



Volunteer

Firefighters' & Rescue Squad Workers'

Service Award Program

Board Meeting
Wednesday, October 30, 2024
2:00 – 4:00 PM ET

Agenda:

- I. Welcome & Introductions
- II. Approval of Minutes
- November 1, 2023
- III. Election of Vice Chair
- IV. VOLSAP Overview and Program Highlights
- V. VOLSAP Board Governance Policy
- VI. FOIA Remote Meeting Policy
- VII. VOLSAP Investment Performance and Program Document Amendments
- VIII. Review of Communications Materials
- IX. Other Business
- X. Adjourn

No public comment will be accepted at this meeting.



Volunteer Firefighters' & Rescue Squad Workers' Service Award Program

VOLSAP Board Meeting Minutes for November 1, 2023

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Minutes

A meeting of The Volunteer Firefighters' and Rescue Squad Workers' Service Award Program (VOLSAP) Board was held on November 1, 2023, in Richmond, Virginia, with the following members participating:

Patricia S. Bishop (Chair)
Kenneth J. Brown
Gary A. Dalton
Delegate Hyland F. Fowler, Jr.
Richard W. Harris
Delegate Thomas C. Wright, Jr.

Absent: John H. Craig, III, Mark L. Crnarich and Steve A. Grayson

VRS Staff:

Jessica Budd, Jeanne Chenault, Michael Cooper, David Cotter, Ryan LaRoche, Emily Trent, Scott Weaver, Leslie Weldon, and Cindy Wilkinson.

Guest: Rose Wright

Opening Remarks

Ms. Bishop called the meeting to order and welcomed everyone to the November 1, 2023, meeting of the VOLSAP Board. The meeting convened at 2:02 p.m. Ms. Bishop welcomed the newest VOLSAP Board member, Delegate Thomas C. Wright, Jr., then board members and VRS staff introduced themselves.

Approval of Minutes

Upon a motion by Delegate Fowler, with a second by Mr. Harris, the VOLSAP Board members approved the minutes from the October 5, 2022, meeting.

Vice Chair Election

Ms. Bishop discussed the election of Vice Chair for a term of one year. She then opened the floor for nominations. Following a motion by Mr. Harris, with a second by Delegate Fowler, the Board unanimously approved the nomination of Kenneth Brown to serve as Vice Chair.

VOLSAP Overview & Program Highlights

David Cotter, Legal Affairs and Compliance Coordinator, provided an overview of VOLSAP, a service award program established to provide a financial incentive and monetary award to eligible volunteer firefighters and rescue squad workers who participate in the program. Mr. Cotter advised that local departments, squads and localities may, but are not required to, make matching contributions. The



program allows eligible volunteers to contribute money that is then invested alongside the VRS pension trust fund in a widely diversified portfolio. The state may also make matching contributions, although no such match has been provided to date. Mr. Cotter discussed membership eligibility, enrollment, purchase of prior service and participation.

Mr. Cotter addressed unreduced and partial distributions of funds based on age and service years. Next, Mr. Cotter reviewed frequently asked questions about the program. He indicated that all of the information could be found on the VOLSAP website.

A question was raised as to the requirements for the matching contributions. Mr. Cotter replied that each member must be treated the same regarding matching contributions. Each locality or department would need to provide the record keeper with instructions as to how the match is to be applied to each member's account.

Ms. Bishop thanked Mr. Cotter for his presentation.

Investment Performance

Next, Leslie Weldon, Chief Financial Officer, provided a summary of the VRS Investment Performance as of June 30, 2023. Ms. Weldon advised high inflation, rising interest rates, and impacts of the political climate were factors in the current market. The total fund ended the fiscal year with a 6.1 % rate of return, which slightly underperformed the 6.3% benchmark and assumed rate of return of 6.75%. The total market value of the fund is \$105 billion as of June 30, 2023. Looking at the other periods ending June 30, 2023, intermediate and longer term rates of return exceeded the benchmark. The return, gross of fees, was 6.7%.

Ms. Weldon advised that the total value of VOLSAP accounts as of June 30, 2023, is \$5,858,546.45, with the number of participant accounts at 1,854. There was an increase over the previous year of \$400,000, mostly in investment gains. Ms. Weldon advised that there were approximately \$50,000 in employee contributions and \$93,000 in employer contributions during fiscal year 2023. As of the end of the fiscal year, there were 72 employers participating of which 30 of made contributions. Smith River Rescue Squad made employer contributions for the first time.

Ms. Bishop thanked Ms. Weldon for her presentation.

Review of Communications Materials

Next, Jeanne Chenault, Public Relations Director, provided an update on program outreach and initiatives.

Ms. Chenault reported the VOLSAP website was updated last year to ensure clear and concise information, beginning with the homepage. A Program Overview video is available on the website that can be shown during meetings or shared in email attachments, as well as a promotional video on membership that can be distributed in emails or shared on social media.

Next, Ms. Chenault reviewed the Procedures Guide and brochure, and presented the VOLSAP branded tablecloth to be used at conferences, meetings or benefit fairs. Ms. Chenault shared the VOLSAP



website metrics, showing a decrease in page views from FY 2022 to FY 2023. Ms. Chenault shared opportunities to promote VOLSAP in person and electronically with regular reminders, quarterly outreach and participation at annual conferences. Lastly, the Board viewed the 60 second promotional video and discussed using it for promotions, presentations and on social media.

Ms. Bishop thanked Ms. Chenault for her presentation. Ms. Bishop advised that staff would reach out to the Virginia Municipal League and the Virginia Association of Counties to remind them about the program attributes and advise that two of the board members are available to attend conferences to share VOSLAP information and discuss the benefits of the program.

Upcoming Meetings

Ms. Bishop noted that VRS staff would poll the members in the coming weeks for meeting dates in 2024.

Other Business

In response to an inquiry, Ms. Bishop discussed providing clarification concerning employer matches and how they are to be administered. Mr. Cotter responded to inquiries about potential contributions of local donations or fundraising efforts advising that in compliance with the Code of Virginia, all matching funds for VOLSAP participants must be applied with uniformity by the employer.

Record Keeper Overview

Ms. Weldon provided a refresher on the VOLSAP Record Keeper, USI (formerly operating as Findley), which handles entity and participant calls and inquiries about the program. In addition, Findley maintains individual participant accounts, prepares and distributes annual statements for participants, and processes VRS-approved distributions to eligible participants. She highlighted that VOLSAP assets are maintained by VRS, not the record keeper.

Ms. Weldon noted contributions and rosters are collected quarterly by Principal Custody Solutions in coordination with USI. Annual investment income accumulated in the VOLSAP account, plus year-end accruals, is communicated to the record keeper to be allocated to participant accounts.

Lastly, Ms. Weldon mentioned there are approximately 25 VOLSAP account withdrawal requests for FY 2023. She noted that a few requests did not meet all eligibility requirements and the recordkeeper has been instructed to notify the participant employers with updates on the status of their withdrawal requests.

Adjournment

There being no further business and following a motion by Delegate Fowler, with a second by Delegate Wright, the Board agreed to adjourn the meeting at 3:09 p.m.

Patricia S. Bishop, Chair



VOLSAP

for those who serve Virginia

**Volunteer Firefighters' and Rescue Squad Workers'
Service Award Program**

What Is VOLSAP?

- VOLSAP is a service award program established to provide a financial incentive and monetary award to **eligible volunteer firefighters and rescue squad workers** who participate in the program.
- The program allows eligible volunteers to **contribute money that is then invested** alongside the more than \$100 billion VRS pension trust fund in a widely diversified portfolio.
- Localities and local departments or squads may, but are not required to, make additional contributions.
- The Commonwealth of Virginia may also make contributions, although no funding has been provided to date.

Membership Eligibility



- Must be a member of a *bona fide* volunteer rescue squad or fire department.
- Requires active engagement in the performance of firefighting and prevention services or emergency medical and ambulance services.
- Includes those who participate in fire and rescue calls and other essential personnel:
 - Dispatchers
 - Volunteers who perform maintenance and upkeep of vehicles and supplies
 - Treasurers/secretaries

Membership Eligibility

- Local departments and squads may impose additional eligibility requirements.
- See your local department or squad for eligibility.



Membership Enrollment



- Submit a VOLSAP-1 Form – Application for Membership.
- Requires basic personal information.
- A local department or squad representative must certify your membership with the department.
- Review the application carefully and consider any purchase of prior service.
- A participant may only maintain one VOLSAP membership, even if they volunteer for two separate departments or squads.

Purchase of Prior Service



- A full distribution requires 10 years of volunteer service credit.
- You may be eligible to purchase service credit if you have previous volunteer service prior to joining VOLSAP.
- One year of service credit costs \$120. These funds are deposited into your VOLSAP account.
- You may purchase up to 10 years of service credit, but at a rate of one year for every two years of prior service.

Purchase of Prior Service

Example:

Susan **did not volunteer** prior to joining VOLSAP. She may not purchase any service credit.

Example:

Claire **volunteered for 14 years** prior to joining VOLSAP. She may purchase seven years of service credit at a cost of \$840.

Example:

Ted **volunteered for 23 years** prior to joining VOLSAP. He may purchase the maximum 10 years of service credit at a cost of \$1,200.

To purchase prior service, submit a VOLSAP-3 Form –
Application to Purchase Prior Service

Participation



- Submit a quarterly \$30, \$60 or \$90 payment to your local department or squad.
 - Additional contributions from departments, squads, or localities, if any, will be automatically applied to your account.
- Receive an annual statement of your account reflecting investment performance.
- Continue earning service credit for every month of qualifying volunteer service for which required payments are made.

Account Administration

- For purposes of administering VOLSAP, contributions are credited to different accounts depending on the source of the contribution.
 - Contributions made by a participant are credited to the Member Account.
 - Contributions made by a department, squad, or locality are credited to the Department Account.
 - Contributions made by the commonwealth are credited to the General Fund Account. (To date, no funding has been provided for contributions by the commonwealth.)
- Investment gains and losses are allocated in proportion across all accounts (Member, Department, and General Fund) associated with a participant.

Investment of Your Contributions



- The Virginia Retirement System (VRS) invests your contributions, and the third-party administrator, USI, maintains a separate accounting for each participant.
- VOLSAP contributions are invested solely at the direction of the VRS Board of Trustees.
- Investment performance is published quarterly and can be located at varetire.org/investments.

Example of Quarterly Investment Performance Report

Note: Your actual returns may differ due to various considerations, including the timing of contributions and distributions.

