



Date: May 14, 2026
To: PERA Board of Trustees
From: Doug Anderson, Executive Director
Subject: SVF Administrative Fee

Since the inception of the Statewide Volunteer Firefighter (SVF) Plan in 2010 PERA has charged participating entities an annual administrative fee. Initially set at \$30/member, the fee increased to \$ 60/member in 2025.

Originally, all SVF work was done entirely within the Accounting/Finance department. In recent years, the SVF Plan has grown rapidly and now consists of over 300 departments. In response to the increased workload, staff decided to decentralize the work and outsource the annual reporting requirements. Both the decentralization of work and the outsourcing of annual reports aligned SVF administration with how the other PERA plans are administered.

PERA staff recently completed an analysis to estimate staff resources dedicated to SVF administration. Approximately 20 staff members from five different divisions estimated their annual time commitment. Three staff members are fully allocated to the SVF. Most other time estimates were reported to be less than 5 percent of the staff member's total workload. Cumulatively, the total staff commitment translates to about a 4.5 full-time staff level.

The assessment evaluated each individual's pay and their overall cost of benefits (estimated to be 36% of pay). Total annual payroll and benefits costs were estimated to be about \$535,000. Combining that estimate with estimated annual consulting services for annual reporting, the total plan administrative cost is about \$700,000. Based on total expected SVF membership of 8,800 in 2026, the per member cost is \$80.

PERA staff will be applying the new administrative fee effective with the 2027 plan year. Communication to SVF entities will occur in summer of 2026. There was no adverse reaction to the 2025 fee increase and staff does not expect any adverse reaction to this change. While SVF membership is expected to grow, we now believe that our decentralization and outsourcing transition has stabilized. As a result, future changes in the SVF per member administrative fee is unlikely to be significant and PERA's future fees will increase in line with total membership growth.