

Fire Chief & Governing Body Ongoing Responsibilities in the SVF Plan

For each fire department participating in the SVF Plan, PERA communicates with two primary contacts: the fire chief and a designated representative from the fire department's governing body. The following describes the ongoing responsibilities of these two contacts in the SVF Plan.

FIRE CHIEF

- **Certify volunteer firefighter service credit each year:** The fire chief must annually certify the service credit earned by their department's volunteer firefighters.

GOVERNING BODY

- **Determine appropriate benefit level and use annual fire state aid:** Under the SVF Plan, the fire department's governing body has a fiduciary responsibility to their volunteer firefighters. This includes the responsibility to determine an appropriate benefit level per year of service for their volunteer firefighters. For more information on setting the SVF Plan benefit level for your fire department, see the information in [Retirement Benefits](#) and [Consider Increasing the Benefit Level for My Fire Department](#).
- **Continue to apply for fire state aid each year:** The fire department's governing body must continue to apply for fire state aid each year. PERA receives and deposits the fire state aid annually into the department's SVF Plan account.
- **Pay required contributions:** The fire department's governing body must pay any required contributions due per invoices issued by PERA. Required contributions are due only if the projected annual fire state aid and investment earnings are less than the projected annual financial requirement (i.e., the annual cost of participating in the SVF Plan). When PERA determines whether the governing body owes a required contribution for a given year, we are statutorily required to assume that the fire department's pension assets will earn a future annual rate of return of 6%. Therefore, even when the actual annual rate of return differs from 6%, PERA's determination of any required contribution assumes that the future annual rate of return on the fire department's pension assets will be 6%.

FIRE CHIEF & GOVERNING BODY

- **Provide PERA with current contact information:** Whenever the fire department's fire chief or governing body representative(s) change, email PERA at PERASVF@mnpera.org with the name, job title, email address, phone number, and mailing address of the new contact person as well as the name of the previous contact person being replaced. Please note that the governing body's SVF Plan representative(s) must be employees of the governing body, such as a clerks, treasurers, or finance directors.
- **Review SVF Plan communications from PERA and share SVF Plan information with volunteer firefighters as applicable:** PERA routinely communicates SVF Plan information to the fire department's fire chief and governing body representative(s). We periodically ask these two contacts to share certain SVF Plan information with their volunteer firefighters. The fire chief and governing body should share SVF Plan information with others according to the data practices policies of the applicable governing body. Sharing SVF Plan information with your department's volunteer firefighters is important, because PERA does not currently provide individual volunteer firefighters with individual member statements/reports.