

PUBLIC EMPLOYEES' RETIREMENT BOARD

April 9, 2015

Topic: Baker Rural Volunteer Fire Department

Acceptance of past Certificates that increase members' years of service

Staff recommendation:

Staff recommends the 5 members for FY2005, the 1 member for FY2006, the 10 members for FY2007, and 15 members for FY2013 of the Baker Rural VFD be granted the years of credited service. The members were listed on the late filed FY2004-2005, FY2005-2006, FY2006-2007, and FY2012-2013 Annual Certificates and verified to receive credit for those fiscal years within 19-17-112(5), MCA.

Board Motion:

Uphold Staff Recommendation

Other.

Moved by

Seconded by

Vote

INFORMAL CONSIDERATION

April 9, 2015

Petitioner: Baker Rural Volunteer Fire Department
Fire Chief: Randy Hoenke
Contact: Randy Hoenke

Retirement System: VFCA

Request for Board Consideration:

The Baker Rural VFD is requesting that the Board accept the late filed Annual Certificates filed originally on October 30, 2008 for the fiscal years 2005, 2006, and 2007. The FY2007 was refiled on June 3, 2013. Additionally, Baker Rural VFD is requesting that the board accept the late filed Annual Certificate for FY2013 filed originally on September 2, 2014. The Annual Certificates were signed by the Fire Chief and notarized. Included was the training documentation by fiscal year as is required. See details below.

How many fiscal years is the department requesting to file?

Four: 2005, 2006, 2007, and 2013

How many specific years of service are being requested?

FY2005 – 5 members

FY2006 – 1 member

FY2007 – 10 members

FY2013 – 15 members

Has the actuary evaluated the impact of these years of service on the VFCA plan?

NO

Has the volunteer fire department filed the necessary qualifications as required by State law?

Yes

Was the appropriate training documentation submitted?

Yes

How many times has the department filed late in the last 10 years?

4 years – FY2005, FY2006, FY2007, and FY2013

Give details of any problems:

No problems were encountered

Correspondence:

August 1, 2003 – MPERA sent Baker Rural VFD a letter requesting updated information for the qualifications of the fire department

August 31, 2004 – MPERA sent fire chief Randy Hoenke a letter requesting updated information for the qualifications of the fire department.

January 4, 2007 – MPERA sent fire chief Randy Hoenke a letter requesting updated information for the qualifications of the fire department. The letter also explained that MPERA was not able to send them a FY2006 Annual Certificate or accept FY2004 and FY2005 because of the missing qualifications.

January 18, 2007 – MPERA received missing qualification records from Fire Chief Randy Hoenke.

February 14, 2007 – MPERA sent a letter to Fire Chief Randy Hoenke with information about late filing FY2004 – FY2006 Annual Certificates.

September 24, 2008 – Fire Chief Randy Hoenke visited Diann Levandowski about amending FY2004, FY2005, FY2006, and FY2007.

September 24, 2008 – Diann Levandowski emailed and mailed Fire Chief Randy Hoenke the annual certificates for FY2004, FY2005, FY2006, and FY2007, along with MPERA's training documentation template.

December 30, 2008 – Fire Chief Randy Hoenke sent a letter of explanation, copies of the notarized Annual Certificates, and certified training documentation for FY2005, FY2006, and FY2007. In the letter he explained that he was unable to locate records for FY2004.

February 5, 2009 – Diann Levandowski sent a letter to Fire Chief Randy Hoenke requesting the original notarized Annual Certificates and to review the FY2007 Annual Certificate to ensure that all members have been accounted for.

April 21, 2011 – Ashley Fergoso sent Fire Chief Randy Hoenke a letter informing him of the new statute and requesting that all materials be received by May 20, 2011.

May 20, 2013 – Ali Sturm sent a letter to Fire Chief Randy Hoenke requesting the original notarized Annual Certificates and to review the FY2007 Annual Certificate to ensure that all members have been accounted for.

June 3, 2013 – MPERA received FY2007 notarized Annual Certificate

September 2, 2014 – MPERA received FY2013 original notarized Annual Certificate and training documentation from Fire Chief Randy Hoenke.

February 20, 2015 – Ali Rice sent Fire Chief Randy Hoenke a letter requesting a letter of explanation from the fire chief and certification of the training documentation for FY2013.

March 18, 2015 – MPERA received a letter of explanation from Fire Chief Randy Hoenke, a training spreadsheet, and notarized annual certificates for FY2005 and FY2007.

Baker Rural Volunteer Fire Department

Acceptance of past Certificates that increase members' years of service

Summary:

Pursuant to § 19-17-112 (5), MCA any late or amended annual certificates and the associated certified training records shall be filed within 3 years of the original annual certificate due date.

FY2013 Annual Certificate was due on September 1, 2012 and must be filed no later than September 1, 2015. The original, notarized filed Annual Certificate was received on October 28, 2013.