TOTAL FUND PERFORMANCE

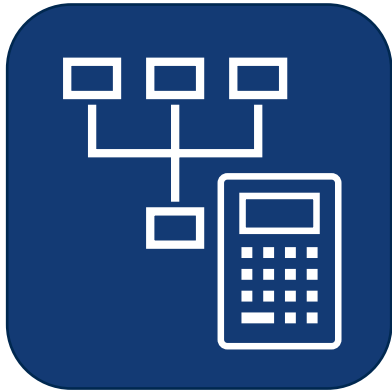
(Expressed in Percentages, Net of Fees)

	10 Yr.	5 Yr.	3 Yr.	1 Yr.	Qtr.	Month	Fiscal YTD	Cal YTD
Total Public Equity	8.5	10.6	5.8	20.1	1.5	0.8	20.1	11.3
Benchmark ¹	8.5	10.6	4.9	18.0	2.0	1.7	18.0	9.7
Total Private Equity	14.3	15.8	10.2	5.8	1.1	1.1	5.8	3.8
Benchmark ²	11.5	12.3	7.1	24.3	8.5	3.4	24.3	21.2
Total Real Assets	8.2	6.1	6.2	-3.2	-0.5	-0.5	-3.2	-2.5
Benchmark ³	6.1	3.8	3.4	-5.8	-0.8	-0.2	-5.8	-3.8
Total Credit Strategies	6.1	7.3	6.2	11.7	2.3	1.8	11.7	5.1
Benchmark ⁴	4.8	5.0	4.2	10.8	1.6	0.7	10.8	3.5
Total Diversifying Strategies	n/a	5.6	4.0	9.7	0.5	-0.8	9.7	5.5
Benchmark ⁵	n/a	5.4	2.5	9.1	1.9	0.6	9.1	3.9
Total Private Investment Partnerships	n/a	9.6	8.9	8.2	2.1	2.1	8.2	4.4
Benchmark ⁶	n/a	7.6	5.5	8.7	2.8	1.2	8.7	6.2
Total Fixed Income	2.2	1.1	-2.3	3.8	0.4	1.1	3.8	0.0
Benchmark ⁷	1.5	0.0	-2.8	3.3	0.1	0.9	3.3	-0.4
Total Fund	7.6	8.7	5.5	9.9	1.0	0.8	9.9	5.0
VRS Custom Benchmark ⁸	6.8	7.2	3.9	11.6	2.3	1.3	11.6	6.6

Notes:

- Effective January 2024, the Public Equity Custom Benchmark is a weighted average of the MSCI ACWI IMI Index (net VRS taxes) (85%) and the MSCI World Min Vol Index (net VRS taxes) (15%).
- Effective January 2024, the Private Equity Custom Benchmark is the regional benchmarks of the MSCI ACWI IMI Index (net VRS taxes) lagged by three months, weighted to reflect the Private Equity opportunity set (currently 75% North America, 20% Europe, and 5% Asia and Emerging Markets).
- Effective January 2023, the Real Assets Custom Benchmark is the market value weighted blend of the NCREIF Private Real Estate Benchmark (ODCE Index (net) lagged by three months) and the Other Real Assets Custom Benchmark (the CPI-U Index plus 400 basis points per annum lagged by three months).
- Effective July 2023, the Credit Strategies Custom Benchmark is a blend of the Morningstar LSTA Performing Loan Index (50%) and the Bloomberg US High Yield Ba/B 2% Issuer Cap Index (50%).
- Effective January 2024, the Diversifying Strategies Custom Benchmark is the ICE BofA US 3-Month Treasury Bill Index plus 250 basis points per annum.
- Effective January 2024, the Private Investment Partnerships (PIP) Custom Benchmark is the weighted average of the Private Equity Custom Benchmark (33%), the NCREIF Private Real Estate Benchmark (25%), the Other Real Assets Custom Benchmark (8%), the Bloomberg US High Yield Ba/B 2% Issuer Cap Index (17%), and the Morningstar LSTA Performing Loan Index (17%).
- Effective July 2020, the Fixed Income Custom Benchmark is a blend of the Bloomberg US Aggregate Bond Index (90%), Bloomberg US High Yield Ba/B 2% Issuer Cap Index (5%), and JP Morgan EMBI Global Core Index (5%).
- The VRS Custom Benchmark is a blend of the Asset Class Benchmarks at policy weights.

Investment Accounting



Each participant's account contains a record of contributions from three separate sources:

- Participant contributions.
- Additional contributions made by the department, squad, or locality, if any.
- Additional contributions made by the commonwealth. *Note: To date, no funding has been provided for additional contributions by the commonwealth.*

Distribution of Account Balances

- An **unreduced distribution** becomes available upon:
 - Reaching age 60 *and*
 - Having at least 10 years of service credit
- A **partial distribution** becomes available upon:
 - Reaching age 60 *and*
 - Having 5 years of service credit
- **Prior to being eligible for a distribution:**
 - A participant is only entitled to receive their contributions, less any investment losses and a \$25 administrative fee.
 - A participant irrevocably forfeits all additional contributions and associated investment gains/losses by withdrawing funds prior to meeting minimum age/service requirements.



Unreduced Distribution



- Lump sum includes:
 - All participant contributions and associated investment gains/losses.
 - All additional contributions made on behalf of the participant by the department, squad, or locality, and associated investment gains/losses.
 - All additional contributions made on behalf of the participant by the commonwealth, and associated investment gains/losses.
Note: To date, no funding has been provided for additional contributions by the commonwealth.

Unreduced Distribution Example: Susan



Example: Unreduced Distribution

Susan applied for a distribution on her 65th birthday with 10 years of volunteer service credit. Therefore, she is entitled to an **unreduced distribution**.

Her lump-sum distribution will include:

- Her contributions.
- All contributions made on her behalf by her department, squad, or locality, if any.
- All contributions made on her behalf by the commonwealth, if any.
- All associated investment gains or losses.

Partial Distribution

Partial distributions occur after age 60 and when you have fewer than 10 years of service. A partial distribution is made up of:

- All participant contributions and associated investment gains/losses.
- All contributions made on behalf of the participant by the department, squad, or locality, and associated investment gains/losses.
- **Partial** contributions made on behalf of the participant by the commonwealth, if any, and **partial** investment gains/losses.



Partial Distribution

The percentage of state contributions and associated investment gains/losses that a participant receives is based on years of service credit:

- 5%: At least five years, but less than six.
- 10%: At least six years, but less than seven.
- 25%: At least seven years, but less than eight.
- 45%: At least eight years, but less than nine.
- 70%: At least nine years, but less than 10.

Note: To date, no funding has been provided for additional contributions by the commonwealth.

Partial
Distribution
Example:
Ted



Example: Partial Distribution

Ted applied for a distribution on his 60th birthday with nine years of service credit. Therefore, he is entitled to a **partial distribution**.

His lump-sum distribution will include:

- His contributions and associated investment gains or losses.
- All contributions made on his behalf by his department, squad, or locality and associated investment gains or losses.
- 70% of contributions made by the commonwealth and any investment gains or losses applicable to the commonwealth's contributions made on his behalf. *Note: To date, no funding has been provided for additional contributions by the commonwealth.*



Frequently Asked Questions (FAQs)

FAQs: Participation and Costs

Who do I contact to join?

If interested in participating in VOLSAP, please contact your local volunteer department or squad for further information. You can also contact USI, the VOLSAP third-party administrator, at volsap@usi.com.

What are the costs to participate?

A participant does not incur any individual charges to participate in VOLSAP other than the quarterly \$30, \$60 or \$90 contribution. However, if a participant ceases to participate in VOLSAP for any reason (i.e., receives a distribution, defaults on payments, etc.), then a one-time fee of \$25 is required to reactivate their participation. Fees associated with the investment services provided are charged to the VOLSAP Fund as a whole and treated as a cost of administering the fund.

FAQs: Contributions

How much can I contribute each quarter?

A participant may contribute either \$30, \$60 or \$90 per quarter.

How much money is contributed on my behalf by the department, squad or locality, and the commonwealth?

Additional contributions are not mandatory and are dependent upon funding. A department, squad, or locality, or the General Assembly may appropriate funds to make additional contributions for participants.

Can I skip a quarterly contribution?

No. Quarterly contributions are mandatory. The current contribution amount is either \$30, \$60 or \$90. If a participant becomes six months' delinquent in submitting quarterly payments, then they will lose eligibility and can only be reinstated through written request to the VOLSAP Board.

FAQs: Multiple Squad Positions

I am a member of multiple volunteer departments or squads. Can a supplemental contribution be made on my behalf by more than one volunteer department, squad or locality?

No. According to the *Code of Virginia*: “In the event an eligible volunteer is in more than one eligible position, he must choose the position upon which his membership will be determined.” This does not prevent simultaneous contributions from a volunteer department or squad and its governing locality. To determine membership, however, any eligible volunteer will be treated as if they are in only one eligible position, regardless of the actual number of eligible positions they may hold.

FAQs: Investments

Can I select my investments?

No. VOLSAP funds are commingled with the VRS trust fund for purposes of investment. Unlike a defined contribution plan such as a 401(k), there is no individual participant investment direction.

FAQs: Other Retirement Accounts

Can I roll over my contributions into one of my other retirement accounts, such as my 401(k), 401(a), 457 or 403(b)?

No, a participant may not roll over VOLSAP funds into another tax-advantaged account. Unlike most retirement accounts that allow pretax contributions or do not tax earnings upon withdrawal, VOLSAP contributions are made on a post-tax basis, and earnings may be taxable upon withdrawal. The only way a participant may access their VOLSAP funds is by applying for a lump-sum distribution.

FAQs: Distributions

When will I receive my distribution?

Distributions occur once per year, between July 1 and October 31. Distribution requests must be submitted by June 10.

Can I receive a distribution in a manner other than a lump sum?

No. Currently, a lump-sum distribution is the only option.

Do I have to pay taxes on my distribution?

VOLSAP advises all participants to consult a tax professional to determine the tax implications of a distribution. None of VOLSAP's communications or website material should be considered tax advice. Generally, however, investment gains are subject to taxation, while the principal amount of participant-paid contributions is not taxable because contributions are made on a post-tax basis and have therefore already been taxed.

FAQs: Beneficiaries

What happens to my money if I die?

Upon the death of a participant, the account balance is payable in accordance with Virginia law unless the participant has a beneficiary designation on file. To designate a beneficiary, complete and submit a Beneficiary Election Change Form (VOLSAP-4).

Contacts

Regular and Overnight Mail

Principal Custodial Solutions/
VOLSAP

510 N. Valley Mills Dr., Suite 400
Waco, TX 76710-6075

Call toll-free

1-844-749-1819

Reference

Sections [51.1-1200](#)
[through 51.1-1211](#)
of the *Code of Virginia*

Email

volsap@usi.com (USI)
volsap@varetire.org (VRS)

The VOLSAP third-party administrator is USI (formerly Findley).

VOLSAP

Administered by the
Virginia Retirement System



VOLUNTEER FIREFIGHTERS' AND RESCUE SQUAD WORKERS' SERVICE AWARD FUND BOARD GOVERNANCE POLICY

I. PURPOSE

The purpose of the Volunteer Firefighters' and Rescue Squad Workers' Service Award (VOLSAP) Fund Board ("Board") is to oversee the administration of the VOLSAP Fund (Fund), which has been established to provide service awards to eligible volunteer firefighters and volunteer emergency medical services personnel. The Virginia Retirement System (VRS) administers and manages the investment of the Fund on behalf of the Board.

II. AUTHORITY

Chapter 12 (Va. Code § 51.1-1200 et seq.) of Title 51.1 of the *Code of Virginia* establishes the Fund and the Board. The Fund constitutes a service award program authorized pursuant to 26 U.S.C. § 457(e)(11).

III. DUTIES AND RESPONSIBILITIES

The Board's duties and responsibilities, as set forth in Chapter 12 (Va. Code § 51.1-1200 et seq.) of Title 51.1 of the *Code of Virginia* include the following on an as needed basis unless otherwise specified:

1. Promulgate such rules and policies as are necessary to carry out its statutory responsibilities, including rules and policies necessary to bring the Fund into compliance with any applicable state or federal law or regulation.
2. Make determinations of eligibility for membership in the Fund.
3. Approve applications for service awards to be paid from the Fund.
4. Exercise all other powers necessary for the administration of Chapter 12 and management of the Fund.

In accordance with Va. Code § 51.1-1200, the Board shall utilize the assistance of VRS in establishing, investing, and maintaining the Fund, and the Board of Trustees of VRS shall be custodian of the Fund. VRS shall perform the following duties on behalf of the Board:

1. Invest the Fund in accordance with Article 3.1 (§ 51.1-124.30 et seq.) of Chapter 1 of Title 51.1 of the *Code of Virginia*.
2. Provide staff necessary to carry out the duties and responsibilities of the Board.

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3. Contract for administrative services related to the service awards provided from the Fund.

The Fund shall annually reimburse VRS for all costs incurred and associated, directly or indirectly, with the administration, management, and investment of the Fund.

IV. COMPOSITION

The members of the Board are appointed, serve, and can be removed pursuant to Va. Code § 51.1-1201:

1. The VRS Board is composed of 10 members: (i) the Director of the Virginia Retirement System (“VRS”), (ii) six nonlegislative members appointed by the Governor, (iii) two members of the House of Delegates appointed by the Speaker of the House of Delegates, and (iv) one member of the Senate appointed by the Senate Committee on Rules.
2. Of the six nonlegislative members appointed by the Governor, three members shall be from a list provided by the Virginia State Firefighters Association and three members shall be from a list provided by the Virginia Association of Volunteer Rescue Squads.
3. Nonlegislative members are appointed for six-year terms. All such appointments must be confirmed by the General Assembly.
4. Nonlegislative members may not serve more than two full consecutive terms.
5. Legislative members serve terms coincident with their terms of office.
6. Board members are subject to removal from office only as set forth in Article 7 (Va. Code § 24.2-230 et seq.) of Chapter 2 of Title 24.2 of the *Code of Virginia*.

