volunteer and serve 22 years on SFD and be 52.
   - Any proposed changes have to go back to the department to be voted upon by membership.
   - Motion to change language in pension rules. Motion: Secretary Halverson, Second: Chief Scott Wegner. Carried 5-0.
   - Pension board rules require meeting with 30 days of January membership meeting. Audit happens after January membership meeting and stymies board activities. No audit numbers available before board meeting. Audit numbers available in March. Change board meeting requirement from 30 to 90 days, for pension board meeting after January annual membership meeting. Table for future.

4. Eligibility: Discussion and clarification.
   - A member must have 22 years of volunteer service on the Stoughton Fire Department to be eligible.
   - Full time staff on the department are not eligible for volunteer pension, unless they have 22 years on the Stoughton Fire Department as a volunteer.
   - Career ending disability-form from doctor indicating disability, indicating cannot be corrected by surgery.
   - Secretary John Halverson table for next meeting #2 letter B motion: Secretary John Halverson, second: Chief Scott Wegner, carried 5-0

5. Funding: Discussion regarding funding. Discussion regarding funding.
   - Funding documents #3 needs to be updated.
   - Finance Director Tammy LaBorde has been working hard to understand how the fund should work. Inconsistency over the life of the fund in how it was operated and managed.
   - Some confusion on different funding that goes into pension; fund-state 2%, volunteer 1% and city funds and how they are paid out. Finance Director Tammy LaBorde explained how it currently is working.
   - Finance Director Tammy LaBorde- numbers on paper so the board knows how it works.
   - Finance Director Tammy LaBorde wants to get procedure down. What should pay for the pensions? Dues come in, calculate interest city earns, interested and dividends go to fund? 2% cover pensions?
   - Finalize procedure at May 1, 2018 meeting. Put procedure on paper so new treasurer knows how to do it.

6. Fund report: Finance Director Tammy LaBorde reviewed the fund report with board. Discussion from board on how the fund is being managed.

7. Future Agenda:
   - Further #2 letter B discussion
   - Change board meeting requirement from 30 to 90 days, for pension board meeting after January annual membership meeting. Audit numbers will be ready for board meeting.
   - Finalize fund procedures. Put on paper so new treasurer knows how to do it.
   - Discussion regarding Secretary John Halverson's position on board.
   - Discuss definition of disability with HR.

- Continue discussion on rules and regulations.
- Actuarial study

8. Next: Next meeting Tuesday May 1, 2018 4:30PM.

Motion by Secretary John Halverson, seconded by Jerry King to adjourn the meeting at 6:05 p.m.
Respectfully submitted by Secretary Chad Cartwright

Room:
Members: halverson, dicky, laborde, wegner, king, ajay, tim swadley

1. Call to order 4:30

2. Minutes: motion halverson, second king. 5-0

3. Disability definition AJ. Return to work form filled pit by position. HR director reviews. See letter. Need to clean up- when is the effective date of disability? Early retirement. Discussion. Need physician form from doctor for King. If personnell chose not to remedy and not fit for duty does it qualify as disability Halverson asked aj to write up policy. Final decision on whether disabled come from HR. HR letter of recommendation goes back to pension board. Appeal process- volunteer appeals to pension board. Any changes to rules have to go back to membership for approval.

4. On duty injury- chose not remedy. Industrial, Permanent and part time disability. What are workers comp rules? What happens when volunteer does not chose to remedy. Same as if off duty if chose not to remedy. Workers comp Aj will look into rules on due to volunteer.

5. Aj draft of policy for on and off duty injuries as supplement to pension rules. 1G1.

6. When do injury retirement benefits start? What date? Regular pay through day last worked prorated. What is the date or disability? If in limbo continue them on the roster until disability determination is made. Get full pay until disability determination date.

7. Halverson retiree on the board. Elected by the membership annually.

8. During injury, attend meetings and watch trainings. Be more regimented with requirements of those injured.

9. Public health info releases since member info shared with pension board.

4. Discussion and action regarding procedure for rules and regulations proposed changes and meeting requirements. Board rules and regulations city ordinance?-Laborde check. Discussed draft corrections.
A. 22 cumulative years on SFD.
E. FF and spouse both get retirement. If one dies the survivor gets half of deceased pension. What if not married at time of retirement or divorced? Discussion. Create form to request retirement by volunteer that gathers information about volunteer status/spouse at time of retirement. Volunteer submits letter to chief. 3B Pension board approve retirement requests.
3C At time of death pension board reviews.
1G. Typo. In the line of duty not on line of duty.
2B. Full time staff without 22 years of volunteer service do not get volunteer pension.

Table til next meeting

5. Review of 2017 pension pay outs. Discussion. Wegner discussed how he has been doing pension pay outs the last few years.

6. Discussion and action regarding procedure for funding of pension fund. Marty notes reviewed with board by King. Laborde reports that funding has not been occurring the way Marty's notes declare. Laborde, city paying twice. 2% due from state supposed to go direct to pension fund. City direct depositing $36000 to pension. City paying pension payments. Pensions paid out of interest. City makes up any short fall if fund does not have enough interest. Laborde, interest has been staying in fund. New treasurer should reinvest new Cds with better rates. Take $85,000 out of checking account and combined with wisc account. Halverson motion king second 5-0. Lisa deputy treasurer can continue. Board ask treasurer to get better cd home savings cd. Halverson motion king second 5-0. Lisa deputy treasurer can continue plan with cds. Halverson Motion second king to direct finance director to find more suitable cd that has better interest rate 5-0. Laborde will write procedure of how to make payments and where the money goes based upon discussion. Board will have to take it up to new treasurer.

7. Discussion and action regarding position on board
Halverson. Ordinance on retirements? Rules? Inform department?

8. Review of actuarial study. Laborde. Main thing- total pension liability 1.268 million. May not apply as pension not paid out of fund. Actuarial study has tp be done every three year for $5000. Where were should the funds come out of? Laborde put $5000 in pension line item.

9. Fund report no update since last update.

10. future agenda items. Rules. Ordinance looked at or changed. Adopt procedure Laborde crafting. HR draft policy on disability. Retirement form. Procedure to put new signer on for fideility once laborde gone.

11. Adjournment. 6:46 Motion wegner second king 5-0