



**COLORADO FIREFIGHTER
HEART AND CANCER BENEFITS TRUST**

Notice of Annual Membership Meeting

To: Member Representatives and Alternate Representatives
Colorado Firefighter Heart and Cancer Benefits Trust

From: CFHC Trustees

Subject: Annual Trust Membership Meeting – October 24, 2018 from 7:00 a.m. to 8:00 a.m.

The Annual Membership Meeting of the Colorado Firefighter Heart and Cancer Benefits Trust (CFHC Trust) will be held at the Colorado State Fire Chiefs Conference on Wednesday, October 24 during the 7:00 a.m. breakfast in the Longs Peak Ballroom at the Keystone Conference Center.

Highlights of the 2018 Membership Meeting

(1) **2017-2018 Financial Results** – \$1,453,125 surplus as of June 30, 2018 yearend

(2) **Report from Administrator**

(3) **2018 Membership Updates**

- Heart Award Program
- Cancer Award Program
- Approximately \$457,000 in Heart Assessment Grant funds allocated with \$115,000 spent. \$100,000 at risk.
- Introduction of Trustees and staff
- Nomination of Trustee process

Designated Member Representative or Alternate – Required for a Quorum

If a quorum is not present, members in attendance cannot take any action. It is essential that you either attend the Membership Meeting or execute your Proxy. You may return or deliver the original signed Proxy as indicated below.

In accordance with the Trust Agreement that governs the actions of the CFHC Trust, only the designated Member Representative or Alternate Representative may cast a vote at a meeting of the CFHC Trust membership, unless another person is so authorized by the execution of a Proxy, as described below.

The designated Member Representative or Alternate Representative may assign his/her Proxy in any of the following ways:

1. A Proxy may be assigned to Don Lombardi, Chair of the CFHC Trust, by executing the Proxy *and* sending the original signed Proxy to the CFHC Trust Administrator. If you submit an electronic Proxy, please retain the original signed Proxy in your department records for at least 90 days.

2. A Proxy may be assigned to any person who will be in attendance at the Annual Membership Meeting by writing that person's name on the Proxy and delivering the original signed Proxy to the person assigned. That person should then present the Proxy upon checking in at the Annual Meeting.

If the Member Representative or Alternate Representative assigns the Proxy and returns it to the CFHC Trust Administrator, and subsequently the Member Representative or Alternate Representative attends the Membership Meeting, the Proxy may be withdrawn. Each Alternate Representative should check with their Member Representative regarding attendance and Proxies.

Member Representative and Alternate Representative contact information must be reviewed and updated by each fire department annually prior to the Membership Meeting to ensure we have current information for a quorum. If your department's contacts have changed, please complete the *Representative Designation Form* at cfhtrust.com/documents under "Membership Documents," or contact the CFHC Trust Administrator at chammond@mcgriff.com.

Trustee Positions

There will be four positions on the CFHC Trust to be filled effective January 1, 2019 due to incumbent positions retiring and Trust expansion. One of the open positions is for a representative of a city with a population over 30,000. The other three positions shall come from the following entities: 1) one representative from a small city with a population less than 30,000; 2) one risk manager from any member; and 3) one human resources manager from any member. If you would like to submit a nomination, please complete the enclosed *Nomination of Trustee Form*, which must be approved by the member entity's Governing Body or designee. This form should be submitted along with a biography to the CFHC Trust Administrator no later than October 5, 2018. **Appointments to the Trust are made by the CSFC Board according to provisions of Article 3.1 of the CFHC Trust Agreement.**

Please contact the CFHC Trust Administrator at 844-769-6650 if you have any questions regarding this information.

Proxies May Be Mailed or Emailed to the CFHC Trust

Colorado Firefighter Heart and Cancer Benefits Trust
PO Box 1539
Portland, OR 97207-1539

Or: chammond@mcgriff.com

Please send your Proxy Form so that it is received no later than Friday, October 19, at least five (5) days prior to the CFHC Trust's Annual Membership Meeting on October 24, 2018.