V. OFFICERS

A. CHAIRPERSON

In accordance with Va. Code § 51.1-1201, the Director of VRS serves as chairperson.

The chairperson has the following duties:

1. Facilitating the operation of Board meetings;
2. Reviewing proposed agendas for Board meetings;
3. Presiding over meetings of the Board;
4. When required, certifying any actions taken by the Board;

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5. Communicating on behalf of the Board to outside entities interested in VOLSAP; and
6. Performing such additional duties as provided herein or as may be set by resolution of the Board.

In addition to serving as chairperson, the Director of VRS shall perform the following duties for the Board.

1. Maintain a current list of the membership of the Board;
2. Notify Board members of meetings;
3. Coordinate and disseminate information to the members of the Board;
4. Maintain official minutes and records of all proceedings of the Board;
5. Respond to requests received by VRS under the Freedom of Information Act (FOIA);
6. Accept service of process on behalf of the Board;
7. Determining whether to waive, for good cause shown, the administrative fee for delinquent members to rejoin the Fund;
8. Prepare, prior to each meeting, the meeting agenda; and
9. Coordinate presentations for the Board.

B. VICE-CHAIRPERSON

By majority vote, the Board shall elect one of its members as vice-chairperson. The election of the vice-chairperson shall take place at the Board's annual meeting. In accordance with Va. Code § 51.1-1201, the vice-chairperson is elected for a one-year term and may be re-elected for additional terms.

In the event of the absence or incapacity of the chairperson, the vice-chairperson shall preside over Board meetings and shall fulfill such other duties and responsibilities of the chairperson as may be necessary.

VI. CONDUCT OF BUSINESS

1. The Board shall meet at least annually in accordance with Va. Code § 51.1-1201. The Board is authorized to schedule additional meetings as needed.
2. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern all proceedings of the Board insofar as they are applicable and not inconsistent with any of the policies adopted by the Board, including this Governance Policy. Special note is to be made of the rules provided for procedure in small boards which are deemed to be appropriate for use in all meetings contemplated in these policies.
3. Unless otherwise specified by the Board, voting by proxy is not allowed.
4. A majority of members of the Board shall constitute a quorum at Board meetings.

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5. Except as otherwise specified herein, approval of an action or decision shall be by a majority of those voting.

VII. AMENDMENT OF GOVERNANCE POLICY

The Board may, from time to time, deem it necessary to alter, amend, modify, or rescind all or a part of this Governance Policy. Such revisions must be approved by a two-thirds vote of the Board.



Volunteer

Firefighters' & Rescue Squad Workers'

Service Award Program

FOIA Electronic Meeting Attendance Policy

Introduction

Section 2.2-3708.3 of the *Code of Virginia* (the Virginia Freedom of Information Act, or FOIA) requires the Virginia Volunteer Firefighters' and Rescue Squad Workers' Service Award Fund (VOLSAP) Board to develop a remote participation policy prior to allowing remote electronic participation under subsection B or subsection C. The policy must be applied uniformly to all members and all requests. Effective July 1, 2024, § 2.2-3708.3 (D) of the *Code of Virginia* requires that this policy must be adopted at least annually by recorded vote.

Policy

It is the policy of the VOLSAP Board that individual Board members may participate in meetings of the Board by electronic means as permitted by § 2.2-3708.3 of the *Code of Virginia*. The VOLSAP Board as well as any committees of the Board may also elect to hold an all-virtual public meeting without a quorum physically assembled, as permitted by § 2.2-3708.3(C) of the *Code of Virginia*. This policy shall apply to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

Effective September 1, 2022, the following definitions in the *Code of Virginia* apply:

- "All-virtual public meeting" means a public meeting (i) conducted by a public body, other than those excepted pursuant to subsection C of § 2.2-3708.3, using electronic communication means, (ii) during which all members of the public body who participate do so remotely rather than being assembled in one physical location, and (iii) to which public access is provided through electronic communication means.
- "Remote participation" means participation by an individual member of a public body by electronic communication means in a public meeting where a quorum of the public body is otherwise physically assembled.

In accordance with state law, this policy does not prohibit or restrict any individual member of the public body who is participating in an all-virtual public meeting or who is using remote participation from voting on matters before the public body.

Remote Participation by Individual Members

Individual members may participate remotely for the following reasons under § 2.2-3708.3 B¹:

¹ Note: As of September 1, 2022, former § 2.2-3708.2(D) of the *Code of Virginia*, allowing an individual to participate remotely for any reason with public notice at least three working days in advance of the meeting, has been removed. Accordingly, the *Code of Virginia* also no longer requires a public body to

1. A temporary or permanent disability or medical condition that prevents the member's physical attendance under § 2.2-3708.3(B)(1) of the Code of Virginia. For purposes of determining whether a quorum is physically assembled, an individual member of a public body who is a person with a disability as defined in § 51.5-40.1 of the Code of Virginia and uses remote participation counts towards the quorum as if the individual was physically present.

In advance of the meeting, the member shall notify the VRS FOIA Officer and the chair of the VOLSAP Board that the member is unable to attend the meeting due to a temporary or permanent disability or medical condition that prevents his or her physical presence.

2. A family member's medical condition that requires the member to provide care that prevents the member's physical attendance, or the member is a caregiver who must provide care for a person with a disability at the time the public meeting is being held thereby preventing the member's physical attendance, under § 2.2-3708.3(B)(2) of the Code of Virginia. For purposes of determining whether a quorum is physically assembled, an individual member of a public body who is a caregiver for a person with a disability and uses remote participation counts toward the quorum as if the individual was physically present.

In advance of the meeting, the member shall notify the VRS FOIA Officer and the chair of the VOLSAP Board that the member is unable to attend the meeting due to a family member's medical condition that requires the member to provide care that prevents his or her physical presence.

3. The member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting, under § 2.2-3708.3(B)(3) of the Code of Virginia.

In advance of the meeting, the member shall notify the VRS FOIA Officer and the chair of the VOLSAP Board that the member is unable to attend the meeting due to the member's residence being more than 60 miles from the meeting location.

4. A personal matter under § 2.2-3708.3(B)(4) of the Code of Virginia.
 - a. In advance of the meeting, the member shall notify the VRS FOIA Officer and the chair of the VOLSAP Board that the member is unable to attend the meeting due to a personal matter. The member must identify with specificity the nature of the personal matter.
 - b. When such individual participation is due to a personal matter, such participation is limited by law to two meetings of the VOLSAP Board or 25% of the meetings held rounded up to the next whole number, whichever is greater, per member each calendar year.

Whenever an individual member wishes to participate from a remote location (other than the all-virtual option or state of emergency exemption), the law requires a quorum of the Board to be physically assembled at the primary or central meeting location, and there must be arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location. The minutes shall record the specific nature of the personal matter, or the fact of the disability or other condition, the fact of the family member's medical condition, or the fact of the distance from the member's principal residence, and the remote location from which the absent member participated.

provide FOIA public comment forms for electronic meetings or an annual electronic meeting report to the FOIA Council.

The specific requirements and limitations on electronic participation described in this policy apply only to the members of the public body holding a public meeting. Procedural requirements for remote participation that apply to members of the public body do not apply to the general public or other meeting attendees, including employees (unless such employee is a named member of the VOLSAP Board), guest presenters, attendees from other public or private organizations, or members of other public bodies (unless such person is a named member of the VOLSAP Board).

Automatic Approval of Remote Participation:-

VRS' FOIA Officer is responsible for tracking and approving individual remote participation for all VRS-related public bodies. Individual participation from a remote location shall be approved unless such participation would violate this policy or the provisions of the Virginia Freedom of Information Act. If a member's participation from a remote location is challenged, then the Board shall vote on whether to allow such participation. If a member's participation from a remote location is disapproved because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity. The member may then monitor the meeting, but may not participate in actions of the Board.

All-Virtual Public Meetings of the Entire VOLSAP Board

There are two exceptions to the requirement that a quorum be physically assembled at the primary or central meeting location, described in § 2.2-3708.2 and § 2.2-3708.3(C) of the Code of Virginia.

Under § 2.2-3708.2 of the Code of Virginia, a public body may meet remotely without a quorum assembled when the Governor has declared a state of emergency in accordance with *Code of Virginia* § 44-146.17 or the locality in which the public body is located has declared a local state of emergency pursuant to § 44-146.21, provided that (i) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and (ii) the purpose of the meeting is to provide for the continuity of operations of the public body or the discharge of its purposes, duties, and responsibilities. The Board must follow the requirements established in §2.2-3708.2 of the Code of Virginia regarding access, notice and minutes.

Under § 2.2-3708.3(C) of the Code of Virginia, certain public bodies, including the VOLSAP Board, may hold an all-virtual public meeting with no members of the public body participating in person. The public body may not convene an all-virtual meeting more than two times per calendar year or 5025% of the meetings held per calendar year, rounded up to the next whole number, whichever is greater, or consecutively with another all-virtual public meeting. When the public body chooses to meet remotely:

- the public must have access to the meeting and be able to hear and, when possible, see the members participating;
- if visual communication is voluntarily disconnected or fails, or if audio communication fails, the member shall be considered absent for purposes of a quorum;
- a phone number or other live contact information must be provided to the public to alert the public body if the audio or video transmission of the meeting fails. The public body must take a recess until access is restored if the audio or video transmission fails for the public;
- all materials must be made available to the public electronically at the same time that materials are provided to the public body;
- no more than two members of the public body may be together in one remote location unless that location is open to the public to physically access it;
- transmission of the meeting must resume after a closed session is held, before the public body certifies the closed meeting under § 2.2-3712 of the *Code of Virginia*; and
- minutes must be taken as required under § 2.2-3707 of the *Code of Virginia* and include that the meeting was held by electronic communication as well as the type of electronic communication

used. If a member's participation was disapproved under this subsection of the *Code of Virginia*, that shall also be included in the minutes with specificity.

Approval of Requests for All-Virtual Public Meetings

The Board Chair or designee is responsible for processing requests for all-virtual meetings for all VRS-related public bodies. Requests for all-virtual meetings shall be considered by the Board Chair or designee and approved in appropriate circumstances unless such participation would violate this policy or the provisions of the Virginia Freedom of Information Act.

If a request is disapproved because participation would violate this policy, the Board must reschedule a regular meeting with appropriate notice.

Individual member use of remote meeting participation for a specific public body under § 2.2-3708.3(B) of the Code of Virginia does not affect requirements for all-virtual remote meetings of the public body under § 2.2-3708.3(C) of the Code of Virginia.



Volunteer Firefighters' & Rescue Squad Workers' Service Award Program

FOIA Electronic Meeting Attendance Policy

Introduction

Section 2.2-3708.3 of the *Code of Virginia* (the Virginia Freedom of Information Act, or FOIA) requires the Virginia Volunteer Firefighters' and Rescue Squad Workers' Service Award Fund (VOLSAP) Board to develop a remote participation policy prior to allowing remote electronic participation under subsection B or subsection C. The policy must be applied uniformly to all members and all requests. Effective July 1, 2024, § 2.2-3708.3 (D) of the *Code of Virginia* requires that this policy must be adopted at least annually by recorded vote.

Policy

It is the policy of the VOLSAP Board that individual Board members may participate in meetings of the Board by electronic means as permitted by § 2.2-3708.3 of the *Code of Virginia*. The VOLSAP Board as well as any committees of the Board may also elect to hold an all-virtual public meeting without a quorum physically assembled, as permitted by § 2.2-3708.3(C) of the *Code of Virginia*. This policy shall apply to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

Effective September 1, 2022, the following definitions in the *Code of Virginia* apply:

- "All-virtual public meeting" means a public meeting (i) conducted by a public body, other than those excepted pursuant to subsection C of § 2.2-3708.3, using electronic communication means, (ii) during which all members of the public body who participate do so remotely rather than being assembled in one physical location, and (iii) to which public access is provided through electronic communication means.
- "Remote participation" means participation by an individual member of a public body by electronic communication means in a public meeting where a quorum of the public body is otherwise physically assembled.

In accordance with state law, this policy does not prohibit or restrict any individual member of the public body who is participating in an all-virtual public meeting or who is using remote participation from voting on matters before the public body.

