



OFFICE OF THE STATE FIRE MARSHAL



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DATE: July 14th, 2010

TO: All State Fire Departments and Fire Districts

From: Bob Barger, Arizona State Fire Marshal

RE: *Calendar Year 2010 Fire Fighters Relief and Pension Fund Reporting.*

Please review the attached reporting forms for the 2010 calendar year distribution of the Arizona Fire Insurance Premium Tax. The funds will be distributed in July of 2011. The proceeds of the distribution are used to fund pension programs for volunteer and paid firefighters. The requirements for the programs are described in A.R.S. Title 9, Chapter 8, Articles 3 and 4 for Volunteer Firefighter pensions and Title 38, Chapter 5, Article 4 for the Public Safety Personnel Retirement System participants.

If your agency currently does not participate, simply filing reports will not qualify the agency for funds distribution. Please review the above referenced statutes for information on how to create a pension program **BEFORE** filing any forms. The attached forms **REQUIRE** action. Only agencies participating in the PSPRS are required to fill out and send the form titled "Qualifying Report-Arizona Public Safety Personnel Retirement System" and a copy of the audit covering the pension program.

Agencies that have volunteer firefighters must fill out and send both sides of the "Report of the Volunteer Fire Fighters Relief and Pension Fund", and a copy of the audit covering the pension program.

If your agency has volunteers and paid firefighters in the PSPRS program, you must file **BOTH** reports with the required financial reports.

DEADLINES FOR FILING:

NOTE: SB 1004 CHANGED THE FILING DATES:

SB 1004, signed by the governor on May 6th, 2010, changed the filing dates for the participants in the Volunteer Fire Fighter Pension and Relief Fund. A.R.S § 9-956, Annual audit; report of secretary; sanction, section "D" now reads:

" If the annual pension fund report is not received by January 31 by the state fire marshal the participating **INCORPORATED CITY OR TOWN OR** fire district is not eligible to receive its share of fire insurance premium tax monies under section 9-952".

ALL DEPARTMENTS MUST HAVE THEIR REPORTS INTO THE STATE FIRE MARSHALS OFFICE BY THE CLOSE OF THE BUSINESS DAY ON JANUARY 31ST, 2011.

FAILURE TO FILE A REPORT ON TIME WILL RESULT IN LOSS OF FUND ALLOCATION

****It is strongly suggested that all reports be filed with the State Fire Marshal's Office using a method that provides for your records, a written confirmation of receipt 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 if you have any questions.

Sincerely,

Bob Barger
State Fire Marshal