



1/7/2025

**FIRE PENSION BOARD AGENDA  
210 W. 6TH AVE, KENNEWICK CITY HALL  
CASCADE CONFERENCE ROOM**

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4:15 PM

- 1. CALL TO ORDER:**
- 2. ATTENDANCE:**
- 3. PUBLIC COMMENT:**
- 4. APPROVAL OF MINUTES:**
  - a. Approval of the Minutes December 3, 2024
- 5. TREASURER'S REPORT:**
  - a. Treasurer's Report November
- 6. NEW BUSINESS: NONE**
- 7. UNFINISHED BUSINESS: NONE**
- 8. BOARD COMMENTS/DISCUSSION:**
- 9. ADJOURNMENT:**

**NEXT MEETING DATE: APRIL 1, 2025**

**FIRE PENSION BOARD  
MEETING MINUTES  
December 3, 2024 – DRAFT**

1. **CALL TO ORDER:** Mayor Gretl Crawford called the meeting to order at 4:47 p.m.
2. **ATTENDANCE:** In addition to Mayor Crawford, present were Finance Director Jessica Platt, City Clerk Krystal Townsend, Deputy City Clerk Brandi Ralston and Tom Reich.
3. **PUBLIC COMMENT: NONE**
4. **APPROVAL OF MINUTES:** Mrs. Ralston noted that the November minutes required a correction. Noting that item 5: Treasurer’s Report list the incorrect month in two places. The month should be listed as September. **The minutes of November 5, 2024, were unanimously approved as amended.**
5. **TREASURER’S REPORT - OCTOBER:** Mrs. Platt delivered the Treasurer's report for October. Mrs. Platt then answered questions regarding the retirement allowance and the difference between the Fire Pension Fund and the Other Post Employment Benefits Trust Fund. **The Treasurer’s report was unanimously approved as presented without further discussion.**
6. **NEW BUSINESS:**
  - a. **AMENDMENT TO THE STANDING MEETING SCHEDULE:** Mrs. Ralston provided a staff report detailing the recommendation of changing the standing meeting schedule to quarterly meetings set on the first Tuesday of January, April, July and October, detailing the RCWs and City of Kennewick important dates that were taken into consideration to formulate the proposal. Mrs. Ralston noted that the Disability Board Meeting standing meeting time of 4:30 p.m. will conflict with the proposed meeting time of 4:15 p.m. The Board discussed an alternate time of 4:15 p.m. The Board also discussed the need of the frequency of the meeting, noting that a special meeting could also be added if needed. Finally, the Board discussed which month the meeting should be held to vote on adjusting the benefit allowances due to the CPI. **A motion to approve the standing meeting schedule as presented with a 4:15 p.m. meeting time was unanimously approved.**
7. **UNFINISHED BUSINESS: NONE**
8. **COMMENTS/DISCUSSION:** Mayor Crawford thanked Mr. Reich for his historical knowledge and perspective.
9. **ADJOURNMENT:** Mayor Crawford concluded the meeting at 5:07 p.m.

**DRAFT**

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Brandi Ralston, CPRO  
Deputy City Clerk

CITY OF KENNEWICK  
FIRE PENSION FUND

Preliminary Financial Statements

November 30, 2024

**CITY OF KENNEWICK**

**Fire Pension Fund**

Balance Sheet  
November 30, 2024

	<u>Current Year</u>	<u>Prior Year</u>
<b><u>Assets</u></b>		
Equity in Pooled Cash & Investments	\$ 1,280,635	\$ 1,106,423
Investments	-	6,390
Interest Receivable	-	138
	<u>                    </u>	<u>                    </u>
Total Assets	<u>\$ 1,280,635</u>	<u>\$ 1,112,951</u>
<b><u>Liabilities</u></b>		
Accounts Payable	<u>\$ -</u>	<u>\$ -</u>
Total Liabilities	-	-
<b><u>Fund Balance</u></b>		
Restricted Fund Balance	<u>1,280,635</u>	<u>1,112,951</u>
Total Fund Balance	<u>1,280,635</u>	<u>1,112,951</u>
Total Liabilities and Fund Balance	<u>\$ 1,280,635</u>	<u>\$ 1,112,951</u>

