

**LENGTH OF SERVICE AWARDS PLAN (LOSAP)  
FOR  
VOLUNTEERS OF THE SPOTSYLVANIA COUNTY  
DEPARTMENT OF FIRE, RESCUE, AND EMERGENCY MANAGEMENT**

**LOSAP HISTORY**

In 2000 by a unanimous 7-0 vote, Resolution 2000-74 was adopted by the Spotsylvania Board of Supervisors creating the Length of Service Awards Plan (LOSAP) program. The Board of Supervisors initiated the program to formally recognize and reward the service of the County's volunteer fire and emergency services as well as to provide an incentive for the continued work of the volunteers and to be used as a recruitment tool for new volunteers.

There are three benefits provided by the plan: basic entitlement, disability and death.

**ELIGIBILITY TO PARTICIPATE IN LOSAP**

All volunteers serving the Spotsylvania County Department of Fire, Rescue, and Emergency Management who have been certified by the Volunteer Organization, forwarded to the Department Chief, and approved by the Trustees, will be eligible, providing the volunteer:

1. Is 18 years of age or older, and
2. Has not joined the volunteer agency at age 65 or later, and
3. Is not 100% disabled, and
4. Has been credited with at least 1 full LOSAP Service Year

For prior service credit, members must have been active as of July 1, 2000.

Participants in the plan shall be limited to those individuals who have established membership with one of the volunteer fire and rescue agencies prior to July 1, 2019.

**THE LOSAP SERVICE YEAR**

As adopted, the LOSAP service year is defined as the period beginning July 1<sup>st</sup> and ending June 30<sup>th</sup> of the succeeding year.

This is different than a volunteer's membership year which is defined as the date of joining a volunteer agency and ending 365 days later.

**YEAR(S) OF CREDITED SERVICE**

The following criteria shall be used to determine if an eligible member is entitled to benefits for a particular year or years. The criteria for certification varies based on the period of service.

- A. Service after June 30, 2019: The president of each participating independent Volunteer Organization will provide the Department Chief and the Trustees by Sept 1st of each year, lists of members who are certified as having accumulated the minimum required hours in the prior 12 month period under the Point System guidelines and as set forth in Appendix A.

The approved list will be posted by each Volunteer Organization. The Department Chief or any Volunteer who disagrees with a posted service credit will have 30 days to appeal in writing to the Trustees. The Trustees will investigate and rule on the appeal. The decision of the Trustees shall be final.

- B. Service after July 1, 2000 through June 30, 2019 – Active Duty Members: The president of each participating independent Volunteer Organization will provide to the Department Chief and the Trustees by Sept 1st of each year, lists of members who are certified as having accumulated 100 points in the prior 12 month period under the Point System guidelines and as set forth in Appendix B.
- C. Service after July 1, 2014 through June 30, 2019 – Administrative and Auxiliary Members: The president of each participating independent Volunteer Organization will provide the Department Chief and the Trustees lists of administrative/auxiliary members who are entitled to prior service credit. Prior Service Credit will be determined by using the Administrative Mandatory Point Requirements for Service after July 1, 2000 through June 30, 2019 (Appendix B), as a guideline. Sufficient documentation to justify awarding prior service credit must accompany each request submitted to the Trustees for consideration. In the event that sufficient records are unavailable to prove service prior to July 1, 2019, the certification may be made by the Volunteer Organization after thorough investigation and on the best information, knowledge, and belief of the Volunteer Organization. A maximum of 5 years of prior service credit can be awarded under this provision
- D. Service from January 1, 1990, through July 1, 2000: All volunteers falling into this category should have been identified no later than 1/01/2001, years of credited service determined, and any appeal of the service years awarded appealed to the Trustees and ruled upon. Any question arising regarding service of a volunteer prior to July 1, 2000 that was not resolved during the inception period of the program, will be handled on a case-by-case basis by the Trustees.