FY2004-2005 Annual Certificate was due on September 1, 2005; FY2005 – 2006 was due on September 1, 2006; FY2006 – 2007 was due on September 1, 2007; the original Annual Certificates were received on December 30, 2008 and the revised certificate for FY2006-2007 was received on June 3, 2013.

The late filed annual certificates for fiscal years 2005, 2006 and 2007 should be considered under a grandfathered consideration due to the original notarized annual certificates being received before July 1, 2011. The last correspondence was received from the fire department on March 18, 2015. The original Annual Certificates were received December 30, 2008 and continuous contact was maintained with the fire department until the final Annual Certificates were received on March 18, 2015.

RELEVANT LAW AND RULES:

Montana Code Annotated (Effective before July 1, 2011)

19-17-108. Credit for service as volunteer firefighter – records. (1) The annual period of service that may be credited under this chapter is the fiscal year. A fractional part of a year may not count toward the service required for participation in this system. To be eligible to receive credit for any particular year, a volunteer firefighter shall serve with a fire company throughout the entire fiscal year.

(2) The years of service are cumulative and need not be continuous. Separate periods of service properly credited with different fire companies must be credited toward a member's eligibility for full or partial benefits.

(3) A volunteer firefighter must receive credit for service during any fiscal year if:

(a) during the fiscal year, the volunteer firefighter completes a minimum of 30 hours of training in matters pertaining to firefighting under a formal program that has been formulated, supervised, and certified to the board by the chief or designated official of the fire company;

(b) the volunteer firefighter's participation in the training program is documented in the fire company's records filed and maintained by the chief or designated official; and

(c) the fire company maintained firefighting equipment that is in serviceable condition and owns, rents, or uses one or more buildings used for the storage of that equipment that all together are valued at \$12,000 or more.

(4) The chief or designated official of each fire company shall keep and maintain training records for each current and former volunteer firefighter who is or was a member of the fire company.

Montana Code Annotated (Effective July 1, 2011)

19-17-108. Credit for service as a volunteer firefighter – records. (1) The annual period of service that may be credited under this chapter is the fiscal year. A fractional part of a year may not count toward the service required for participation in this system. To be eligible to receive credit for any particular year, a volunteer firefighter shall serve throughout the entire fiscal year with a single fire company that is organized under Title 7, chapter 33, and continues to meet the requirements of 19-17-109.

(2) The years of service are cumulative and need not be continuous. Separate periods of service properly credited with different fire companies must be credited toward a member's eligibility for benefits.

(3) A volunteer firefighter may not receive credit for service during any fiscal year unless:

(a) during the fiscal year, the volunteer firefighter completes a minimum of 30 hours of training in firefighting duties as outlined in 19-17-105 under a formal program that has been formulated, supervised, and certified to the board by the chief or designated official of the fire company; and

(b) the volunteer firefighter's participation in the training program is documented in the fire company's records maintained pursuant to 19-17-111 by the chief or designated official.

Montana Code Annotated (Effective July 1, 2011)

19-17-112. Filing required reports – limitations. (1) The chief or designated official of each fire company that claims eligibility under this chapter shall, on or before September 1 of each year, file with the board an annual certificate, the current year's roster, and a membership card for each new member.

(2) (a) The annual certificate is a form reporting a fire company's membership eligibility for the previous fiscal year.

(b) The annual certificate must be completed on a form prescribed by the board and contain the date of organization of the fire company and the full name, social security number, and date of birth of each member of the fire company who was a member for the entire fiscal year and who successfully completed 30 hours of training during the preceding fiscal year, as required by 19-17-108.

(c) The chief or designated official shall subscribe and verify under oath, before a notary, that the fire company and members qualified under 19-17-108 and 19-17-109.

(d) The board shall maintain the certificate for the purpose of establishing service for members and eligibility for benefits.

(3) The roster must be signed by the fire chief or designated official, filed with the board, and contain information in writing that provides the names of the fire company, its date of organization, officers, and roll of active and inactive members for the current fiscal year. A roster may be updated to report new members but may not be retroactive.

(4) A membership card must be completed and filed with the board for each member who was a member on or before July 1, 2011, and for each new member who joins after July 1, 2011.

(5) The current fire chief shall file any late or amended annual certificates and the associated certified training records within 3 years of the original annual certificate due date. An annual certificate may be amended only once. The board shall consider and may approve late filings. Information provided to the board by the fire chief must be in accordance with the board's rules.

(6) The current fire chief may request to appear before the board for consideration of the request to file a late or amended annual certificate.