**CITY OF KENNEWICK**

**Fire Pension Fund**

Income Statement  
November 30, 2024

	2024 Budget	Current Month	Year To Date	Over (Under) Budget	Prior Year To Date
<b><u>Revenues:</u></b>					
Real and Personal Property Tax	\$ 67,000	\$ -	\$ 67,000	\$ -	\$ 67,000
Fire Insurance Premium Tax	124,000	-	131,035	7,035	122,492
Investment Interest	27,000	4,000	45,065	18,065	39,245
Total Revenues	218,000	4,000	243,100	25,100	228,738
<b><u>Expenditures:</u></b>					
Retirement Allowance	146,000	5,554	65,065	(80,935)	112,423
Actuarial Study	-	-	3,700	3,700	12,750
Office Supplies	25	-	86	61	-
Postage Expense	125	-	-	(125)	-
Travel and Training	2,000	-	-	(2,000)	-
Total Expenditures	148,150	5,554	68,851	(79,299)	125,173
Net Income (Loss)	69,850	(1,554)	174,250	104,399	103,565
Beginning Fund Balance	1,106,385	1,282,188	1,106,385	-	1,009,386
Ending Fund Balance	\$ 1,176,235	\$ 1,280,635	\$ 1,280,635	\$ 104,399	\$ 1,112,951

CITY OF KENNEWICK  
OTHER POST EMPLOYMENT BENEFITS  
TRUST FUND

Preliminary Financial Statements

November 30, 2024

<b>CITY OF KENNEWICK</b>
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## Other Post Employment Benefits Trust Fund

Balance Sheet

November 30, 2024

	Current Year	Prior Year
<b><u>Assets</u></b>		
Equity in Pooled Cash & Investments	\$ 5,500,633	\$ 4,855,730
Investments	-	\$ 6,390
Interest Receivable		138
	<b>\$ 5,500,633</b>	<b>\$ 4,862,258</b>
<b><u>Liabilities</u></b>		
Accounts Payable	\$ 13,098	\$ -
	13,098	-
<b><u>Fund Balance</u></b>		
Committed Fund Balance	5,487,535	4,862,258
	5,487,535	4,862,258
	<b>\$ 5,500,633</b>	<b>\$ 4,862,258</b>

**CITY OF KENNEWICK**

**Other Post Employment Benefits Trust Fund**

Income Statement  
November 30, 2024

	2024 Budget	Current Month	Year To Date	Over (Under) Budget	Prior Year To Date
<b><u>Revenues:</u></b>					
Water and Sewer Utility Tax	\$ 786,900	\$ 58,707	\$ 738,340	\$ (48,560)	\$ 682,287
Investment Interest	119,000	18,000	200,998	81,998	171,490
<b>Total Revenues</b>	<b>905,900</b>	<b>76,707</b>	<b>939,338</b>	<b>33,438</b>	<b>853,777</b>
<b><u>Expenditures:</u></b>					
Medical Insurance	381,000	26,197	270,726	(110,274)	294,407
Medical and Prescriptions	199,500	6,309	67,305	(132,195)	142,345
Disability Board Secretary	2,000	-	-	(2,000)	1,798
Office Supplies	50	-	-	(50)	-
Postage Expense	300	-	14	(286)	297
Travel and Training	2,000	-	2,851	851	4,571
Contractual/Consulting Services	-	-	3,700	3,700	19,775
Copier Charges	15	-	-	(15)	-
<b>Total Expenditures</b>	<b>584,865</b>	<b>32,506</b>	<b>344,596</b>	<b>(240,269)</b>	<b>463,194</b>
<b>Net Income (Loss)</b>	<b>321,035</b>	<b>44,201</b>	<b>594,741</b>	<b>273,706</b>	<b>390,583</b>
<b>Beginning Fund Balance</b>	<b>4,892,793</b>	<b>5,443,333</b>	<b>4,892,793</b>	<b>-</b>	<b>4,471,674</b>
<b>Ending Fund Balance</b>	<b>\$ 5,213,828</b>	<b>\$ 5,487,535</b>	<b>\$ 5,487,535</b>	<b>\$ 273,706</b>	<b>\$ 4,862,258</b>