Remote Participation by Individual Members

Individual members may participate remotely for the following reasons under § 2.2-3708.3 B¹:

¹ Note: As of September 1, 2022, former § 2.2-3708.2(D) of the *Code of Virginia*, allowing an individual to participate remotely for any reason with public notice at least three working days in advance of the meeting, has been removed. Accordingly, the *Code of Virginia* also no longer requires a public body to

1. A temporary or permanent disability or medical condition that prevents the member's physical attendance under § 2.2-3708.3(B)(1) of the *Code of Virginia*. For purposes of determining whether a quorum is physically assembled, an individual member of a public body who is a person with a disability as defined in § 51.5-40.1 of the *Code of Virginia* and uses remote participation counts towards the quorum as if the individual was physically present.

In advance of the meeting, the member shall notify the VRS FOIA Officer and the chair of the VOLSAP Board that the member is unable to attend the meeting due to a temporary or permanent disability or medical condition that prevents his or her physical presence.

2. A family member's medical condition that requires the member to provide care that prevents the member's physical attendance, or the member is a caregiver who must provide care for a person with a disability at the time the public meeting is being held thereby preventing the member's physical attendance, under § 2.2-3708.3(B)(2) of the *Code of Virginia*. For purposes of determining whether a quorum is physically assembled, an individual member of a public body who is a caregiver for a person with a disability and uses remote participation counts toward the quorum as if the individual was physically present.

In advance of the meeting, the member shall notify the VRS FOIA Officer and the chair of the VOLSAP Board that the member is unable to attend the meeting due to a family member's medical condition that requires the member to provide care that prevents his or her physical presence.

3. The member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting, under § 2.2-3708.3(B)(3) of the *Code of Virginia*.

In advance of the meeting, the member shall notify the VRS FOIA Officer and the chair of the VOLSAP Board that the member is unable to attend the meeting due to the member's residence being more than 60 miles from the meeting location.

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If a request is disapproved because participation would violate this policy, the Board must reschedule a regular meeting with appropriate notice.

Individual member use of remote meeting participation for a specific public body under § 2.2-3708.3(B) of the *Code of Virginia* does not affect requirements for all-virtual remote meetings of the public body under § 2.2-3708.3(C) of the *Code of Virginia*.



VOLSAP Updates and Program Document Amendments

October 30, 2024

Agenda

- Recordkeeper Update
- Finance Update FY24
 - Historical Assets FY24
 - Historical Accounts FY24
 - Financial Highlights FY24
- Active/Inactive Departments and Participants
- Program Document Amendments





Recordkeeper Update

Recordkeeper Update: Program Administration

- Handle entity and participant calls and inquiries about the program.
- Collect quarterly member and employer contributions from the various volunteer fire and rescue units.
- Maintain individual participant accounts.
- Prepare and distribute annual statements for participants to their units for further distribution to individual participants.
- Accumulate annual requests for distributions and verifying participant eligibility.
- Notify VRS staff about valid distribution requests for VRS review, approval and funding.
- Process approved distributions to eligible participants.
- Manage short-term investment of contributions.

Recordkeeper Update: Funding Process

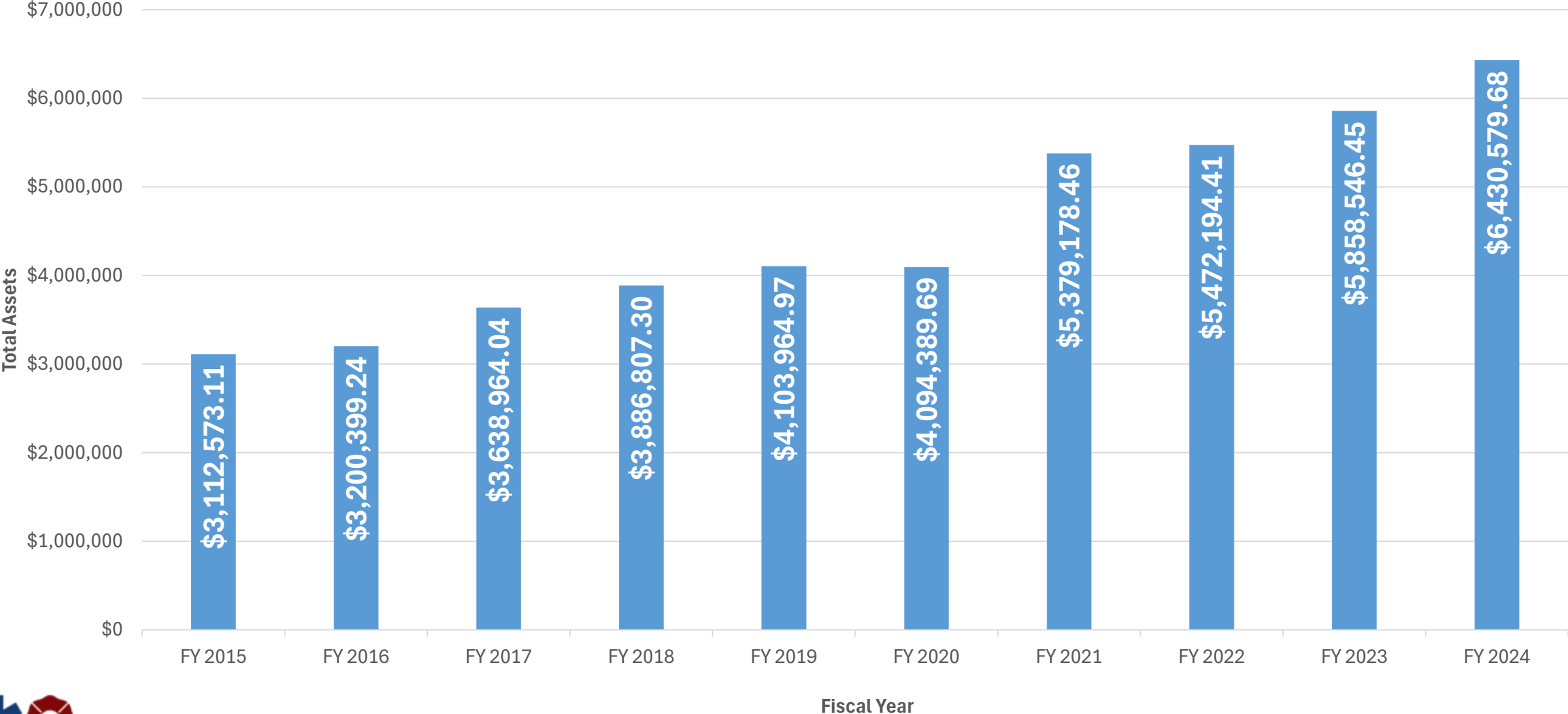
- Contributions are collected quarterly.
- Employer and participant contributions are deposited into the VOLSAP account within the VRS Pooled Investment Fund and invested alongside pension and OPEB plan assets.
- Investment income from the VRS Pooled Investment Fund is accumulated monthly and allocated to the various VRS programs based on their equity at the beginning of the month.
- Annual investment income accumulated in the VOLSAP account, plus year-end accruals, is communicated to USI, the record keeper, to be allocated to participant accounts.

Note: VOLSAP assets are maintained by VRS, not the record keeper.

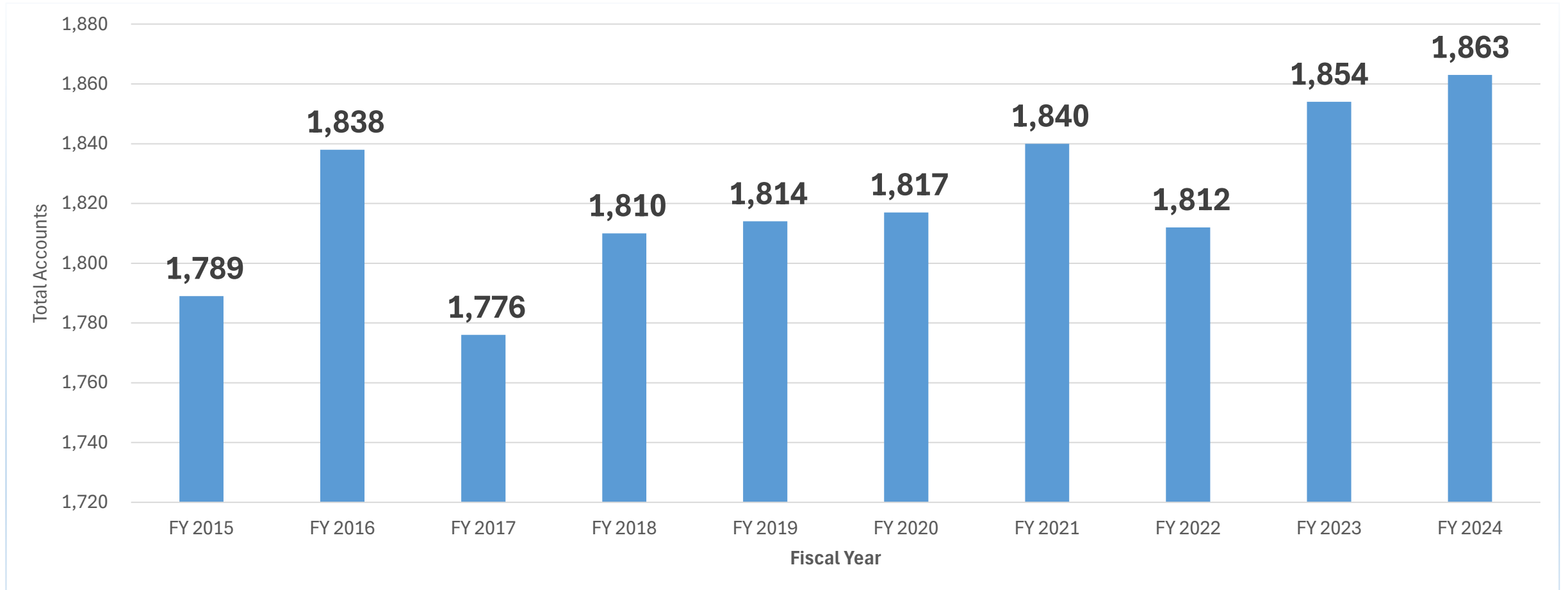
VOLSAP Finance Update FY24



VOLSAP Total Assets



VOLSAP Total Accounts



VOLSAP Financial Highlights FY24

\$6,327,976

Total value
of accounts

1,863

Number
of participant
accounts

1,314

Number
of active participant
accounts
(FY24 contributions)*

\$3,397

Average value
of participant
account

72

Number
of volunteer
departments

33

Number
of active volunteer
departments
(FY24 contributions)*

Active Volunteer Departments

Most participants in VOLSAP and funds held in VOLSAP accounts are with active departments.

Participant Accounts:

71%

(1,314 of 1,863)

Value of Accounts:

79%

(\$5.0 million of \$6.3 million)

46%

(33 of 72)

of departments with VOLSAP accounts are active.

Active Volunteer Departments

Department	Year of Last Contribution	# of Accounts	6/30/2024 Balance
Amherst Fire Department	2024	44	\$ 32,194.96
Amherst Life Saving & First Aid Crew, Inc.	2024	39	90,900.39
Ararat Volunteer Rescue Squad	2024	13	51,077.19
Blacksburg Fire Department	2024	81	545,249.37
Blacksburg Volunteer Rescue Squad	2024	5	14,924.66
Chester Volunteer Fire Department	2024	27	89,323.42
Chincoteague Volunteer Fire Company, Inc.	2024	55	227,502.04
Christiansburg Volunteer Fire Department	2024	46	554,283.74
Clover Hill Volunteer Fire Company, Inc.	2024	33	319,762.83
Covington Fire Department	2024	61	189,939.11
Elliston Volunteer Fire Department	2024	59	101,968.22
Frog Level Volunteer Fire Department	2024	7	46,573.05
Greensville Volunteer Rescue Squad	2024	108	376,984.47
Isle of Wight Volunteer Rescue Squad	2024	10	33,750.02
Kilmarnock Volunteer Fire Department, Inc.	2024	62	219,626.20
King George Fire & Rescue, Inc.	2024	43	38,445.27
Ladysmith Volunteer Rescue Squad	2024	7	85,909.95
Lake of the Woods Fire & Rescue	2024	44	64,422.76
Laurel Grove Volunteer Fire & Rescue, Inc.	2024	19	79,200.32
Longshop/McCoy Volunteer Fire Department	2024	28	85,988.44
Longshop/McCoy Volunteer Rescue Squad	2024	25	62,084.21

Active Volunteer Departments (cont.)

