

MNFPC is dedicated to reducing the time and hassle of running a volunteer fire relief association (VFRA) so trustees can get on with their own lives and the job of saving others.

MNFPC is a consortium that provides Minnesota fire relief association trustees with bylaws, training, forms and support to efficiently and locally manage their organization, no matter what its size, under Minnesota statutes.

We're also a clearinghouse for association trustee ideas and concerns. Each year we incorporate firefighter-initiated ideas into the model bylaws along with statutory changes, State Auditor working group suggestions, and relief association best practices.

What to Expect:

Customization Process

1. Complete the Application and Service Agreement.
2. MNFPC will contact the VFRA contact to configure the MNFPC Bylaw Solution to the needs of the VFRA.
3. MNFPC will send draft bylaws, minutes and signature pages to the VFRA contact.
4. Gain approval from board.
5. Gain approval from membership.
6. If needed, gain approval from municipality/joint powers/independent nonprofit firefighting corp.
7. Send bylaw approval(s) to MNFPC:
 - Board minutes
 - Member minutes
 - Municipality, if needed
 - Signature pages for Bylaws and Articles
8. MNFPC will file the bylaws with the State Auditor and file the restated Articles of Incorporation with the Minnesota Secretary of State.
9. MNFPC will provide the VFRA contact with a User ID and password to their secured page of www.mnfpc.com for access to MNFPC FactSheets, MNFPC Trustee Support, forms and VFRA documents.

Bylaw Documents and Trustee Services

The MNFPC Bylaw Solution was created by trustees for trustees. Based on feedback from a group of defined benefit lump-sum and defined contribution trustees, the *MNFPC Bylaw Solution provides 300+ model options* that have been reviewed by pension, municipal and nonprofit attorneys.

One-Time Set Up

- Restates Bylaws to support compliance with MN nonprofit and pension statutes
- Customizes Bylaws to fit the uniqueness of the VFRA
- Restates Articles of Incorporation to support IRS tax-exempt status

Annual Maintenance

- Monitors state pension legislation
- Alerts subscribers to amendments available or required to align with current law
- Amends Bylaws (re: changes to benefit level or meeting dates, etc.)
- Provides pension forms, MNFPC FactSheets™ and MNFPC Trustee Support™

MNFPC FactSheets are “best practice” policies, procedures and checklists that coordinate with MNFPC documents and forms. They also help trustees fulfill their board and fiduciary responsibilities.

MNFPC Trustee Support: Subscribers can phone or e-mail our consultants for answers to interpretation and operational questions. MNFPC Trustee Support also includes forms to maintain member records and document board decisions.

Online Access: The MNFPC FactSheets and MNFPC Trustee Support are both available to subscribers on their secured page at www.mnfpc.com.

Set-Up and Annual Maintenance Fees

One-time Set-up Fee:	<u>Special Fund Market Value</u>	<u>Fee</u>	
	<\$200,000	\$900	
	>\$200,000	\$1,400	
Annual Maintenance Fee:	<u>Active Members</u>	<u>Fee</u>	<u>Discounted Fee†</u>
	0-20	\$300	\$240
	21-40	\$400	\$320
	41-60	\$500	\$400
	60+	\$600	\$480

†Reduce fee by 20% for attending an MNFPC or State Auditor continuing education course.

The MNFPC Bylaw Solution — allowing trustees to be firefighters instead of pension experts.

Thanks for your interest in the MNFPC Bylaw Solution™! To become a subscriber, mail the following documents to MNFPC:

- Completed and signed Application
- Current Bylaws
- \$400 nonrefundable check made payable to MNFPC

MNFPC 1790 Berkeley Avenue, St. Paul, MN 55105
Phone: 651-332-5557 or 651-253-5283 **Fax: 651-332-5559**
 Send questions to colleen@mnfpc.com or support@mnfpc.com

Please type or print.

Volunteer Fire Relief Association (VFRA)			
VFRA Name:		Department Phone:	
VFRA Tax ID Number:	Special Fund Market Value: <input type="checkbox"/> Less than \$200,000 <input type="checkbox"/> \$200,000 or greater	Number of Active Firefighters: <input type="checkbox"/> 0-20 <input type="checkbox"/> 21-40 <input type="checkbox"/> 41-60 <input type="checkbox"/> 60+	
VFRA Address:			
CPA Firm:	CPA Contact:	CPA Phone:	
PRIMARY CONTACT (this person will receive new password prompts for the VFRA secured portion of mnfpc.com)			
Primary Contact Name:		Position/Title:	Cell Phone:
Email:		Daytime Phone:	
BILLING CONTACT (if different from primary contact)			
Primary Contact Name:		Position/Title:	Cell Phone:
Email:		Daytime Phone:	

The MNFPC model documents are drafted to conform to Minnesota state laws relating to relief association pension plans for volunteer firefighters. The model documents are not drafted to meet the requirements of tax-qualified retirement plans under the Internal Revenue Code, and it is doubtful that the model documents can meet those requirements. **MNFPC, LLC makes no representation regarding the status of the plans under federal or state tax laws and recommends that Relief Associations consult their own tax advisors regarding the treatment of the plan and distributions from the plan under state and federal tax laws.**

The non-refundable \$400 deposit is required at the time of application. The remainder of the One-Time Set-Up Fee is invoiced when your bylaws are filed with the Office of the State Auditor. When payment is received you will receive your MNFPC User ID and password. **First year annual maintenance fees will be prorated on a quarterly basis starting with the date the Board receives the initial draft of the bylaws. No discounts apply.**

The annual maintenance fee will be invoiced in fourth quarter for the following calendar year. **Maintenance fees must be paid by December 31 or the VFRA will no longer be a subscriber. If subscription lapses, VFRA must pay One-Time Set-Up Fee (\$900 <\$200K / \$1400 >\$200K) to reinstate.** This is an at-will Service Agreement and can be terminated in writing by either party at any time.

A 20% discount on the annual maintenance fee for the current calendar year is given to VFRAs that provide proof (copy of certificate) of attending a continuing education course taught by MNFPC or the State Auditor in the previous calendar year.

MNFPC does not render investment, legal, accounting or tax advice. You should consult with an attorney, accountant or other independent qualified advisor regarding the legal or tax effect of the plan, distributions from the plan, and changes to organizational documents.

Signature: _____

Title: _____

Print Name: _____

Date: _____