Montana Code Annotated (Effective before July 1, 2011. Repealed in 2011 Legislature and added to 19-17-112, MCA)

19-17-402. Certificate of eligibility. The chief or designated official of each fire company that claims eligibility under this chapter shall, on or before September 1 of each year, file a certificate on a form to be provided by the board, subscribed and verified under oath before a notary, stating whether the company qualified under 19-17-108(3) during the preceding fiscal year. The certificate must contain the date of organization. The certificate must list the full name, social security number, and date of birth of each member of the fire company who was a member for the entire fiscal year and satisfactorily completed 30 hours of training during the preceding fiscal year, as required by 19-17-108(3). The certificate must be maintained by the board for the purpose of establishing service for members and eligibility for benefits.

MPERA ARM

2.43.5001 BASIC UNIT OF SERVICE (1) As of July 1, 1965, the basic unit of service for volunteer firefighters is one fiscal year. Volunteer firefighters not continuously on the active membership list of a single qualifying volunteer fire company for the entire fiscal year shall not be listed on the annual certificate and shall not receive credit for service under the Volunteer Firefighters' Compensation Act (VFCA) for that fiscal year. A volunteer fire company qualifies to participate in the VFCA if the requirements of 19-17-402, MCA, are met.

(2) A volunteer firefighter shall receive one year of credit for service under the VFCA for each two full fiscal years of service performed prior to July 1, 1965. (History: 19-17-203, MCA; IMP, 19-17-201, 19-17-401, 19-17-402, MCA; NEW, 1986 MAR p. 1454, Eff. 8/29/86; AMD, 2003 MAR p. 1188, Eff. 6/13/03; AMD & TRANS, from ARM 2.43.801, 2008 MAR p. 2467, Eff. 12/01/08.)

2.43.5002 FAILURE TO FILE REQUIRED REPORTS (1) In order to receive credit for service under the VFCA, volunteer fire companies must file an "annual certificate" with MPERA. The certification is a report by the fire chief that the members listed on the certificate were active for the full fiscal year and also had the required 30 hours of training. This report is on a fiscal year basis (July through June) and is due by September 1 of each year. The annual certificate is signed by the fire chief and notarized. Annual certificate forms are provided by MPERA.

(2) Annual certificates filed after the September 1 due date must be appealed to and considered by the board for approval. Information provided to the board by the fire chief or designated official must include:

- (a) the original, notarized annual certificate;
- (b) certified training documents showing the required 30 hours of training per listed member;
- (c) a letter from the fire chief explaining why the annual certificate was not filed timely; and
- (d) if requested by the fire chief, oral argument before board. (History: 19-17-203, MCA; IMP, 19-17-201, 19-17-402, MCA; NEW, 1986 MAR p. 1454, Eff. 8/29/86; AMD, 2003 MAR p. 1188, Eff. 6/13/03; AMD & TRANS, from ARM 2.43.802, 2008 MAR p. 2467, Eff. 12/01/08.)

Baker Rural Fire District

Training records for FY2007

date	class	ANDERSON, SCOTT	BRUHA, DOUG	BRUHA, TOM	BUMGARDNER, HUGO	BUTORI, DALE	CANTRELL, ROBERT	CARL, MIKE	CHESTER, DICK	COLLINS, BROCK	EHRET, KENNETH	FISHER, SAM	FOLLMER, CHAD	HANLEY, BILL	HOENKE, RANDY	HOOD, DAVID	JANZ, JOE	JUNSO, KEVIN	KNIPP, PAT	MECCAYL, DAVE	MUCKLE, DEY	MUCKLE, THOMAS	MUDD, BILL	NJOS, LES	SCHOPP, MARVIN	SINGER, BILLY	SINGER, LARRY	SINGER, ROBERT	TRONSTAD, CHAD	WARNER, ROBERT	WINTER, DANNY	
7/13/2006	Foam & Pumping	2.5	2.5	2.5		2.5		2.5	2.5	2.5				2.5	2.5	2.5			2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5						
8/9/2006	Standard Operation Procedures (SOP) pumping training		3	3		3		3	3	3				3	3	3			3	3	3	3	3	3	3	3	3				3	
10/19/2006	Emergency Responder Training, Police and Fire Depts.	2	2	2		2		2	2	2				2	2	2			2	2	2	2	2	2	2	2	2					
11/6/2006	IS-100 Incident Command					4		4																								
11/8/2006	Nerve Antedote Training							2																								
11/10/2006	Hazmat Awareness		2			2																	2			2		2				
11/12/2006	Decontamination					4																	4									
11/15/2006	Courthouse fire safety		2			2																				1						
12/9/2006 & 12/10/2006	S-300														16																	
12/13/2006	Pre-plan walk thru - FMC	2		2		2		2	2	2				2	2	2				2		2		2		2	2	2	2	2	2	
1/27/2007 & 1/28/2007	Basic Wildland EOC Management Course	16																														
1/30/2007			6			6		6																								
1/10/2007	Pre-plan High School S-131 -- Firefighter Type 1 Training	2.5	2.5	2.5	2.5	2.5		2.5	2.5	2.5				2.5	2.5	2.5			2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	
2/3/2007		8				8		8														8				8						
2/7/2007	GPS Local (in house)	2	2	2	2	2		2		2						2			2	2				2			2					
2/15/2007 & 2/16/07	ICS-300		16			16		16																								
2/16/2007	Mass Casualty/Hazmat Exercise			1.5	3	3				3				3								3	3		3		3				3	
2/24/2007	Fire Extinguisher					5		5		3				5																		
2/27/2007	Liquid & Gas Pipelines Safety		2																													
2/29/07	Liquid & Gas Pipeline Emergency Response (Miles City)															2																
3/3/2007 & 3/4/2007	Crew/Engine Boss S-230 West Glendive															16																
3/10/2007 & 3/11/2007	Urban Interface								16						16							16										
3/14/2007	PPE Training video	1.5	1.5	1.5	1.5					1.5				1.5	1.5				1.5	1.5			1.5				1.5					
5/1/2007	Weather Spotter		2					2																								
5/22/2007	Rural Address	1.5						1.5		1.5				1.5					1.5	1.5			1.5	1.5			1.5					
5/31/2007	Bear Paw Table Top Exercise		1.5	1.5				1.5																								
6/7/2007	First Aid & CPR													4																		
6/13/2007	Wildland Safety Training	4	4	4		4		4		4				4	4	4			4	4	4	4	4	4	4	4	4	4	4	4	4	4
6/15/2007 thru 6/17/07	Dive Rescue & Media Training									30																						
6/15/07 thru 6/17/07	CAT Camp					20																20										
	TOTALS	42	47	23	11	86	0	56	33	52	0	0	0	17	57	38	5	6	19	3	66	14	18	21	16	17	16	50	0	3	6	