COLORADO FIREFIGHTER
HEART AND CANCER BENEFITS TRUST

CFHC TRUST MEMBERSHIP MEETING
Keystone Conference Center
Keystone, Colorado
Wednesday, October 24, 2018
7:00–8:00 a.m. in the Longs Peaks Ballroom

AGENDA

Presiding:

Chief Don Lombardi, Chair

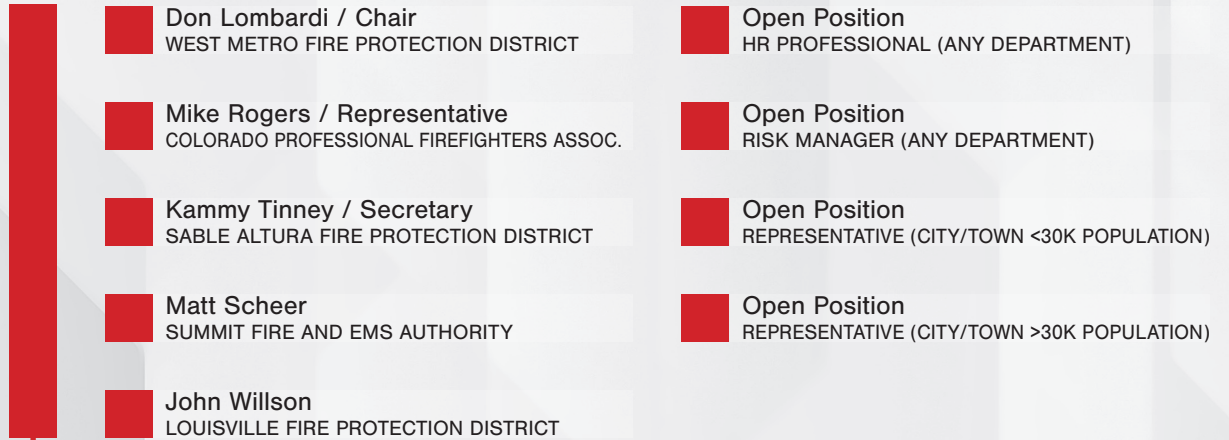
Colorado Firefighter Heart and Cancer Benefits Trust

West Metro Fire Protection District, Trust Member, Trustee Representative

- 7:00 a.m. **Call to Order**
- 7:01 a.m. **Introduction of Trustees and Staff**
- 7:05 a.m. **Chair’s Opening Statement**
- 7:10 a.m. **Confirm Quorum by Attendance and Proxy**
- 7:12 a.m. **Accept 2017 Trust Membership Meeting Minutes**
- 7:16 a.m. **CFHC Trust Auditor June 30, 2018 Yearend Financial Report**
- Motion to Accept 2018 YE Financial Report
- 7:20 a.m. **Trust Administrator Report**
- Year-to-Date Financial Report
 - Heart Award Program Update
 - Heart Assessment Grant Update
 - Cancer Award Program Update
- 7:40 a.m. **Other Business**
- 7:50 a.m. **Questions from the Membership**
- 8:00 a.m. **Adjourn**

CFHC TRUST ORGANIZATIONAL CHART

BOARD OF TRUSTEES



ADMINISTRATION AND VENDORS





COLORADO FIREFIGHTER
HEART AND CANCER BENEFITS TRUST

**Minutes of the
Colorado Firefighter Heart and Cancer Benefits Trust
Annual Membership Meeting**

HELD:

October 12, 2017
Keystone Conference Center
Keystone, Colorado

TRUSTEES PRESENT:

Don Lombardi – West Metro Fire Protection, *Chair*
Mike Rogers – Colorado Professional Firefighters Association, *Representative*
Don Taylor – City of Black Hawk Fire Protection District
John Willson – Louisville Fire Protection District
Matt Scheer – Lake Dillon Fire Protection District

TRUST COMMITTEE MEMBERS ABSENT:

Kammy Tinney – Sable Altura Fire District *Secretary (Excused)*
Arturo Morales – Castle Rock Fire and Rescue *(Excused)*

