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## 1. Investment Performance Information

Minnesota law requires the OSA to annually provide information to fire relief associations on the investment performance of the Minnesota State Board of Investment (SBI), and on the Statewide Volunteer Firefighter Plan administered by the Public Employees Retirement Association.

Investment performance for the 2024 calendar year is provided in the 2025 Investment Performance Information document that can be found on the [OSA website](#).

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## 2. Fire State Aid Certification

The Fire State Aid Certification for Aid Payable in 2025 (Form FA-1) and documentation of any service area changes are due to the Minnesota Department of Revenue (DOR) by March 17, 2025.

Submission of the information is required for communities to be eligible for 2025 fire state aid. Ten percent of a community's fire state aid is forfeited for each week or fraction of a week that the FA-1 Form is submitted past the March 17 due date.

Visit the [DOR website](#) to find the certification form, instructions, and other important information about service areas and reporting.

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## 3. Broker Certification Form

Fire relief associations using the services of a broker must complete a [Broker Certification Form](#) (BC-1 Form) that is provided by the OSA. The BC-1 Form must be completed before a relief association may enter into a business arrangement with a broker, and must be completed annually thereafter. A copy of each completed form should be submitted to the OSA with the relief association's annual reporting forms.

*Note that the SBI is not considered a broker for purposes of this reporting requirement. A relief association that invests with the SBI is therefore not required to have the SBI complete a BC-1 Form.*

[Learn More](#)

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# TIPS FOR TRUSTEES

## 4. Management of Records

All government entities, including relief associations, create and possess records (electronic and paper). Records collected, created, received, maintained, or disseminated by a relief association regardless of their physical form are “government data.” As governmental entities that receive and manage public money, relief associations are subject to Minnesota Statutes, section 138.17, which states that records cannot be destroyed except at the direction of the state’s Records Disposition Panel.

A relief association has options for the retention of its records. A relief association's board of trustees may choose to adopt the General Records Retention Schedule for Volunteer Fire Relief Associations in its entirety and notify the Minnesota Historical Society of its adoption. Relief associations choosing this option may destroy certain types of records after they have been maintained for a specified length of time as detailed in the schedule.

Alternatively, a relief association may choose to modify the General Records Retention Schedule or to create its own schedule. Relief associations choosing these options must submit the proposed schedule to the State Records Disposition Panel for approval before the customized schedule can be used and any records destroyed.

If a relief association does not choose and implement one of these options, the relief association must permanently retain all of its records.

The OSA’s [Statement of Position](#) on management of records for relief associations includes a link to the General Records Retention Schedule, and information about how to use the schedule and notify the Minnesota Historical Society that the schedule has been adopted.



**March 17:** Fire State Aid Certification ([Form FA-1](#)) due to the Department of Revenue.

**March 31:** [Reporting forms](#) for relief associations with assets and liabilities of less than \$750,000 are due to the OSA.

**March 31:** [Investment Business Recipient Disclosure Form](#) is due to the Legislative Commission on Pensions and Retirement.

**March 31:** Fire Chiefs [service credit certification](#) due to the municipal clerk and relief association's board.

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Contact Us



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