Baker Rural Fire District

Training records for FY2013

date	class	ANDERSON, SCOTT	BRUHA, DOUG	BRUHA, TOM	BRUHA, TRAVIS	BRUHA, TYLER	BUMGARDNER, HUGO	BUTORI, DALE	CHESTER, ANTHONY	CHESTER, DICK	COLLINS, BROCK	HANKS, REBECCA	HANLEY, BILL	HASTIG, JEFF	HOENKE, RANDY	JUNSO, KEVIN	KNIPP, PAT	KRAMLICK, BRYCE	LAGASSE, DAN	NJOS, LES	ODONNELL, DERRICK	SCHOPP, MARVIN	SCHULTZ, MIKE	SCHWARTZ, BRIDGETTE	SINGER, ROBERT
7/11/2012	Driver Safety	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
7/12/2012	1st Aid	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
9/12/2012	Team Building	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
	Pumper Training/RIT																								
10/10/2012	Training	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
11/7/2012	School Walkthrough	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5
1/9/2013	Fitness	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1/19/2013	CPR Refresher	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
1/27/2013	Hazmat	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
2/13/2013	Hoseline Ops	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
2/16/2013	Urban Interface	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
2/17/2013	Urban Interface	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
3/13/2013	Table Tops	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
4/10/2013	Hydrants	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
5/10/2013	Mayday	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
5/11/2013	Burn Trailer	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
6/9/2013	Pack Test	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
6/12/2013	Driver Safety	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
	less	-2.5	-1.5	-2.5	-1	-2.5	-2.5	-2.5	-1	-1	-2.5	0	0	0	-1.5	-1.5	0	-2.5	-1	-1	-2.5	-1.5	-2.5	0	-2.5
	TOTALS	20.5	38.5	49.5	42	35.5	40.5	58.5	43.5	45.5	33.5	5	0	21	39.5	0	0	14.5	46	21	44.5	46	31.5	1	52.5

August 1, 2003

FIRE CHIEF
BAKER RURAL VFD
P.O. Box 881
Baker, MT 59313

Dear Fire Chief:

The Montana Public Employee Retirement Administration (MPERA) is updating records and verifying that the requirements are up to date for departments to be qualified with the Volunteer Firefighters' Compensation Act (VFCA) according to Montana state law. These requirements are listed on page 7 in the VFCA handbook. Additional copies of the handbook are available at no cost by contacting the MPERA office.

The law protects the money available to volunteer firefighters and qualified companies that participate in the VFCA. MPERA's efforts ensure that payments are made only to qualified companies; therefore, the list of information below is required by the MPERA office before any payments will be paid to the fire company.

Listed in bold are the documents that your department will need to submit in order to be in compliance with Montana state law and to continue participation in the VFCA. If an item is not bolded and underlined, then our office is already in receipt of the document.

- a. A copy of the County Commissioners' meeting minutes establishing the fire district in an unincorporated area.
- b. A map or legal description of the area serviced, which distinguishes the portion of the fire district area serviced by each company.
- c. A statement regarding the population of the fire district and whether it is located in an unincorporated area.
- d. **Asset valuation (equipment and buildings) for each fire company.**
- e. Name of each fire company.
- f. List of officers for each fire company.
- g. **The fire company's insurance rating.**

Once the documentation above is received by the Public Employees' Retirement Board, it will be reviewed for completeness. Before supplemental payments are made it will be verified that these requirements have been submitted.