## **POINT SYSTEM**

Effective July 1, 2019, all participants in the Length of Service Award Program (LOSAP) will be required to earn the minimum number of required hours in a service year (as set forth in Appendix A), in order to be designated an “Active” member of the agency and be credited with a year of

LOSAP service. The points system is made up of mandatory categories for both line and administrative positions, as set forth in Appendix A.

Points shall be awarded for calls run to addresses within Spotsylvania County. Points shall be awarded for calls run to addresses outside of Spotsylvania County, after being approved by the agency chief. Honor guards and volunteers serving as honor escorts may be awarded points for work physically performed outside the County as deemed appropriate by the agency chief.

In the case of a regional, state or federal emergency in which Spotsylvania County volunteers are officially tasked to perform duty outside the County, points may be awarded as decided upon by the Trustees.

The point system will be reviewed annually by the Trustees and any changes will be made with Trustee approval on the anniversary date of the Length of Service Award Program.

### **ENTITLEMENT FORMULA**

Entitlement benefits are earned as follows:

- A. \$10.00 per month at normal entitlement age 65 for each Year of Credited LOSAP Service earned after July 1, 2000.
- B. \$10.00 per month at entitlement age 65 for each Year of Credited LOSAP Service earned between January 1, 1990, and July 1, 2000.
- C. The Maximum Monthly Benefit payable under the Plan will be \$250 per month.
- D. Members who have not attained the maximum monthly benefit at age 65 may continue to accrue years of credited service through age 70.

### **ENTITLEMENT BENEFIT**

Normal commencement of LOSAP benefit payments is age 65 years, after which members are entitled to receive monthly benefit payments for life (minimum 10 years) based on the number of years credited service.

Participants in the program are not required to cease volunteer service at age 65. They may continue to accrue credited service until age 70; however members will not continue to accrue years of Credited Service after age 70.

## NORMAL ENTITLEMENT DATE

Members who have accrued the requisite Credited LOSAP Service Years shall be entitled to benefits commencing on the first day of the month following attainment of age 65 or sixty (60) days following the submission of eligibility forms signed by the eligible member, whichever is later.

## VESTING

Vesting is ownership in, or nonforfeitable right to, benefits earned or accrued. It is based on years of Credited LOSAP Service.

- A. Termination of Active Service due to disability, death, or normal entitlement age (65) entitles members to 100% of their accrued (earned) benefit.
- B. Termination of Active Service for any reason other than attaining eligibility age 65, death, or disability allows members a vested right to their accrued benefit determined in accordance with the following schedule:

<u>Years of Credited Service</u>		<u>Nonforfeitable Percentage</u>
Less than	5 years	0%
	5 years	30%
	6 years	50%
	7 years	70%
	8 years	80%
	9 years	90%
	10 years or more	100%

### EXAMPLES:

1. An Active member with 5 years of Credited LOSAP Service as of June 30, 2015, terminates Active service in January 2016. Under the terms of the Entitlement Formula, the member would have earned \$50 towards his or her entitlement benefit. The vesting schedule indicates that the member is 30% vested after 5 years of service. Therefore, the member would receive 30% of \$50 or \$15 per month for life beginning at his or her normal entitlement age of 65.
2. If a member was Active on July 1, 2000, and had been a certified member continuously since January 1, 1990, on July 1, 2000, the member would have been awarded 10 years of Credited LOSAP Service. Under the terms of the Entitlement Formula, the member would have earned \$100 towards his or her entitlement benefit. The vesting schedule indicates that the member is 100% vested after 10 years of service. Therefore, if the member terminated service on August 5, 2000 (a hypothetical date for this illustration only), the member would receive \$100 per month for life beginning at his or her normal entitlement age of 65.

