

Rule 513-7-1-.08 Volunteer and Part-Time Firefighter Requirements and Affidavits

- (1) Volunteer firefighters shall meet a minimum standard of 50% of the aggregate of creditable department activity and creditable calls for the calendar year using a point based system. One point shall be earned for each eligible call, and one point for each completed hour of department activity.
 - (a) Creditable department activity is defined as regular department/station training, drills, or meetings to which the member shall attend a minimum of 25% annually, which shall also be no less than 24 hours for the year. The department shall offer no less than eight (8) hours training/department activity per month, in at least ten (10) months annually, which shall total no less than eighty (80) hours for the calendar year.
 - (b) Creditable calls are calls specific to the group being called. It shall be pre-determined by the chief, which calls fall into this category. Awarding of, or denying of, credit for a particular type call shall be consistent throughout the year. Members shall meet a minimum of 25% of creditable calls annually. In the event the 25% calculation does not result in a whole number, the calculation may be rounded down to the nearest whole number. Firefighters from departments with one or more creditable calls, cannot earn creditable service if no calls were attended.
- (2) Additional pension eligible points may be earned for Additional Training and Station Duty
 - (a) One point may be earned for each hour of organized training attended which shall take place outside the department's regularly scheduled station activity. Additional training points are not required to be earned within the member's department, but shall require the approval of the member's chief. Additional training credit shall not account for more than 25% of the members total annual pension eligible points.
 - (b) Additional points may also be earned by performing pre-scheduled, pre-approved Station Duty. Station Duty, performed in two hour blocks, shall earn one point of additional credit per completed two hour block. Work shall take place during the time in which credit is being earned. Station Duty Credit shall not account for more than 25% of the members total annual pension eligible points.
 - (c) Station duty credit and additional member training credit shall not be earned concurrently. The department shall maintain documentation of station duty, and additional training where credit is being applied towards annual pension credit. Documentation shall be on forms provided, and prescribed by, the Board of Trustees.
- (3) The Chief or Chief's designee shall determine if a Volunteer has earned pension creditable service for the period under report by summarizing the points earned relative to points available to determine if the "50%" standard has been met in accordance with O.C.G.A. 47-7-81
 - (a) The Chief or Chief's designee shall add all points earned by a Volunteer for Station

Activity and Fire Calls, plus any approved points earned for Station Duty and/or Additional Training (under [513-7-1-.08](#) above) to determine Total Points Earned.

- (b) The Chief or Chief's designee shall add all points offered by the station or department for Station Activity and those Fire Calls for which the Volunteer and his/her group is responsible to determine Total Points Available.
 - (c) For each Volunteer unit, the total of points offered and responsible, i.e. the Total Points Available should be the same for all Volunteers.
 - (d) The Chief or Chief's designee shall divide Total Points Earned by Total Points Available for each pension participating Volunteer to determine if pension creditable service has been earned.
- (4) An annual "Chief's Departmental Affidavit" shall be filed promptly after the end of each calendar year by the chief of each department with which volunteer firefighters are enrolled attesting to the attendance of the volunteer firefighters for the prior calendar year.
- (a) The annual "Chief's Departmental Affidavit" shall be prepared by the Fund for completion by the chief of their respective fire department.
 - (b) The chief shall initial the "Did Complete" column or "Did Not" complete column, for each individual firefighter listed. He/she must then sign the affidavit on the bottom of the form.
 - (c) The annual "Chief's Departmental Affidavit" shall be properly addressed and mailed to the Pension Fund office, by first class mail, postage prepaid, and bear a postmark not later than February 15th of each year.
 - (d) Any "Chief's Departmental Affidavit" received after February 15th shall not be accepted without the approval of the Board of Trustees. In addition, each member listed on the affidavit will be assessed a \$25 late fee if their "Chief's Departmental Affidavit" is received after February 15th.
 - (e) Creditable service extended to volunteer firefighters based on the Chief's Affidavit is provisional, and subject to audit and verification by the Fund.
 - (f) Records of calls, training, drills, meetings and station duty shall be maintained by the Department for a minimum of 10 years. Such records shall be made available for inspection by the Fund, upon request.
- (5) Part-Time Firefighters are state certified firefighters, employed in a permanent compensated position, working at least 20 hours per week on average, (1040 hours annually), but less than 40 hours per week (2080 hours annually).
- (a) The annual "Part-Time Affidavit", prepared by the Fund and completed by the chief, attesting that the requirements in [513-7-1-.08](#) above have been met, must be filed promptly after the end of each calendar year. The completed affidavit must contain the number of hours worked for each member listed, and be signed by the chief for the

member to receive credit.

- (b) The annual "Part-Time Affidavit" shall be properly addressed and mailed to the Pension Fund office, by first class mail; postage prepaid, and be postmarked no later than February 15th of each year.
- (c) Any "Part-Time Affidavit" received after February 15th shall not be accepted without the approval of the Board of Trustees. In addition, each member listed on the affidavit will be assessed a \$25 late fee if the "Part-Time Affidavit" is received after February 15th.
- (d) Creditable service extended to part-time firefighters based on the Chief's Affidavit is provisional, and subject to audit and verification by the Fund.

Cite as Ga. Comp. R. & Regs. r. 513-7-1-.08

Authority: O.C.G.A. Sec. [47-7-23](#).

History. Original Rule entitled "Volunteer Reports" adopted. F. Dec. 23, 1985; eff. Apr. 19, 1984, as specified by the Agency.

Amended: F. Nov. 20, 1990; eff. Dec. 10, 1990.

Amended: F. Aug. 22, 1994; eff. Sept. 11, 1994.

Amended: Rule retitled "Volunteer Affidavits." F. Dec. 29, 1999; eff. Jan. 18, 2000.

Amended: F. Feb. 5, 2001; eff. Feb. 25, 2001.

Repealed: New Rule entitled "Part-Time Firefighter and Volunteer Firefighter Affidavits" F. Aug. 20, 2009; eff. Sept. 9, 2009.

Amended: New title "Volunteer Firefighter Requirements and Affidavits." F. Oct. 29, 2013; eff. Nov. 18, 2013.

Amended: New title "Volunteer and Part-Time Firefighter Requirements and Affidavits." F. Aug. 10, 2015; eff. Aug. 30, 2015.