More information can be found in the Montana Volunteer Firefighters' Handbook and in the Montana Code Annotated located at the following Internet address: <http://www.lawlibrary.state.mt.us/>

If you have further questions concerning the Volunteer Firefighters' Compensation Act please contact me at the address in the letterhead or telephone me at (877) 275-7372, toll free, or (406) 444-3193.

Sincerely,

Barbara Quinn
Asst. Fiscal Services Bureau Chief
Public Employee Retirement Administration

August 31, 2004

RANDY HOENKE
BAKER VFD
PO BOX 881
BAKER, MT 59313

Dear Fire Chief HOENKE:

The Montana Public Employee Retirement Administration (MPERA) has received your fiscal year 2004 Annual Certificate but is **unable to accept the service for your members** because the department's qualifications are not up to date. The qualifications are requirements for departments to be qualified with the Volunteer Firefighters' Compensation Act (VFCA) according to Montana state law. These requirements are listed on page 7 in the VFCA handbook. Additional copies of the handbook are available at no cost by contacting the MPERA office. Correspondence was sent regarding this matter in August 2003, October 2003 and on other dates depending the circumstances of the department.

The law protects the money available to volunteer firefighters and qualified companies that participate in the VFCA. MPERA's efforts ensure that payments, current or future, are made only to qualified companies; therefore, the list of information below is required by the MPERA office.

Listed in bold are the documents that your department will need to submit in order to be in compliance with Montana state law and to continue participation in the VFCA.

- 1. Asset valuation (vehicles and buildings) for each fire company.**
- 2. The fire company's insurance rating.**

Once the documentation above is received by the Public Employees' Retirement Board, it will be reviewed for completeness. Please remember this information must be filed no later than September 1, 2004 for your Annual Certificate to be considered timely. Please call our office right away to obtain an extension to submit this information.

More information can be found in the Montana Volunteer Firefighters' Handbook and in the Montana Code Annotated located at the following Internet address: <http://www.lawlibrary.state.mt.us/> If you have further questions concerning the Volunteer Firefighters' Compensation Act please contact me at the address in the letterhead or telephone me at (877) 275-7372, toll free, or (406) 444-3193.

Sincerely,

Barbara Quinn
Asst. Fiscal Services Bureau Chief
Public Employee Retirement Administration

January 4, 2007

Fire Chief Randy Hoenke
Baker Volunteer Fire Department
PO Box 881
Baker, MT 59313

Dear Chief:

The Montana Public Employee Retirement Administration (MPERA) has prepared and sent Annual Certificates for fiscal year 2006 to all departments qualified with the Volunteer Firefighters' Compensation Act (VFCA) according to Montana state law. This letter serves as notification that we did not send you an Annual Certificate for fiscal year 2006 because MPERA does not have documentation of your qualifications on file. Your members will not receive service credit until the qualifications are filed for your department.

Previous years Annual Certificates that have not been recorded due to missing qualifications are: 2004, 2005, and 2006. The last certificate that was filed was for FY 2003.

Listed in bold are the documents that your department will need to submit in order to be in compliance with Montana state law and to continue participation in the VFCA. If an item is not bolded and underlined, then our office is already in receipt of the documentation.

- a. A copy of the County Commissioners' meeting minutes establishing the fire district in an unincorporated area.
- b. A map or legal description of the area serviced, which distinguishes the portion of the fire district area serviced by each company.
- c. A statement regarding the population of the fire district.
- d. Written documentation that the fire district is located in an unincorporated area.
- e. **Asset valuation (equipment and buildings) for each fire company.**
- f. **Name and mailing address of each fire company.**
- g. List of officers and members for each fire company.

Once the above documentation is received by MPERA, it will be reviewed for completeness.

The law protects the money available to volunteer firefighters and qualified companies that participate in the VFCA. MPERA's efforts ensure that payments are made only to qualified companies; therefore, the list of information above is required by the MPERA office before any payments will be paid to the fire company. More information can be found in the Montana Volunteer Firefighters' Handbook and in the Montana Code Annotated.

If you have further questions concerning the Volunteer Firefighters' Compensation Act please contact our office at the address or phone numbers in the letterhead.

Sincerely,

Diann Levandowski
Assistant Fiscal Services Bureau Chief

February 14, 2007

Randy Hoenke, Fire Chief
Baker Rural Fire District
PO Box 745
Baker, MT 59313-0745

Dear Chief Hoenke,

This letter is in regards to the late filing of the Annual Certificates for the years 2004, 2005 and 2006. The Public Employees' Retirement Board has decided that late certificates, when filed properly, accompanied by a letter of explanation from the fire chief and certified training documentation, will be considered for acceptance.