OTHERS PRESENT:

Joe DePaepe – McGriff, Seibels & Williams, Inc. *(Administrator)*
Jenniffer J. Alvarado – McGriff, Seibels & Williams, Inc. *(Administrator; Recording Secretary)*
Adam Johnsen – McGriff, Seibels & Williams, Inc. *(Administrator)*
Sam Light – Light Kelly, P.C. *(CFHC Trust General Counsel)*
Mark Elmshauser – CliftonLarsonAllen, LLP
Tiffany Lipsey – CSU, Education Assistant Director / Assistant Professor

CALL TO ORDER

Don Lombardi called the meeting to order at 7:14 a.m.

CHAIR'S OPENING STATEMENT

Mr. Lombardi welcomed everyone in attendance including Trustees, Trust Member Representatives, Trust Administration staff, the Trust's attorney, and other guests. Mr. Lombardi extended congratulations on the Trust's addition of the voluntary cancer award program. He stated that the Trust continues to put significant resources behind the Heart and Cancer Programs and thanked everyone for their support and commitment in the Programs' success.

CONFIRMATION OF QUORUM BY ATTENDANCE AND PROXY

Mr. DePaepe confirmed that a quorum of the member participants was present, either by personal attendance of designated representatives or by proxy.

ACCEPTANCE OF 2016 TRUST MEMBERSHIP MEETING MINUTES

A motion was made to accept the 2016 membership meeting minutes. The motion was seconded and passed unanimously.

ACCEPTANCE OF 2017 TRUST SPECIAL MEMBERSHIP MEETING MINUTES

A motion was made to accept the May 17, 2017 special membership meeting minutes. The motion was seconded and passed unanimously.

CFHC TRUST JUNE 30, 2017 YEAREND FINANCIAL REPORT

Mark Elmshouser from CliftonLarsonAllen presented the June 30, 2017 Financial Report. He stated that there were no issues and added that a clean opinion has been issued for the 2017 yearend financials. He briefly reviewed the statements and then asked for questions from the audience, but there were none.

A motion was made to accept the 2017 Financial Report. The motion was seconded and passed unanimously.

TRUST AGREEMENT AMENDMENT BALLOT

Mr. Sam Light explained the redline changes on the Ballot, Amendment #2017-2, to amend the Trust Agreement to amend the definition of "Participant" to expressly confirm and clarify that coverage extends to participating volunteers of Members of the Trust. He advised that the proposed amendment would need to be adopted by vote of the members of the Trust. He stated the amendment will apply retroactively, and become effective as the November 24, 2014 date of formation of the Trust. Mr. Lombardi asked for a vote to approve the proposed amendments to the Trust Agreement as drafted.

A motion was made and seconded to vote yes on the ballot and approve and adopt Amendment No. 2017-2 providing for amendments to the Trust Agreement, with such amendments to be effective as of November 24, 2014. A voice vote was taken and the Amendment was passed unanimously by the member participants.

CFHC TRUST ADMINISTRATOR'S REPORT

Mr. DePaepe gave a year-to-date update of the financials through September 30, 2017. He also reported on refinements being made to the Heart Program, and provided updates on the Heart Award Program and the Heart Assessment Grant Program. He reminded members that grant funds are available for participating members.

VOLUNTARY FIREFIGHTER CANCER AWARD PROGRAM UPDATE

Mr. DePaepe provided an update on the Voluntary Cancer Award Program (VCAP) and distributed a handout with program FAQs. He explained how the VCAP option relates to the 2007 presumption of cancer legislation and discussed logistics for departments desiring to enroll in the VCAP option. He discussed eligibility for VCAP and stated that interested department could obtain enrollment, coverage and other information on the Trust website. He thanked the Trust leadership and others for their efforts leading to the passage of the state legislation for the VCAP option.

OTHER BUSINESS

Mr. DePaepe reminded members participating in the Trust to continue to submit their requests for Heart Program reimbursements to DOLA and that the Trust has a list of fire operations participating if any department is unsure of their status or how to obtain their reimbursement. He stated persons with questions about VCAP could see him after the meeting to discuss.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:39 a.m.

