

## **ALBANY COUNTY FIRE DISTRICT 1**

### **Volunteer Firefighter's Pension Fund Policy**

**Approved: 8/19/15; Art Sigel, Joe Witt, George French**

**Updated: 1/19/2022; Luke Hawkins, Matt Burkhart, Brett Wadsworth**

#### **SCOPE:**

Wyoming Statutes (W.S. 35-9-601 through 35-9-615) establishes a system for the administration of a retirement program for volunteer firefighters in Wyoming. The purpose of this policy is to define the requirements necessary for Albany County Fire District 1 (ACFD1) to pay firefighter pension premiums.

#### **POLICY:**

Participation in the Wyoming Retirement System is offered to active volunteer firefighters as defined by the Active Firefighter Policy. This policy will outline what active status is and the number of meetings needed to attend. According to State Statute the volunteer firefighter must, during the course of any one (1) year, attend not less than fifty percent (50%) and in no case less than six (6) of the regular scheduled department meetings, including business and training meetings. Participation requires that you must be an "active" volunteer.

#### **PROCEDURE:**

ACFD1 will pay the Volunteer Firemen's Pension Fund monthly premium as set by Wyoming State Retirement for each firefighter in the Fire District who maintains status as an active member of a volunteer department.

#### **SIGNUP:**

Volunteers may sign up for the WRS by submitting their name, social security number, date of birth, street address and email address to ACFD1 accountant who will then register firefighters online with WRS.

An officer of each department must provide a roster of meeting attendees to ACFD1 accountant as proof of attendance at the required number of meetings. Forms will be signed by volunteer fire department chief for certification. Forms will be sent to the WRS by ACFD1 accountant and copies will be kept in the appropriate file for 50 years or 4 years after notification of death, whichever comes first, as per the Wyoming State Archives Retention Schedule for County Fire Districts.

**SUSPENSION:**

If a member does not make the required meeting attendance of 50% per year or does not maintain an active status to local standards, the firefighter will be suspended from participation in WRS for that year. If a suspended firefighter fulfills the active status requirements within the next year, they can be reinstated into the program during that year. If a member has more than 10 years of participation in WRS and fails to attend the required 50% of meetings per year, or does not maintain an active status to local standards the firefighter may continue to participate in WRS and not be suspended. In this case the firefighter, not ACFD1, will be responsible for paying the monthly premium to the District until the following January 1 and active status is documented.