



**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 – Wednesday, October 23, 2019 from 7:15–7:45 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 23 at 7:15 a.m. just before breakfast in the Longs Peak Ballroom at the Keystone Conference Center.

### **Highlights of the 2019 Membership Meeting**

- (1) **2018-2019 Financial Results** – \$1,772,640 audited surplus as of June 30, 2019 yearend
- (2) **Report from Administrator**
- (3) **2019 Membership Updates**
  - Heart Award Program
  - Cancer Award Program
  - Approximately \$750,000 in Heart Assessment Grant funds allocated
    - \$131,095 spent by 27 different fire departments
    - a number of firefighters tested were found to have serious heart issues
  - \$100 on onsite testing success
  - Preexisting or prior heart issue grants
  - 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](http://cfhtrust.com/documents) under "Membership Documents," or contact the CFHC Trust Administrator at [chammond@mcgriff.com](mailto:chammond@mcgriff.com).

### **Trustee Positions**

There will be four positions on the CFHC Trust to be filled effective January 1, 2020. Two of the positions are currently filled by trustees who are available for reappointment, and two of the positions are open. One of the open positions is for one representative from a small city with a population less than 30,000 and another risk 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 4, 2019. **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](mailto:chammond@mcgriff.com)

**Please send your Proxy Form so that it is received no later than Friday, October 18, at least five (5) days prior to the CFHC Trust's Annual Membership Meeting on October 23, 2019.**