Respectfully submitted:

By: _____
Jenniffer J. Alvarado
Recording Secretary

By: _____
Chair



**COLORADO FIREFIGHTER
HEART AND CANCER BENEFITS TRUST**

OFFICIAL PROXY DESIGNATION

MEMBERSHIP MEETING

Wednesday, October 24, 2018

Proxy Must Be Filled Out Completely and Signed To Be Valid

The undersigned Member Representative or Alternate Representative of the Colorado Firefighter Heart and Cancer Benefits Trust does hereby

1) Constitute and appoint **Chief Don Lombardi, Chair of the Colorado Firefighters Heart and Cancer Benefits Trust**

OR

2) Appoint _____ with the full
(Name of Designated Proxy)

power of substitution, as the true and lawful representative and Proxy of the undersigned, to be counted as the member's Representative in attendance for purposes of a quorum, and to submit the member's vote in the name of the undersigned, at the Membership Meeting of the Colorado Firefighter Heart and Cancer Benefits Trust to be held in the Longs Peak Ballroom at the Keystone Conference Center in Keystone, Colorado on Wednesday October 24, 2018, at 7:00 a.m. upon all such matters as may come before the meeting upon which proxy voting is allowed, and all adjournments thereof as follows.

Member Entity

Name of Member Representative or Alternate (Please Print)

Signature

Date

Phone Number and E-mail Address of Member Representative or Alternate

Proxies may be mailed to **PO Box 1539 | Portland, OR 97207**. Emailed Proxies should be sent as a PDF document to chammond@mcgriff.com. Please send the Proxy Form so that it is received no later than Friday, October 19, at least five (5) days prior to the Trust's Annual Membership Meeting on Wednesday October 24, 2018. If you submit an electronic Proxy, please retain the original signed Proxy in your department records for at least 90 days.



Nomination of Trustee Form

The Governing Body or Designee of _____, being a member of the Colorado Firefighter Heart and Cancer Benefits Trust, hereby nominates _____ as the Designated Member Representative for the above named Fire Department to serve as a Trustee on the Trust Committee pursuant to Article III of the Trust Agreement.

Approved by the Governing Body this _____ day of _____, 2018.

Signed: _____

Print Name: _____

President/Secretary or Authorized Designee of Member Fire Department

The Governing Board of the Colorado State Fire Chiefs (CSFC) appoints nine (9) Trustees to the CFHC Trust Committee for two-year terms of office.

Incumbent Trustees, Including the Terms Up For Reappointment and Current Open Positions

Don Lombardi, West Metro Fire Protection District
Authority or District having more than 30,000 in population, fire personnel – 2-year term expires on December 31, 2018;
Available for reappointment

John Willson, Louisville Fire Protection District
Authority or District having less than 30,000 in population, fire personnel – 2-year term expires December 31, 2018;
Available for reappointment

- Open Position:** representative of a municipality with a population less than 30,000 – 2-year term expires December 31, 2020
- Open Position:** representative of a municipality with a population greater than 30,000 – 2-year term expires December 31, 2020
- Open Position:** risk manager from any member – 2-year term expires December 31, 2020
- Open Position:** human resources manager from any member – 2-year term expires December 31, 2020

Incumbent Positions Not Expiring This Year

Mike Rogers, Colorado Professional Firefighters Association
Colorado Professional Firefighters Association, representative – term expires December 31, 2019

Kammy Tinney, Sable Altura Fire Protection District
Non-Firefighter Representative from Member less than 30,000 in population – term expires December 31, 2019

Matt Scheer, Summit Fire & EMS Authority
Non-Firefighter Member Representative having more than 30,000 in population – term expires December 31, 2019

Please send your nomination form by mail or email no later than Friday, October 5, 2018. Please enclose a brief biography of your nominee as well as size of population served.

Mail To: Colorado Firefighter Heart and Cancer Benefits Trust
PO Box 1539
Portland, OR 97207-1539

Or Email: chammond@mcgriff.com