The training information must be based on fiscal years (July 1st thru June 30th) and in an easily readable format. Training documentation must include the following:

- ❖ The date the training was offered;
- ❖ Title of the training;
- ❖ Description of the training;
- ❖ Hours of training;
- ❖ Each member's hours of training for each class.

Training does **not** include business meetings, emergency calls or vehicle or hall maintenance.

Please complete and submit the enclosed Annual Certificates. The Annual Certificate must be signed by the fire chief and notarized. Also, please include the necessary training documentation as stated above. The MPERA will only accept the **original, notarized** Annual Certificate. Your members will be considered for approval upon receipt of the required documentation.

If you have questions, please call me at 406-444-3193 or toll free 1-877-275-7372.

Sincerely,

Diann Levandowski
Assistant Fiscal Services Bureau Chief
Public Employee Retirement Administration

September 24, 2008

Randy Hoenke, Fire Chief
Baker Rural VFD
PO Box 881
Baker, MT 59313

Dear Fire Chief Hoenke,

Enclosed you will find the blank VFCA Annual Certificates for FY 2003-2004, FY2004-2005, FY 2005-2006, FY 2006-2007 and FY 2007-2008. After you left this morning, I thought I would make it easier for you if I filled out the top part with the date of organization and put the fiscal years on the certificates. I was also able to print off from the database FY2006-2007 and FY2007-2008 VFCA Annual Certificates.

If you would send the completed **original, notarized** FY2007-2008 Annual Certificate by October 15, 2008, I will consider it not to be late for this past fiscal year. However, the other late certificates must be accompanied by the training documentation and a letter to the Public Employee Retirement Board (PERB) explaining why the certificates are being filed late.

If you have any questions do not hesitate to contact me at 406-444-3193 or toll free 1-877-275-7372.

Sincerely,

Diann Levandowski
Assistant Fiscal Services Bureau Chief

Enclosures

December 29, 2008

Diann Levandowski
Assistant Fiscal Services Bureau Chief
Public Employee Retirement Administration

RECEIVED
DEC 30 2008
RETIREMENT BOARD

Dear Diann:

Thank-you for allowing us to file our training reports late. I think I have everything that is needed. Except for the year 2004, which I can't find our records. Our training is somewhat self explanatory, by the course name. The S-130 & S-131 and the Cat Camp are wild land courses put on by the local Dept. Of Natural Resources.

Our training officer has fallen behind with the training and record keeping. I as the Chief of dept. have to take over the responsibility for the training, and have asked other people to help with this issue. As you can see by our reports that we have very few people with the recommended 30 Hr. of training. In the year 2007 we have changed and now have more people that are getting the training that is needed. I as chief have a hard time getting everything done with the department and my own business. I think that is the biggest problem that we have in volunteering our time, for training, fires calls, meetings and our own personal life. We have made some changes that I think will help with this problem. I hope that we will not have this issue again.

If you have any questions, please call me at 406-978-3473, or at work 406-778-2167

Sincerely,



Randy Hoenke
Fire Chief
Baker Rural Fire District

PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION



BRIAN SCHWEITZER
GOVERNOR

STATE OF MONTANA

mpera.mt.gov



HELENA (406) 444-3154
TOLL FREE (877) 275-7372
FAX (406) 444-5428

100 N. PARK, SUITE 200
PO BOX 200131
HELENA, MT 59620-0131

February 5, 2009

Randy Hoenke, Fire Chief
Baker Rural VFD
PO Box 881
Baker, MT 59313

Dear Fire Chief Hoenke,

I received the late filed VFCA Annual Certificates for FY2004-2005, FY2005-2006, and FY2006-2007 and training documentation on December 30, 2008. However, you sent me a copy of the Annual Certificates. Montana Public Employee Retirement Administration (MPERA) requires that the **original, notarized** Annual Certificate must be filed in this office and not a copy or fax. Please send the **original, notarized** Annual Certificates for the years that you are requesting credit.

On the back of these copies is a certification from the County Clerk that they have the original on file. This is not their record to keep, especially since the certificate contains personal identification information. When filing with your County Clerk please make sure that they have a copy and do not keep the original. You also may request that they take the personal identification information (birth date and social security number) off of the certificate if you are using this for the County Clerk filing that is due annually by September 1. OR type out a separate listing of your members for certification with the County Clerk.

I am also including a new VFCA Annual Certificate for FY2006-2007 and the training record spreadsheet that I had prepared using the daily training records that you had provided. The Annual Certificate that you had sent has members listed on it that did not receive the minimum 30 hours of training: Tom Bruha had 22.5 hours, Bill Hanley had 17 hours, and Pat Knipp had 17 hours. You have also left off two members who should receive the year of credit: Scott Anderson had 42 hours and David Hood had 37.5 hours.

