



Douglas A. Ducey  
Governor

# Office of the State Forester

## Arizona Department of Forestry and Fire Management



Jeffery C. Whitney  
State Forester

June 27, 2017

To: All State Fire Departments and Fire Districts

From: Cassie Peters Jr.  
Deputy Fire Marshal  
Fire Training Coordinator

**RE: Calendar Year 2017 Fire Fighters Relief and Pension Fund reporting.**

Please review the reporting forms for the 2017 calendar year distribution of the Arizona Fire Insurance Premium Tax. The funds will be distributed in July of 2018. The proceeds of the distribution are used to fund pension programs for volunteer and paid firefighters. The requirements for the programs are detailed in A.R.S. Title 9, Chapter 8, Articles 3 and 4 for Volunteer Firefighter pensions and Title 38, Chapter 5, Article 4 for Public Safety Personnel Retirement System participants.

If your department has not participated in the Volunteer Firefighter Relief and Pension Fund in the past, simply submitting reports with the Office of the State Fire Marshal will not qualify the department for fund distribution. Please review the above referenced statutes for information on how to create a pension program BEFORE submitting any forms. The forms REQUIRE action by the Board of Trustees of the fund before they can be submitted.

Departments that only participate in PSPRS are required to fill out and submit the form titled

"Qualifying Report-Arizona Public Safety Personnel Retirement System" and the audit covering the pension program.

Departments that have volunteer firefighters and maintain a Volunteer Firefighter Fund must fill out and submit the completed "Report of Volunteer Fire Fighters Relief and Pension Fund" report and the annual audit covering the pension program.

If your department has Volunteer Firefighters and a Volunteer Firefighter Fund, and paid firefighters in PSPRS, you must submit BOTH reports with the required financial reports.

**DEADLINE FOR FILING:**

If the annual pension fund reports are not submitted by March 31st to the state fire marshal, the participating INCORPORATED CITY OR TOWN OR FIRE DISTRICTS are not eligible to receive its share of the fire insurance tax monies under 9-952".

**ALL DEPARTMENTS MUST HAVE THEIR REPORTS SUBMITTED INTO THE STATE FIRE MARSHALS OFFICE BY THE CLOSE OF BUSINESS DAY ON MARCH 31st, 2018.**

**FAILURE TO SUBMIT A REPORT ON TIME WILL RESULT IN LOSS OF FUND ALLOCATION.**

All reports must be submitted to the State Fire Marshal's Office using the online portal [https://dffm.az.gov/fire\\_marshall](https://dffm.az.gov/fire_marshall) that provides for your records, a written confirmation of receipt (email) of the filing date at the Office of the State Fire Marshal.

**PLEASE REMEMBER THAT A COPY OF YOUR REPORT MUST ALSO BE FILED WITH THE STATE LIBRARY ARCHIVES AND PUBLIC RECORDS DEPARTMENT.**

Please contact me for any questions or clarification needs.

Sincerely,

A handwritten signature in black ink, appearing to read 'Cassie Peters Jr.', with a long horizontal line extending to the right.

Cassie Peters Jr.  
Deputy Fire Marshal  
Fire Training Coordinator

Duty • Respect • Integrity