## **LEAVES OF ABSENCE**

- A. Military: Individuals that are called to active military service will continue to accrue benefits under the program, at the rate of 44 points per month during their absence. A copy of the military orders necessitating the leave of absence must be submitted by the individual member to the Volunteer Organization prior to the absence and receipt of such acknowledged by the Volunteer Organization.
- B. Medical: Vested participants who are unable to perform their duties due to a documented medical condition, and are not covered by other provisions of this program, can continue to accrue points at the rate of 44 points per month for a period not to exceed one year. A copy of a doctor's verification of the medical condition shall be submitted by the individual member to the Volunteer Organization as soon as feasible after the condition necessitates the leave of absence and receipt of such acknowledged by the Volunteer Organization.
- C. Line of Duty: Vested participants who are injured in the line of duty and unable to perform their duties, and are not covered by other provisions of this program, will continue to accrue points at the rate of 44 points per month. This accrual will continue until the individual is released to return to full duty. A copy of a doctor's verification may also be needed as stated above in the medical leave of absence section.

## **BREAKS IN SERVICE**

If a member terminates Active service prior to earning 5 years of Credited Service, the member forfeits any years of Credited Service earned after two (2) years of Inactive status and no benefits are payable with the following exceptions:

- A. Military: Members of the military, who volunteer with an agency covered by this program, and are on active duty status, may be credited with past service provided they present themselves for reinstatement within one year of discharge from the military. The Board of Trustees of the program will review and approve credit for past service. A copy of the military orders necessitating the break in service must be submitted by the individual member to the Volunteer Organization prior to the break in service and receipt of such acknowledged by the Volunteer Organization.
- B. Members in good standing: Participants who separate from an agency covered by this program, that leave and subsequently return may receive credit for past service. This provision will apply only if the participant has complied with the agency's policies for

termination and reinstatement and have been approved by the Board of Trustees of the program.

### **DISABILITY BENEFIT**

Members who become totally and permanently disabled either in the line of duty or during an assigned non-emergency activity, when such disability prevents the member from pursuing his normal occupation or employment for remuneration or profit as a result of bodily injury or disease, shall be entitled to a disability benefit equal to the benefit to which such member would be entitled at age 65. The disability must be of a permanent nature as determined and certified by the guidelines of the Virginia Workers' Compensation Commission.

Benefits are due on the first day of the month following the certification of disability and payable within 60 days. The monthly benefit payable will consist of the member's accrued benefit and will be payable for the duration of the disability.

### **PRE-ENTITLEMENT AGE DEATH BENEFIT**

In the event that an Active member with Credited LOSAP Service years dies prior to reaching the entitlement age such member's beneficiary is entitled to receive, either the current value of the member's benefits in the plan or the sum of \$10,000, whichever is greater.

In the event that an Inactive member dies prior to reaching the entitlement age, such member's beneficiary is entitled to receive the current value of the member's accrued vested benefits within the plan.

### **POST-ENTITLEMENT**

In the event that the member dies after initiation of the monthly benefit payout, the surviving beneficiary will receive monthly income for the balance of 120 monthly payments. (For example, if a member dies after one month's benefit has been received, his or her beneficiary will continue to receive the same monthly benefit for 119 months. Conversely, if the member lives past the 120 months, the member will continue to receive monthly payments for life; however, after the member's death, there would be no residual monthly benefit for his or her beneficiary to receive.)

### **FORFEITURE OF BENEFITS**

Any member of a Volunteer Organization covered under this program, who has been dismissed from their respective organization for cause, or who has been denied credit in a qualifying year, shall be subject to loss of benefits cited in this program.

The LOSAP Committee will review the status of all program participants on an annual basis and make a determination of each participant's eligibility. The Committee will then forward their findings to the Trustees for review and approval.

The Trustees will review eligibility for current or future benefits based on the recommendation of the LOSAP Committee.

Terminated, or otherwise disqualified, program participants may appeal a loss of benefits by appealing to the Trustees in writing within thirty (30) days of such termination or disqualification. The Trustees will make the decision on access to current or future benefits and their determinations shall be final.