What may have happened when you were filling out the Annual Certificates is that your training record spreadsheet has two total lines; it should only have the one total line. You were probably looking at the last total line and taking those hours.

I have filled out the new VFCA Annual Certificate with the correct names. Please finish filling this out and get it notarized. Remember to send the signed **original, notarized** Annual Certificates, no copies or faxes will be accepted.

If you have any questions do not hesitate to contact me at 406-444-3193 or toll free 1-877-275-7372.

Sincerely,

Diann Levandowski

Diann Levandowski
Assistant Fiscal Services Bureau Chief

Enclosures

April 21, 2011

Randy Hoenke, Fire Chief
Baker Rural VFD
PO Box 881
Baker, MT 59313

Dear Fire Chief Hoenke,

This letter is in regard to the letter sent on February 5, 2009. I have enclosed a copy of the letter for your review. As of July 1, 2011, a new statute will go into effect that only permits late Annual Certificates to be considered if they are filed within 3 years of the original Annual Certificate due date.

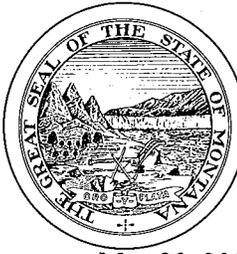
If you would like your members to receive service credit for the years FY2004-2005, FY2005-2006, and FY2006-2007 I will need the original copies of the Annual Certificates returned to our office. If I do not receive the requested materials by May 20th, 2011 I will assume you are forfeiting the service credit for those years.

If you have questions, please call me at 406-444-9173 or toll free 1-877-275-7372 ext 9173.

Sincerely,

ASHLEY FREGOSO
DC ACCOUNTANT
Public Employee Retirement Administration
(406) 444-9173
afregoso@mt.gov

MONTANA PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION



STEVE BULLOCK
GOVERNOR

DORE SCHWINDEN
EXECUTIVE DIRECTOR

STATE OF MONTANA



HELENA (406) 444-3154
TOLL FREE (877) 275-7372
FAX (406) 444-5428

100 N PARK, STE 200
PO BOX 200131
HELENA MT 59620-0131
mpera.mt.gov

May 20, 2013

Randy Hoenke, Fire Chief
Baker Rural VFD
PO Box 881
Baker, MT 59313

Dear Fire Chief Hoenke,

Montana Public Employees Retirement Administration (MPERA) received the late filed VFCA Annual Certificates for FY2004-2005, FY2005-2006, and FY2006-2007 and training documentation on December 30, 2008. However, MPERA needs additional information on the annual certificates that were provided.

I am including a new VFCA Annual Certificate for FY2006-2007 and the training record spreadsheet that I had prepared using the daily training records that you had provided. The Annual Certificate that you had sent has members listed on it that did not receive the minimum 30 hours of training: Tom Bruha had 22.5 hours, Bill Hanley had 17 hours, and Pat Knipp had 17 hours. You have also left off two members who should receive the year of credit: Scott Anderson had 42 hours and David Hood had 37.5 hours.

A new VFCA Annual Certificate with the correct names, has been filled out. Please finish filling this out and get it notarized. Remember to send the signed **original, notarized** Annual Certificates, no copies or faxes will be accepted.

The late Annual Certificates and all documents must be received within 30 days of the letter date in order for your request to be considered.

If you are no longer interested in pursuing credit for these years, please inform our office in writing of this.

If you have questions, please call me at 406-444-9173 or toll free 1-877-275-7372 ext 9173.

Sincerely,

Ali Sturm
Accountant

Enclosures

<u>NAME</u>	<u>CITY CALLS</u>	<u>TRAINING</u>
S.Anderson	3	23
D.Bruha	0	48
Tom Bruha	6	52
Tyler Bruha	5	38
Travis Bruha	5	43
H. Bumgardner	3	43
D. Butori	4	61
A.Chester	3	44.5
D. Chester	2	46.5
B. Collins	5	36
R.Hanks	0	5
J. Hastig	0	22.5
R. Hoenke	7	41
B. Kramlick	3	17
D. Lagasse	5	47
L. Njos	3	22
D. O'Donnell	1	47
M. Schopp	4	47.5
B. Schwartz	0	1
M. Schultz	2	34
R. Singer	4	55

RECEIVED

SEP 02 2014

MPERA

MONTANA PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION



STEVE BULLOCK
GOVERNOR

DORE SCHWINDEN
EXECUTIVE DIRECTOR

STATE OF MONTANA



HELENA (406) 444-3154
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PO BOX 200131
HELENA MT 59620-0131
mpera.mt.gov

February 20, 2015

Randy Hoenke, Fire Chief
Baker Rural VFD
PO Box 881
Baker, MT 59313

Dear Fire Chief Hoenke,

This letter is in regards to the Annual Certificates and training documentation regarding late filing of the FY2004-2005, FY2005-2006, FY2006-2007, and FY2012-2013 VFCA Annual Certificates.

