



Date: July 26, 2022  
To: Statewide Volunteer Firefighter Plan Advisory Board  
From: Tracy Gebhard, Chief Financial Officer  
Subject: Process to Determine 2024 Administrative Charge

Since the establishment of the Statewide Volunteer Firefighter (SVF) Plan in 2010, PERA has charged an annual administrative fee of \$30 for each member. When established, the SVF Plan consisted of six fire departments. Now over 200 fire departments participate in the SVF Plan. In 2015, PERA implemented the new accounting standards, GASB 68, which required additional reporting for some fire departments. The 2022 legislative session established three vesting schedule options. These changes since 2010 have increased PERA's administrative duties for the SVF Plan.

As a result, PERA established the following process to review the current administrative fee that covers the costs of administering the SVF Plan. PERA Finance will:

- Identify those staff involved in the administration of the SVF Plan, including staff that only spend a portion of their time on the SVF Plan such as the Executive Director, Policy Coordinator, and Communications staff.
- Work with those staff to determine the amount of time spent on the SVF Plan annually and calculate the cost of staff time.
- Determine any other costs incurred to administer SVF Plan, such as actuarial services, printing costs, and mailing costs.
- Allocate the cost of administering the SVF Plan among the participating fire departments.

The new administrative charge will go into effect on January 1, 2024. PERA will notify fire departments of the new administrative charge prior to its effective date.