Department	Year of Last Contribution	# of Accounts	6/30/2024 Balance
Mine Run Volunteer Fire Department	2024	52	146,610.68
Orange County Volunteer Fire Company, Inc.	2024	71	447,853.07
Patrick Springs Volunteer Fire Department	2024	20	95,241.61
Pedlar Volunteer Fire Department & Rescue Squad	2024	37	75,100.51
Port Royal Volunteer Fire Department	2024	5	10,683.75
Radford Volunteer Fire & Rescue, Inc.	2024	23	106,191.28
Riner Volunteer Fire Department	2024	60	145,699.99
Riner Volunteer Rescue Squad	2024	58	73,457.50
Singers Glen Volunteer Fire Company	2024	28	213,565.51
Smith River Rescue Squad	2024	8	44,266.04
Upper Caroline Volunteer Fire Department	2024	21	52,709.69
Virginia Beach Volunteer Rescue Squad, Inc.	2024	115	284,122.63
Total		1,314	5,005,612.88

Inactive Volunteer Departments

54% (39 of 72)

of departments with VOLSAP accounts
have no contributions for FY24

Participant Accounts:

29% (549 of 1,863)

Value of Accounts:

21% (\$1.3 million of \$6.3 million)

Many inactive departments have not made contributions in several years:

10 or more years:

21

5-9 years:

8

1-4 years:

10

Several inactive departments with VOLSAP accounts have ceased operations.

Inactive Volunteer Departments

Department	Years Since Last Contribution	# of Accounts	6/30/2024 Balance
Ashcake Volunteer Rescue Squad	10+	1	\$ 5,855.68
Ashland Volunteer Fire Company	5—9	4	17,701.60
Bacon District Volunteer Fire Department.	10+	8	38,374.50
Bensley-Bermuda Volunteer Rescue Squad, Inc.	5—9	6	23,063.42
Bachelors Hall Volunteer Fire Department	1—4	13	15,509.02
Bensley Volunteer Fire Department	10+	2	7,938.96
Blackwater Volunteer Rescue Squad	10+	6	20,642.94
Blairs Fire & Rescue, Inc.	10+	29	62,167.20
Bowling Green Volunteer Fire Department	10+	1	576.79
Buckingham County Volunteer Rescue Squad, Inc.	5—9	9	21,827.86
Chatham Rescue Squad, Inc.	10+	1	153.52
Chickahominy Volunteer Fire Department	10+	2	6,749.85
Christiansburg Rescue Squad	10+	125	330,759.35
Cleveland Volunteer Fire Department	1—4	16	52,293.27
Climax Volunteer Fire Department	5—9	2	6,809.17
Community Fire Company, Inc.	5—9	1	11,271.87
Dolphin Volunteer Fire Department	10+	2	6,017.03
Doswell Volunteer Fire Department	1—4	2	29,379.21
Eastern Hanover Volunteer Fire Department	10+	3	15,281.03
Enon Volunteer Fire Department, Inc.	10+	13	39,642.64
Franklin Fire and Rescue	10+	22	28,878.26

Inactive Volunteer Departments (cont.)

Department	Years Since Last Contribution	# of Accounts	6/30/2024 Balance
Henry Volunteer Fire Department	10 +	7	14,936.92
Keeling Volunteer Fire Department	1—4	15	16,152.91
Ladysmith Volunteer Fire Company	1—4	5	14,151.23
Lake Gaston Volunteer Fire Department	10 +	3	6,968.28
Luray Volunteer Fire Department	5—9	13	28,039.08
Midlothian Volunteer Fire Department	10 +	28	71,109.67
Monelison Volunteer Fire Department	5—9	26	69,559.94
Mt. Hermon Volunteer Fire Department	1—4	27	103,612.54
Mt. Rogers Volunteer Fire Department & Rescue Squad, Inc.	1—4	7	22,694.64
Nansemond-Suffolk Volunteer Rescue Squad	10 +	3	5,019.49
Orange County Rescue Squad, Inc.	5—9	49	51,737.76
Purcellville Volunteer Fire Department	10 +	3	5,506.25
Sandbridge Rescue & Fire, Inc.	10 +	16	41,078.46
Shawsville Volunteer Rescue	1—4	60	64,193.27
South Boston Fire Company, Inc.	1—4	2	16,115.26
Staunton Volunteer Fire Department	10 +	4	15,270.74
Stuart Volunteer Fire Department	1—4	1	12,676.50
Tunstall Volunteer Fire and Rescue	10 +	12	22,646.90
Grand Total		549	\$ 1,322,363.01

Impact on VOLSAP Administration

Handling administration for departments that have ceased operations triggered a review of VOLSAP.

Key Identified Issues:

Distributions from VOLSAP are only made upon the request of a participant

Missing participants who are no longer volunteering but have existing VOLSAP accounts

Defunct departments

Impact on VOLSAP Administration: Key Issues

- **Distributions from VOLSAP are only made upon the request of a participant.**
 - Participants who are not eligible for a service award are unlikely to request a distribution if there have only been department contributions on their behalf since they are not entitled to those contributions.
- **Missing participants who are no longer volunteering but have existing VOLSAP accounts.**
 - Includes both participants eligible for a service award and participants who are not eligible.
- **Defunct departments.**
 - As departments submit contributions to VOLSAP and receive participants' annual statements, the dissolution of a department directly impacts participants' ability to access their account information.
 - Department funds for defunct departments remain in VOLSAP and cannot currently be forfeited.

Inactive Volunteer Departments – Impact

- A review of potential Program Document amendments was initiated because of the identification of these issues.
- VRS undertook an extensive review of the VOLSAP Code provisions (*Va. Code* § 51.1-1200 et seq.) and the Program Document.
- VRS also worked with its outside benefits counsel to review the Program Document and relevant state and federal law.



Program Document Amendments

Overview of Proposed Amendments

Proposed amendments will address two primary issues:

**Dissolution
of a department**

**Forfeiture of funds
in VOLSAP upon a default
(i.e., lack of contributions)**

Dissolution of Department

- No provision in the current program document addresses accounts associated with a department that has ceased operations.
- Absent program document changes, such accounts would remain within VOLSAP indefinitely.
- Department funds, unless paid as part of a service award, would remain in the department account even though it has ceased operations.
- Participants who are eligible for service awards or participants who have made contributions would be able to obtain a distribution upon request.

Dissolution of Department – Amendment

Proposed Amendment:

- No later than December 31 following the end of the program year in which the dissolution is discovered:
 - If a participant is eligible for a service award, they will receive the funds contained in the participant and department accounts.
 - If participant is not eligible for a service award, they will receive the funds contained in the participant account.
 - Department funds will be forfeited to VOLSAP and used by VRS to cover administrative expenses.

Forfeiture Upon Default

- *Va. Code* §§ 51.1-1209 & 51.1-1210: A participant who becomes six months delinquent in contributions (made either by the participant or on their behalf) forfeits their membership in VOLSAP:
 - May reactivate membership by paying \$25 administrative fee.
 - Fee waived if participant provided advance notice of intention to cease contributions.

Forfeiture Upon Default – Amendment

Proposed Amendment:

- No later than December 31 following the end of the program year in which the default occurs:
 - If a participant is eligible for a service award, they will receive the funds contained in the participant and department accounts.
 - If a participant is not eligible for a service award, they will receive the funds contained in the participant account.
 - If the department is an active participant, department funds will be forfeited and used to reduce future department contributions to VOLSAP.
 - If the department is not an active participant, department funds will be forfeited to VOLSAP and used by VRS to cover administrative expenses.

Program Document Amendments – Impact

- A participant will never lose their contributions.
- Instead, the changes will ensure that participants entitled to funds held in VOLSAP will be identified and contacted about a distribution.
- Ease the administration of VOLSAP by establishing a systematic process for identifying and addressing stale accounts.

Program Document Amendments – Timeline

**November 2024 –
February 2025**

- Outreach and communications to squads and departments

March 2025

- VOLSAP Board votes on adoption of Program Document amendments

April – May 2025

- Communications to volunteer departments and localities about forthcoming changes to VOLSAP
- Update program forms, guides and website
- Coordinate with third-party administrators

June 2025

- Additional communication of changes
- Implementation of program changes by July 1

Questions?



**FIRST AMENDMENT TO THE
COMMONWEALTH OF VIRGINIA VOLUNTEER FIREFIGHTERS' AND RESCUE
SQUAD WORKERS' SERVICE AWARD PROGRAM**

(As Amended and Restated Effective January 1, 2021)

The Volunteer Firefighters' and Rescue Squad Workers' Service Award Program Board ("Board") has the authority to amend the Volunteer Firefighters' and Rescue Squad Workers' Service Award Program ("Program") in accordance with Section 51.1-1200 *et seq.* of the Code of Virginia and Section 7.1 of the Program. In accordance with such authority, the Board hereby amends the Program, effective as of the dates stated herein, to clarify the procedures for the default and cessation of individual membership in the Program and for the dissolution of a participating volunteer fire department or volunteer emergency medical services agency.

1. As soon as administratively practicable on or after July 1, 2025, Section 2.3, addressing Default and Cessation of Membership, is hereby amended to be and read as follows:

2.3 Default and Cessation of Membership. ~~If the Program does not receive any contributions by or on behalf of a Member who becomes for six months delinquent in submitting quarterly Member contributions shall forfeit, the Member's membership in the Program shall be forfeited pursuant to Section 2.4.~~ Once forfeited, membership may only be reinstated through written request to the Board, or its designee, accompanied by a check for \$25.00, the fee for reinstatement. Additional charges and/or fees may apply. A member in good standing who notifies the Board, or its designee, of his intention to cease contributions and resume at a later date, can reapply and will be reinstated without paying the \$25.00 fee. Upon reinstatement, the Member shall not be entitled to any forfeited funds. The Member may recontribute any funds with interest that were distributed under Section 2.4.

2. As soon as administratively practicable on or after July 1, 2025, the Program is hereby amended by adding a Section 2.4, addressing Forfeiture upon Default and Cessation of Membership, to be and read as follows:

2.4 Forfeiture upon Default and Cessation of Membership. If a Member's membership is forfeited pursuant to Section 2.3, and the Member is not eligible for a Service Award under Section 5.2, then all funds held in the Department Account and General Fund Account of any such Member shall be forfeited. Any such forfeitures shall be used to reduce future expense reimbursements to the Virginia Retirement System from the Fund pursuant to Code of Virginia § 51.1-1200. However, if the Department or Squad or local government political subdivision is currently making contributions to the Program at the time the forfeiture occurs, forfeitures of Department Accounts shall be used to reduce future contributions by the Department or Squad or local government political subdivision or other source. If at the time that a Member's membership is forfeited the Member is not eligible for a Service Award but has funds in a Member Account, the balance of the Member Account shall be paid to the Member by no later than the December 31 following the end of the Program Year in which the Member's membership in the Program is forfeited. If at the time that a Member's membership is forfeited pursuant to Section 2.3 the Member is eligible for a Service Award, the Service Award shall be

paid pursuant to Section 5.2 by no later than the December 31 following the end of the Program Year in which the Member's membership in the Program is forfeited.

3. As soon as administratively practicable on or after July 1, 2025, Section 3.6, addressing Forfeitures, is hereby amended to be and read as follows:

3.6 **Forfeitures.** Forfeitures of a Member's Department Account and his General Fund Account will occur when a Member withdraws his Member Account before meeting the criteria for the Service Award pursuant to Section 5.3. Forfeitures of Department Accounts shall be used to reduce future contributions by the Department or Squad or local government political subdivision or other source. Forfeitures of General Fund Accounts shall be used to reduce future expense reimbursements to the Virginia Retirement System from the Fund pursuant to *Code of Virginia* § 51.1-1200.