The Board has decided that late or amended certificates must be accompanied by a **letter of explanation from the fire chief and certified training documentation** for the 30 or more hours of training before it will be considered for acceptance. The **certified training information** must be based on fiscal years (July 1st thru June 30th) and in an easily readable format.

Please send a letter of explanation for the FY2012-2013 Annual Certificate. I will also need a letter certifying the training documentation that was sent in for FY2012-2013.

We would like to present these amended years of service to the board on April 9, 2015. In order to do that we will need the information provided to us 21 business days prior to the meeting, please have this information to us not later than March 11th. Also at that time we will need to have any requests to speak to the board. If we do not have the requested information by this date we will not be able to present the information until the next board meeting.

If you have questions, please call me at 406-444-9173 or toll free 1-877-275-7372.

Sincerely,

A handwritten signature in cursive script that reads "Ali Rice".

Ali Rice
Accountant

Baker Rural VFD
P.O. Box 881
Baker, MT 59313

RECEIVED
MAR 18 2015
MPERA

March 13, 2015

MT Public Employee Retirement Administration
Ali Rice

Dear Ali,

In regards to the late filing of the training records for the years 2004 thru 2007. I was dealing with health issues & I relied on another person to do it for me. As you know this did not happen in the timely manner. In looking for the training records, I can't find any copy's to support the hours. I don't know if they got tossed when we moved our station & the person that was in charge of the training hrs. has moved to another state now. Enclosed are copies of the annual certificates that were on file at the courthouse for training hours.

I have enclosed the 2012 to 2013 training hours on a spread sheet & I do have the training logs to support these hours . I did not get them sent into you like I should of as I misplaced the paperwork from you at my place of business.

I have now stepped down as the fire chief of the Baker Rural VFD as I was not having the time from my business to give to the fire department my full attention when it came to the paperwork & I am sorry for this. Please consider giving my firefighters the benefit of the hours because they did put in the time & effort & I feel bad that I did not get the paperwork done like I was supposed to.

Thank You for your time & consideration in this matter.

Sincerely,



Randy Hoenke
Retired Chief Baker Rural VFD

EVENT DATE	1st Aid Training	Team Building	pumper training	School Walkthru	Fitness	1st Aid	Hazmat	Hose/line	Urban Interface	Table Top	Hydrant	Call Mayday	Burn Trailer	Driving	Column 1
	7/12/12	9/12/12	10/10/12	11/7/12	1/9/13	1/9/13	1/27/13	2/13/13	2/16-17/13	3/13/13	4/10/13	5/10/13	5/11/13	6/12/13	Totals
R. Hoeneke		1.5		2.5	1	1	8	2	16	2	1	3	8	3	47
R. Singer		1.5	3	2.5	1	1	8	2	16	2	1	3	8	3	54
D. Butori		1.5	3	2.5	1	1	8	2	16	2	1	3	8	3	57
S. Anderson		1.5		2.5	1	1	8	2	16	2	1	3	8	3	49
D. Bruha	2	1.5	3	2.5	1	1	8	2	16	2	1	3	8	3	37
T. Bruha		1.5	3	2.5	1	1	8	2	16	2	1	3	8	3	49
Ty. Bruha		1.5		2.5	1	1	8	2	16	2	1	3	8	3	35
H. Berggardner		1.5	3	2.5	1	1	8	2	16	2	1	3	8	3	43
A. Chester			3	2.5	1	1	8	2	16	2	1	3	8	3	39.5
B. Chester			3	2.5	1	1	8	2	16	2	1	3	8	3	43.5
B. Collins		1.5		2.5	1	1	8	2	16	2	1	3	8	3	32
J. Hastig		1.5	3	2.5	1	1	8	2	16	2	1	3	8	3	19.5
T. Muckle															0
L. Njos					1	1	8	2	16	2	1	3	8	3	19
M. Schultz		1.5		2.5	1	1	8	2	10	2	1	3	8	3	33
M. Schopp		1.5	3		1	1	8	2	10	2	1	3	8	3	37.5
L. Singer									16						16
D. Lagasse					1	1	8	2	8	2	1	3	8	3	26
B. Kramlick		1.5			1	1	8	2	8	2	1	3	8	3	11.5
D. Koeling (MR)															0
D. Koeling															0
D. Meccage															0
D. Hayden															0
O. Burdick															0
F. Hoff															0
P. Rusley															0
TR. Bruha			3		1	1	8	2	16	2	1	3	8	3	42
K. Ruessad															0
E. Douglas				2.5											2.5
D. O'Donnell			3	2.5	1	1	8	2	8	2	1	3	8	3	35
C. Hayden															0
B. Steen															0
R. Malcom															0
R. Hanks										2				3	5

RECEIVED
MAR 18 2015
MPERA

... to state