



# OFFICE OF THE STATE FIRE MARSHAL



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**Date:** August 5, 2015

**To:** All State Fire Departments and Fire Districts

**From:** Fred Durham  
Assistant State Fire Marshal

**RE:** *Calendar Year 2015 Fire Fighters Relief and Pension Fund reporting.*

Please review the reporting forms for the 2015 calendar year distribution of the Arizona Fire Insurance Premium Tax. The funds will be distributed in July of 2016. 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 filing 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** filing any forms. The forms **REQUIRE** action by the Board of Trustees of the fund before they can be filed.

Departments that only participate in 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.

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

If your department has Volunteer Firefighter's and a Volunteer Firefighter Fund, and paid firefighters in PSPRS, you must file **BOTH** reports with the required financial reports.

**DEADLINE FOR FILING:**

“ If the annual pension fund report’s are not received by January 31<sup>st</sup> by the state fire marshal, the participating **INCORPORATED CITY OR TOWN OR** fire district is not eligible to receive its share of the fire insurance tax monies under 9-952”.

**ALL DEPARTMENTS MUST HAVE THEIR REPORTS INTO THE STATE FIRE MARSHALS OFFICE BY THE CLOSE OF BUSINESS DAY ON JANUARY 31<sup>ST</sup> 2016, NOT POSTMARKED ON JANUARY 31<sup>ST</sup>.**

**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.

All reports should be submitted in hard copy as the OSFM is not currently equipped to have the forms electronically filed.

**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,

Fred Durham  
Assistant State Fire Marshal  
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(602) 364-1080

cc: Debra Blake