4. As soon as administratively practicable on or after July 1, 2025, the Program is hereby amended by adding a Section 3.8, addressing Dissolution of Department, to be and read as follows:

3.8 **Dissolution of Department.** If the Program Administrator determines that a Department or Squad has ceased to exist as a legal entity, then all funds held in the Department Account or General Fund Account of any Member of the Department or Squad who is not eligible for a Service Award under Section 5.2 shall be forfeited. Any such forfeitures shall be used to reduce future expense reimbursements to the Virginia Retirement System from the Fund pursuant to *Code of Virginia* § 51.1-1200. Any Member who is not eligible for a Service Award but who has funds in a Member Account shall be paid the balance of the Member Account by no later than the December 31 following the end of the Program Year in which it is determined that the Department or Squad ceases to exist. Any Member who is eligible for a Service Award shall be paid the balance in the Member Account, Department Account, and General Fund Account pursuant to Section 5.2 by no later than the December 31 following the end of the Program Year in which it is determined that the Department or Squad ceases to exist.

5. In all other respects, the Program shall be and remain unchanged.

IN WITNESS WHEREOF, the undersigned has executed this amendment to the Program
this _____ day of _____, 2025.

**VOLUNTEER FIREFIGHTERS' AND
RESCUE SQUAD WORKERS' SERVICE
AWARD PROGRAM BOARD**

By: _____

Printed Name: _____

Title: _____

Date: _____

**Commonwealth of Virginia
Volunteer Firefighters' & Rescue Squad Workers'
Service Award Program (VOLSAP)**

Program Document Amended and Restated Effective July 1, 2021

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Commonwealth of Virginia
Volunteer Firefighters' & Rescue Squad Workers'
Service Award Program (VOLSAP)

Preamble

Pursuant to *Code of Virginia* § 51.1-1200 et seq., this Volunteer Firefighters' and Rescue Squad Workers' Service Award Program of the Commonwealth of Virginia (the "Program") is implemented by the Commonwealth of Virginia.

The Program document is now being amended and restated effective July 1, 2021 to, among other things, reflect changes in the contribution options that are available to Members effective July 1, 2021.

The Board intends to continue maintaining the Program as a bona fide service award program within the meaning of Section 457(e)(1)(B) of the Code. The purpose of the Program is to provide a Service Award for Eligible Volunteers pursuant to the terms of the Program in appreciation for their services as volunteer firefighters and rescue squad workers throughout the Commonwealth.

ARTICLE I
Definition of Terms

The following words and terms as used in this Program document shall have the meaning set forth below unless a different meaning is clearly required by the context.

1.1 "Administrator" means the Program Administrator as described in ARTICLE VI.

1.2 "Accounts" means the Accounts established consisting of the following:

1.2(a) "Member Account" means the account that is credited with the member's personal contributions and earnings.

1.2(b) "Department Account" means the account that is credited with any Department or Squad contributions and earnings, including those made on behalf of a member in lieu of the member's required contribution.

1.2(c) "General Fund Account" means the account that is credited with any General Fund contributions and earnings.

1.3 "Board" means the Board pursuant to the Enabling Statute and appointed in accordance with *Code of Virginia* § 51.1-1201. The Director of the Virginia Retirement System serves as chairman.

1.4 "Code" means the Internal Revenue Code of 1986, as the same may be

amended from time to time, or the corresponding section of any subsequent Internal Revenue Code, and, to the extent not inconsistent therewith, regulations issued thereunder.

1.5 “**Effective Date**” for the Program means January 1, 2001 and, for this amended and restated Program document, “Effective Date” means July 1, 2021.

1.6 “**Eligible Volunteer**” means any member of a Department or Squad who is actively engaged in performing firefighting and prevention services and emergency medical and ambulance services and who is certified by his or her Department or Squad to be a duly recognized active member pursuant to criteria established by the Board. An Eligible Volunteer includes persons who actually participate in fire and rescue calls and other essential personnel. An Eligible Volunteer may not receive compensation from the Department or Squad for performing firefighting and prevention services and emergency medical and ambulance services other than reimbursement for (or reasonable allowance for) reasonable expenses, incurred in the performance for such services, or reasonable benefits (including length of service awards) and nominal fees for such services, customarily paid by Departments or Squads in connection with the performance of such services by volunteers. For this purpose, essential personnel are active support personnel who are active members of the Department or Squad and 1) whose duties include the maintenance and upkeep, including cleaning of vehicles, equipment and supplies, 2) who act as dispatchers for the Department or Squad, 3) who provide training for personnel, or 4) who perform the functions of a secretary/treasurer by keeping the books and records of the organization or overseeing the investment of its funds.

1.7 “**Enabling Statute**” means Chapter 12 of Title 51.1 of the *Code of Virginia*.

1.8 “**Department**” or “**Squad**” means a bona fide volunteer fire department or bona fide volunteer emergency medical services agency recognized by its locality as a volunteer firefighting organization pursuant to *Code of Virginia* § 27-8 or as an emergency medical services agency pursuant to *Code of Virginia* § 32.1-111.14.

1.9 “**Fund**” means the Volunteer Firefighters’ and Rescue Squad Workers’ Service Award Fund, administered by the Board and invested by the Board of Trustees of the Virginia Retirement System pursuant to the Enabling Statute.

1.10 “**General Fund**” means the general appropriations budget determined by the General Assembly for each bi-annual budget cycle.

1.11 “**Member**” means an Eligible Volunteer who has enrolled in the Fund pursuant to Article II.

1.12 “**Program**” means the Volunteer Firefighters’ and Rescue Squad Workers’ Service Award Program.

1.13 “**Program Year**” means the twelve-month period ending on June 30.

1.14 “**Service Award**” means the benefit described in paragraph 5.2.

1.15 “**Service Credit**” means a year of service as an Eligible Volunteer as determined under paragraph 5.1.

1.16 “**Rabbi Trust**” means a trust fund described in paragraph 4.3 and established or maintained for the Fund.

1.17 “**Valuation Date**” means June 30 of each year.

1.18 “**VRS Board**” means the Board of Trustees of the Virginia Retirement System.

ARTICLE II **Eligibility and Enrollment**

2.1 **Enrollment.** An Eligible Volunteer shall become a Member of the Program upon the completion of an application for membership and the payment to the Program Administrator of the first quarterly contribution. The Department or Squad with which the Eligible Volunteer is associated shall certify the eligibility status of the applicant on the enrollment form forwarded to the Administrator.

2.2 **One Membership Per Volunteer.** Only one membership is allowed in the Program per Eligible Volunteer. If the individual is eligible under more than one position, the Member must choose the position upon which membership will be based.

2.3 **Default and Cessation of Membership.** A Member who becomes six months delinquent in submitting quarterly Member contributions shall forfeit membership. Once forfeited, membership may only be reinstated through written request to the Board, or its designee, accompanied by a check for \$25.00, the fee for reinstatement. Additional charges and/or fees may apply. A Member in good standing who notifies the Board, or its designee, of his intention to cease contributions and resume at a later date, can reapply and will be reinstated without paying the \$25.00 fee.

ARTICLE III **Contributions and Accounts**

3.1 **Member Contributions.** The required Member contribution is either \$30.00, \$60.00, or \$90.00 per quarter as selected by the Member. If the Member contribution is paid by the Member, it shall be credited to the Member Account. If the required contribution is paid by the Department or Squad or a local government, political subdivision or other source, such contribution shall be credited to the Department Account.

3.2 **Department or Squad Contributions.** The Department or Squad and/or local governments or other sources may make the required contributions on the Member’s behalf and/or may make additional contributions to the Fund to be credited to the accounts of Members associated with such Department or Squad, or Department or Squad for which the local government, political subdivision or other funding source is making the contribution.

3.3 **General Fund Contributions.** If appropriated by the General Assembly of the Commonwealth of Virginia, General Fund contributions may be made to the Fund and credited to the accounts of Members, in a manner prescribed General Assembly, or if no specific direction is given, as prescribed by the Board.

3.4 **Allocation of Earnings.** As of each Valuation Date, the Administrator shall allocate the earnings and losses, if applicable, of the Fund to the Accounts of Members in proportion to the Account balances as of the last day of such Program Year.

3.5 **Members' Statements.** At the close of the Fund year, June 30, Members' annual statements are mailed to their Departments or Squads.

3.6 **Forfeitures.** Forfeitures of a Member's Department Account and his General Fund Account will occur when a Member withdraws his Member Account before meeting the criteria for the Service Award. Forfeitures of Department Accounts shall be used to reduce future contributions by the Department or Squad or local government political subdivision or other source. Forfeitures of General Fund Accounts shall be used to reduce future expense reimbursements to the Virginia Retirement System from the Fund pursuant to *Code of Virginia* § 51.1-1200.

3.7 **Limitation on Contributions.** The total Department or Squad contribution and General Fund contribution allocated to a Member's Accounts may not exceed Six Thousand Dollars (\$6,000) for any year of Service Credit. This limitation is intended to meet the requirements of Section 457(e)(11)(B)(ii) of the Code, and it will be increased thereafter by any cost-of-living adjustment prescribed by the Secretary of the Treasury under Section 457(e)(11)(B)(iii) of the Code.

ARTICLE IV

Investment and Expenses of the Fund

4.1 **Investment of Fund.** The assets of the Fund shall be administered and invested by the VRS Board pursuant to its authority under the Enabling Statute.

4.2 **Fees and Expenses.** The Fund shall reimburse the Virginia Retirement System annually for all costs incurred and associated directly or indirectly with the administration of the Program and investment of the Fund.

4.3 **Certain Assets Subject to Creditors.** The assets of the Fund shall be segregated and separately accounted for in such a manner as to allow the VRS Board to identify the assets attributable to contributions by the General Fund and by each Department or Squad or a local government, political subdivision or other funding source making contributions on behalf of a Department or Squad. The assets attributable to the contributions of each party shall be subject to the claim of such party's respective creditors upon order by a court of competent jurisdiction.

4.4 **Use of Rabbi Trust Permitted.** Notwithstanding any provision herein to the

contrary, the Board may in its sole discretion elect to establish and fund a Rabbi Trust for the purpose of providing benefits under the Plan.

ARTICLE V **Benefits and Other Distributions**

5.1 **Service Credit.** A Member shall be credited with a year of Service Credit for each four calendar quarters of membership in the Program. As of the last day of each Program Year, the individual Department or Squad shall validate Service Credit for their Members for the year just ended and certify eligibility for the coming year, in a manner prescribed by the Board. Members may purchase up to ten (10) years of eligible service prior to the effective date of membership upon certification of such service by their fire department or emergency medical services agency. Such purchase shall be prorated at the rate of one year for every two years of service in an Eligible Volunteer capacity, and the cost shall be \$10.00 for each month purchased. Service Credit is not affected by serving in more than one Department or Squad or by transfer from one to another so long as notice of the fact is provided to the Board or its designee.

5.2 **Service Award.** A Member who has both reached the age of sixty (60) and accumulated at least ten (10) years of Service Credit is entitled to receive a Service Award equal to the balance in his Member Account, Department Account and General Fund Account as of the last day of the Program Year in which both criteria for the award are met. If the Member dies prior to the payment of the Service Award, it shall be paid directly to his Beneficiary. The Service Award is payable in a single lump sum following the end of the Program Year.

5.3 **Other Distributions.** A Member who is not entitled to a Service Award may request and receive a distribution from the Fund in accordance with the provisions of the Enabling Statute, specifically *Code of Virginia* § 51.1-1206. Any such distribution shall be payable in a single lump sum.

5.4 **Beneficiary.** For purposes of receiving either the Service Award or the Distribution upon Death described in paragraph 5.3, the Beneficiary is the person or persons named on the Member's beneficiary designation form, but if the Member has not filed a beneficiary designation form, then the Beneficiary is the Member's spouse and if none, then his children, and if none, his heirs-at-law, and if none, lastly, the estate of the deceased.

5.5 **Payments to Minors and Incompetents.** If a Member or Beneficiary entitled to receive any benefits hereunder is a minor or is adjudged to be legally incapable of giving valid receipt and discharge for such benefits, or is deemed so by the Administrator, benefits will be paid to such person as the Administrator may designate for the benefit of such Member or Beneficiary. Such payments shall be considered a payment to such Member or Beneficiary and shall, to the extent made, be deemed a complete discharge of any liability for such payments under the Program.

5.6 **Distribution of Benefit When Distributee Cannot Be Located.** The Administrator shall make all reasonable attempts to determine the identity and/or

whereabouts of a Member or Member's Beneficiary entitled to benefits under the Program, including the mailing by certified mail of a notice to the last known address shown on the Department's or Squad's or the Administrator's records. If the Administrator is unable to locate such a person entitled to benefits hereunder, or if there has been no claim made for such benefits, the Administrator shall continue to hold the benefit due such person, subject to any applicable statute of escheats.

ARTICLE VI **Administration**

6.1 **Administrator.** The Board shall be the Program Administrator. It shall adopt policies and procedures and may contract for administrative services related to the benefits provided Members and designate authority for the administration of those benefits. The Program Administrator has full and complete authority and discretion to control and manage the operation of and shall decide all matters under the Program pursuant to the Enabling Statute. The Program Administrator has any and all powers as may be necessary or advisable to discharge its duties under the Program including the power and authority to interpret the terms of the Program.

6.2 **Responsibilities of Program Administrator.** The Program Administrator is responsible for performing all duties required for the operation of the Program and is responsible for supervising the performance of any other persons who may assist in the performance of the Program Administrator's responsibilities pursuant to the Enabling Statute.

6.3 **Responsibility of Department or Squad.** To enable the Program Administrator to perform its responsibilities, the Department or Squad(s) shall promptly provide to the Program Administrator complete and accurate information on any matter that is required by the Program Administrator in order to make any decision or determination under the Program. The Program Administrator shall rely upon this information as supplied by the Department or Squad and shall have no duty or responsibility to verify this information. Each Department or Squad whose volunteers become enrolled in the Program shall be responsible for collecting the required Member contributions and for certifying both the status of each Member as an Eligible Volunteer and the Member's Service Credit.

6.4 **Program Administrator May Delegate or Contract.** Except as prohibited by the Enabling Statute or other State or local law, the Program Administrator may, except when expressly prohibited by this Program, delegate any of its duties to any Department or Squad, or to any officers, employees, or agents of any kind. Except as prohibited by the Enabling Statute or other State or local law, the Program Administrator may, except when expressly prohibited by this Program, contract any of its duties to an agent or otherwise.

6.5 **Program Services.** The Program Administrator may contract with any person to provide services to assist in the administration of the Program. The Program Administrator must make such contracts in compliance with the Enabling Statute and other applicable State and local law. Any person other than the Program Administrator who performs services regarding the Program is subject to the supervision and direction of the Program Administrator and does not have authority to control the operation of the Program.

6.6 **Assistance from VRS.** The Board may use the Virginia Retirement System (VRS) staff to assist with the establishment and maintenance of the Program.

ARTICLE VII **Amendment and Termination**

7.1 **Amendment.** The Program may be amended by the General Assembly of the Commonwealth of Virginia through amendment to the Enabling Statute. Further, the Board may amend the Program so long as such amendment is not prohibited by or inconsistent with the Enabling Statute or Section 457(e)(1)(B) of the Code.

7.2 **Termination.** The Program may not be terminated except by action of the General Assembly of the Commonwealth of Virginia. Upon any such termination of the Program, the Members' Accounts shall be paid to the Members as soon as reasonably possible after such termination. Disposition of the Department Accounts and the General Fund Accounts shall be directed by the General Assembly, or if alternate provision is provided by the General Assembly in the Enabling Statute, then such Accounts shall be distributed to the Members in the same manner as the Member Accounts.

ARTICLE VIII **Miscellaneous**

8.1 Non-assignability.

8.1 (a) The interests of each Member under the Program are not subject to the claims of the Member's creditors, and neither the Member nor his Beneficiary shall have any right to sell, assign, transfer or otherwise convey the right to receive any payments hereunder or any interest under the Program, which payments and interest are expressly declared to be non-assignable and non-transferable.

8.1 (b) Neither the Department or Squad, the Program Administrator, the VRS Board nor any person serving under contract or otherwise with respect to the Program shall be obligated to incur any cost to defend against or set aside any judgment, decree, or order relating to the division, attachment, garnishment, or execution of or levy upon the Members' Accounts or any distribution, including (but not limited to) any order in any bankruptcy proceeding of any kind. Notwithstanding the foregoing, if any such person is joined in any proceeding, the party may take such action as it considers necessary or appropriate to protect any and all of its legal rights, and the Member (or Beneficiary) shall reimburse all actual fees of lawyers and legal assistants and expenses reasonably incurred by such party.

8.2 **Binding Effect.** The Program shall be binding upon and inure to the benefit of the Members, and their Beneficiaries.

8.3 **Construction.** The Program is intended to be a bona fide service award program for eligible volunteers within the meaning of Section 457(e)(1)(b) of the Code, maintained by a state, political subdivision of a state or any agency or instrumentality of a

state or political subdivision of a state and the provisions of the Program shall be interpreted and administered as such. Additionally, the Program is established and maintained with the intent that the Program conform to the applicable requirements of the Enabling Statute. The provisions of the Program shall be interpreted whenever to possible conform to the applicable requirements of the Enabling Statute. When the Enabling Statute is amended or interpreted through subsequent legislation or regulations or an attorney general opinion, the Program should be construed as consistent with such amendment or interpretation of the applicable law.

8.4 **Gender and Number.** In construction of the Program, the masculine shall include the feminine or neuter and the singular shall include the plural and vice- versa in all cases where such meanings would be appropriate.

8.5 **Governing Law.** The Program shall be construed, enforced and administered in accordance with the laws of the Commonwealth of Virginia, including any law preventing an individual or person claiming through him from acquiring property or receiving benefits as a result of the death of a decedent where such individual caused the death.

8.6 **No Rights Created by Allocation.** Any allocation of contributions or investment earnings to any Account shall not cause the Member to have any right, title, interest, in any of the Program, except as expressly provided by the Program.

8.7 **Service of Legal Process.** Requests for information, claims or demands, legal process, and court orders are properly delivered when delivered to the Program Administrator c/o Director, Virginia Retirement System.

8.8 **Severability.** If any provision of the Program should for any reason be declared invalid or unenforceable by a court of competent jurisdiction, the remaining provisions shall nevertheless remain in full force and effect

8.9 **Signatures and Broad Acceptance of Writing.**

8.9 (a) Except as provided in subparagraph 8.9(b), all notices, elections, and the like required to be made in writing, under any provision of the Program, shall be invalid unless made on such forms as may be provided or approved by the Administrator and, in the case of a notice, election, or application by a Member or Beneficiary, unless executed by the Member or Beneficiary giving such notice or making such election or application.

8.9 (b) The Administrator is authorized in its discretion to accept other means for receipt of effective notices, elections, applications and/or other forms or communications by Departments or Squads, and Members and/or Beneficiaries, including but not limited to electronic transmissions through email, voicemail, recorded messages on electronic telephone systems, and other permissible methods, on such basis and for such purposes as it determines from time to time.

8.10 **Statute of Limitations.** As to any action at law or in equity under or with respect to this Program (other than as described by the other sentence of this paragraph), the

action shall be governed by (or precluded by) the relevant statute of limitations or statute of repose for actions upon a written contract according to the internal laws (without regard to the law of conflicts) of the Commonwealth of Virginia.

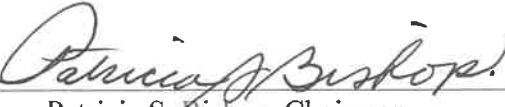
8.11 **Conclusiveness of Department or Squad Records.** The records of the Department or Squad with respect to age, service, volunteer history, and all other relevant matters shall be conclusive for purposes of the administration of the Program.

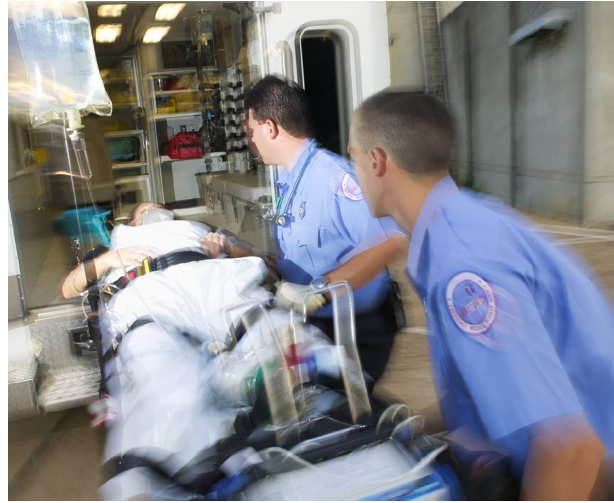
8.12 **Right to Require Information and Reliance Thereon.** The Board and the Administrator shall have the right to require any Member, Beneficiary or other person receiving benefit payments to provide it with such information, in writing, and in such form as it may deem necessary to the administration of the Program and may rely thereon in carrying out its duties hereunder. Any payment to or on behalf of a Member or Beneficiary in accordance with the provisions of the Program in good faith reliance upon any such written information provided by a Member or any other person to whom such payment is made shall be in full satisfaction of all claims by such Member and his Beneficiary, and any payment to or on behalf of a Beneficiary in accordance with the provisions of the Program in good faith reliance upon any such written information provided by such Beneficiary or any other person to whom such payment is made shall be in full satisfaction of all claims by such Beneficiary.

8.13 **Titles and Captions.** Titles, captions, and headings herein have been inserted for convenience of reference only and are to be ignored in any construction of the provisions hereof.

IN WITNESS WHEREOF, the Board has caused this amended and restated Program document to be adopted as of the Effective Date.

Board of the Volunteer Firefighters' and
Rescue Squad Workers' Service Award Program

By 
Patricia S. Bishop, Chairman
October 19, 2021



VOLSAP Communications Update

October 30, 2024

Presented by Jeanne Chenault,
VRS Public Relations Director

Website: volsap.org



Volunteer
Firefighters & Rescue Squad Workers'
Service Award Program

[Home](#) [Administration](#) [Membership](#) [Contributions](#) [Service Awards](#) [Distributions](#) [Forms & Publications](#)






Welcome to the Volunteer Service Award Program

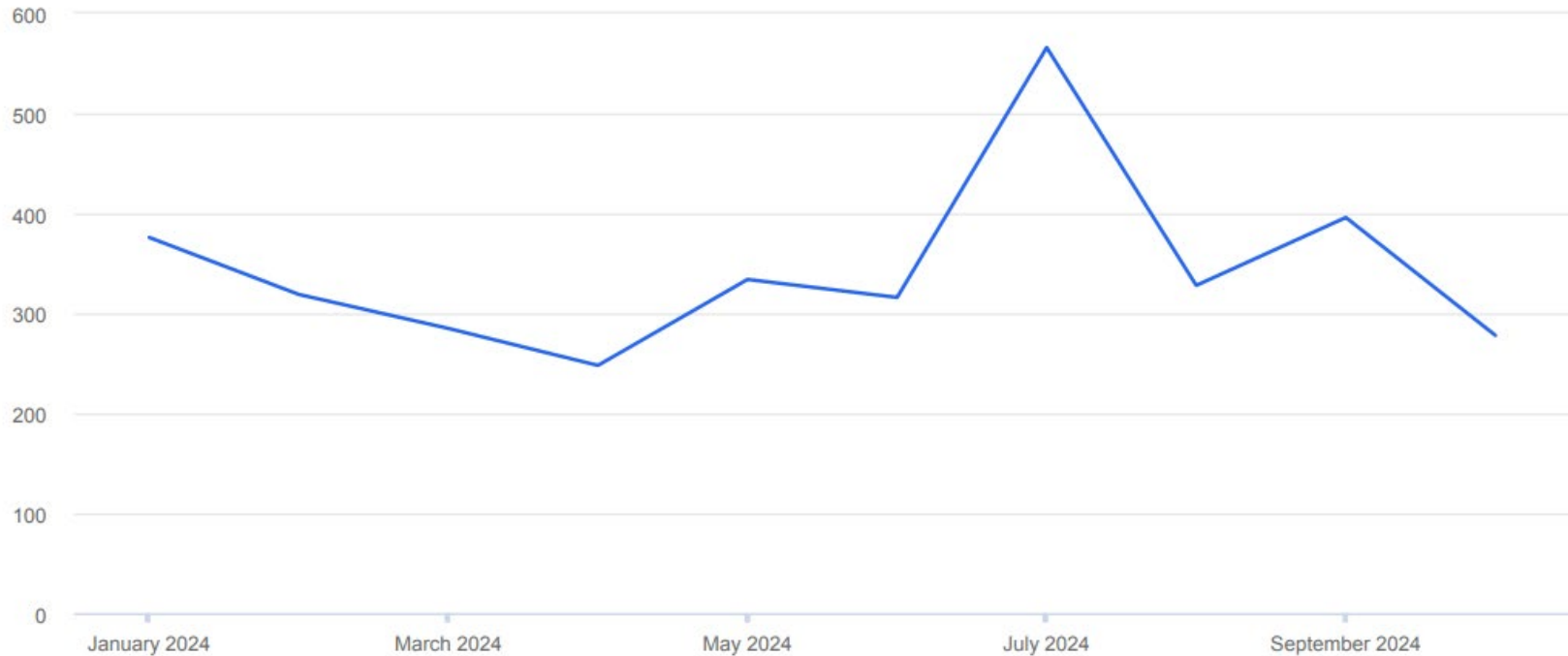
VOLSAP provides disability, death and health benefits to eligible employees and their eligible family members.

[Membership Overview →](#)

Website Metrics: 2024 Overview

Site: Volunteer Service Award Program  Locked Time period: This year (1/1/2024 - 10/14/2024)

Visits 1,606 No trend data 	Page views 3,446 No trend data 	Unique visitors 1,299 No trend data 	Returning visitors 4 No trend data 	Bounce rate 66.75% No trend data 
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— Page views

Website FY 2024: Top 10 Destinations

Destination	Page views % of total	Visits % of total	Average page views
VOLSAP Home Page	1,543 44.8%	1,240 77.2%	1.24
VOLSAP Administration	255 7.4%	169 10.5%	1.51
VOLSAP Forms	247 7.2%	168 10.5%	1.47
VOLSAP Membership	228 6.6%	160 10.0%	1.43
VOLSAP Distributions	171 5.0%	129 8.0%	1.33
VOLSAP Contributions	130 3.8%	97 6.0%	1.34
VOLSAP Service Awards	112 3.3%	82 5.1%	1.37
VOLSAP Procedures Guide (PDF)	85 2.5%	79 4.9%	1.08
VOLSAP Introduction (PDF)	77 2.2%	74 4.6%	1.04
VOLSAP Privacy Policy	60 1.7%	45 2.8%	1.33

Website FY 2024: Top 10 PDFs

Title	Page views % of total	Visits % of total	Average page views
VOLSAP Procedures Guide	85 2.5%	79 4.9%	1.08
VOLSAP Introduction	77 2.2%	74 4.6%	1.04
VOLSAP-6 Distribution Election	59 1.7%	51 3.2%	1.16
VOLSAP Brochure	56 1.6%	55 3.4%	1.02
VOLSAP-1 Application	40 1.2%	33 2.1%	1.21
VOLSAP-2 Transmittal Report	36 1.0%	33 2.1%	1.09
VOLSAP-4 Beneficiary Election	36 1.0%	29 1.8%	1.24
VOLSAP Flyers	26 0.8%	25 1.6%	1.04
VOLSAP-5 Notice of Suspension	16 0.5%	16 1.0%	1.00
VOLSAP-3 Application for Purchase of Prior Service	15 0.4%	15 0.9%	1.00

Website FY 2024: Accessibility

VOLSAP Accessibility Score Details

Progress towards site target [?](#)



Article: County Connections

STATE NEWS

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For Those Who Serve Virginia: VOLSAP Helps Volunteers Save



Every day, volunteer firefighters and rescue squad workers save lives and protect property in communities across Virginia. While they serve others, VOLSAP can help first responders save for the future.

VOLSAP, the Virginia Volunteer Firefighters' & Rescue Squad Workers' Service Award Program, is an optional savings plan that can be used as part of your locality's strategy to recruit and retain volunteers.

How Volunteers Can Save With VOLSAP

- Eligible volunteers submit the application form and have it certified by their local squad or department to become a VOLSAP member.
- Volunteers contribute money quarterly, and a representative from the department or squad submits the contributions on their behalf.
- To encourage saving, a department, squad or local government may elect to make the contributions on behalf of members or match a portion of the amount members contribute.
- Contributions are invested alongside the Virginia Retirement System (VRS) pension trust fund in a widely diversified portfolio.
- When members reach age 60 with at least five years of qualifying service, they are eligible to receive a distribution that includes any investment returns and matching funds.

Promotional Resources

Spread awareness in your locality about this savings opportunity by downloading VOLSAP promotional material at volsap.org. You'll find a program overview video and presentation, brochures and flyers. The website also has links to required forms, a procedures guide and other program details.

Questions?

Contact us at volsap@varetire.org.

VRS prepared and distributed a VOLSAP article, which appeared in *County Connections*, a newsletter published by the Virginia Association of Counties (VACo), on May 15, 2024

VOLSAP offers
promotional resources
designed for easy access
and effective use



Introduction to VOLSAP Presentation



- PDF presentation:
 - Present at a meeting or volunteer orientation
 - Use as an email attachment
 - Link to it in a newsletter

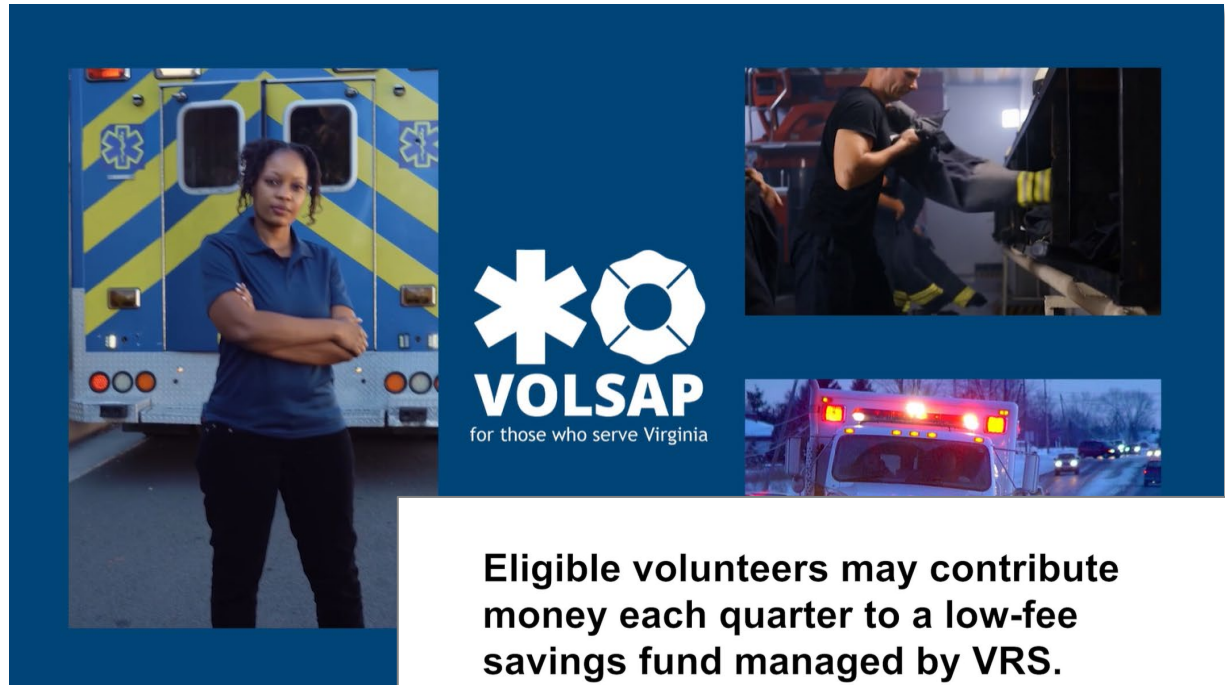
Plug-and-Play Presentation: Program Overview



- Plug-and-play presentation with narration:
 - Show at a meeting or volunteer orientation
 - Send a link in an email, social media post or newsletter

Promotional Video

- A 60-second “commercial” for VOLSAP membership:
 - Show during meetings
 - Include link in a social media post or email

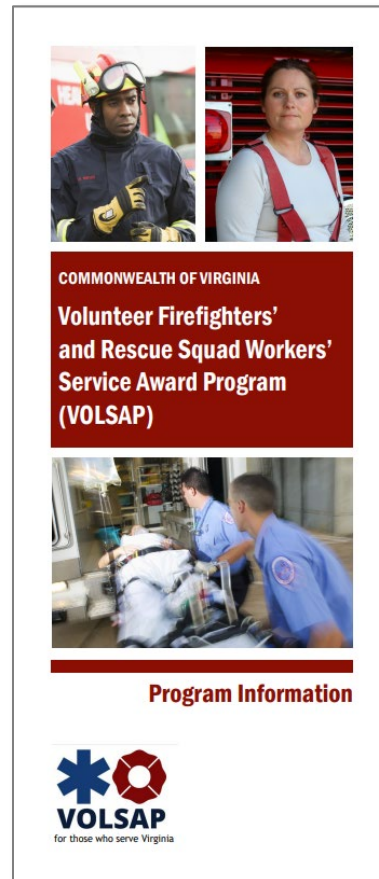
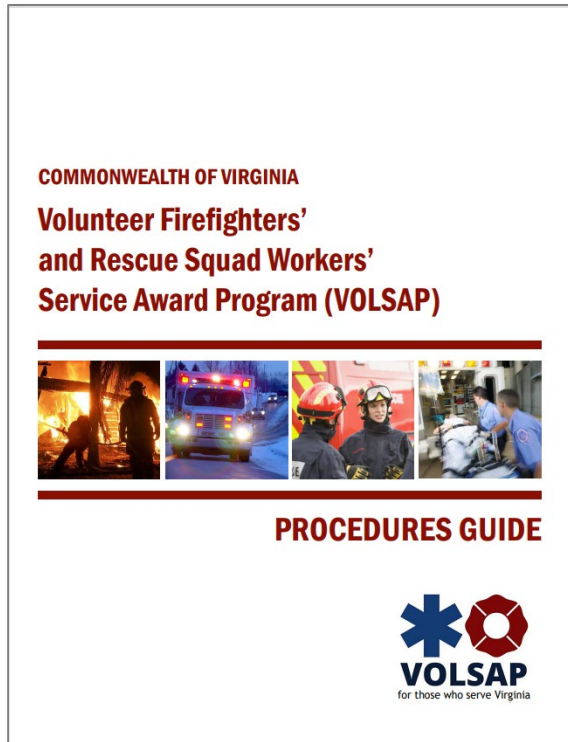


Eligible volunteers may contribute money each quarter to a low-fee savings fund managed by VRS.



Procedures Guide and Brochure

- **Procedures Guide:** Includes details about VOLSAP and required forms



- **Brochure:** Include a link in an email or newsletter

Flyers




VOLSAP
for those who serve Virginia




Every day, volunteers like you save lives and protect property in Virginia communities. While you serve others, save for your future with VOLSAP, the Virginia Volunteer Firefighters' & Rescue Squad Workers' Service Award Program.


VOLSAP provides a financial incentive and monetary award to eligible volunteer firefighters and rescue squad workers who participate in the program.

- Eligible volunteers contribute money on a quarterly basis.
- Matching contributions may be available.
- Contributions are invested alongside the Virginia Retirement System (VRS) pension trust fund in a widely diversified portfolio.

While you serve your community, VOLSAP serves you and your future.

Want to learn more? Visit
volsap.org




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While you serve your community, VOLSAP serves you and your future.

Serve today. Save for your future.
volsap.org

- Two flyers (same information, different designs):
 - Attach to emails
 - Include in newsletters

Table Cover



- A VOLSAP-branded table cover for events is available to VOLSAP Board members on a first-come, first-served basis.
- Contact LaShaunda King at lking@varetire.org to reserve it.

Action Checklist

- Get to know the resources on the VOLSAP website
- Share VOLSAP information on a regular basis
- Email flyers and brochures to all volunteers
- Show new volunteers the promotional video and the program overview
- Post resources for volunteers on Facebook or other social media
- Present Introduction to VOLSAP as a slide show
- Identify local “ambassadors” to promote VOLSAP
- Request the VOLSAP table cover for special events



Links to Program Overview and Video



VOLSAP Overview (Plug-and-Play):

vimeo.com/varetire/review/694884949/57b8807785



VOLSAP Video (60-Second Commercial):

vimeo.com/varetire/review/703818478/0156e65e71



for those who serve Virginia