## **ADDITIONAL BENEFIT – LIFE INSURANCE**

As an additional benefit of the LOSAP program, a VESO non-contributory, term life insurance policy is available to eligible Active members:

- Members are not required to contribute to the premium cost.
- The term life insurance provides a death benefit to the member's beneficiaries if the member dies during a specified term.
- The benefit provided is a flat \$10,000.
- An eligible member must meet the annual point requirements for "Active" status to be added to the life insurance roster.
- An unvested Active member who ceases to be Active, resigns or is terminated will be removed from the insurance roster.
- A vested Active member who ceases to be Active, resigns or is terminated, is moved to Inactive status and will be removed from the insurance roster.
- If a member is still Active and vested in LOSAP when they reach entitlement age, they will remain on the life insurance policy until death (or the maximum age of 80, whichever comes first).
- If a member is Active when they are deemed disabled, they will remain on the life insurance policy until death (or the maximum age of 80, whichever comes first).



## **DEFINITION OF TERMS**

- A. "ACCRUED BENEFIT" means the amount of benefit that the volunteer member has earned to the date of reference.
- B. "ACTIVE VOLUNTEER MEMBER" or "ACTIVE MEMBER" means an eligible member who has accumulated the minimum number of required hours (as set forth in Appendix A) in the LOSAP Service Year just completed.
- C. "BOARD OF SUPERVISORS" means the governing body of Spotsylvania County.
- D. "COUNTY" means the County of Spotsylvania, Virginia (also referred to as Spotsylvania County), the Plan Sponsor.
- E. "CERTIFIED CURRENT SERVICE CREDIT" means credit certified after July 1, 2000, pursuant to the Eligibility Certification Program and the Accredited Service Standards Certification Program.
- F. "CERTIFIED PRIOR SERVICE CREDIT" means credit certified prior to July 1, 2000, pursuant to the Eligibility Certification Program and the Accredited Service Standards Certification Program.
- G. "TRUSTEES" means the representatives who comprise the Fire and Emergency Medical Services Commission in addition to the Chief of the Department of Fire, Rescue, and Emergency Services and the Directors of Human Resources and Finance for Spotsylvania County.
- H. "LOSAP COMMITTEE" means the appointed representatives of each participating organization who insure consistency between and among the organizations and deal with participant's questions and appeals relative to the program.
- I. "ELIGIBLE VOLUNTEER MEMBER" or "ELIGIBLE MEMBER" means any Volunteer Member who has been certified by the Volunteer Organization and forwarded to the Department Chief and approved by the Trustees.
- J. "PLAN" means the County's Length of Service Awards Plan (LOSAP); a non-contributory defined benefit plan for volunteers of the Spotsylvania County Department of Fire, Rescue, and Emergency Services.
- K. "PLAN ANNIVERSARY DATE" means one year after the inception of the Plan or July 1, 2001, and each July 1st thereafter.
- L. "SERVICE CREDIT" means the aggregate of certified prior and current credited service pursuant to the Accredited Service Standards Certification Program.

- M. "SERVICE YEAR" means the period beginning July 1st and ending June 30th of the succeeding year.
- N. "VESTING" means the vested interest in that portion of the volunteer member's accrued benefit in which the member has no forfeitable interest.
- O. "VOLUNTEER MEMBER" means a person who is an uncompensated volunteer in a regularly organized Volunteer Fire or Rescue Organization serving Spotsylvania County.
- P. "VOLUNTEER ORGANIZATION" means any regularly organized volunteer fire department, rescue squad, or combined organization of the County having official recognition of the Board of Supervisors of Spotsylvania County.

## **Q. APPENDIX A**

### **ACTIVE DUTY**

#### **MANDATORY POINT REQUIREMENTS**

**Effective 07/01/2019**

<u>Category</u>	<u>Annual Minimum Points</u>
Running Calls and/or Duty Crews	480 Hours (1 duty hour = 1 point)
Training and Drills (can be dually counted if completed During duty hours)	<u>48</u> (1 point per hour)
Total	528 minimum

**APPENDIX A  
(Continued)**

**ADMINISTRATIVE/AUXILLARY  
MANDATORY POINT REQUIREMENTS  
Effective 07/01/2019**

<u>Category</u>	<u>Annual Minimum Points</u>
Administrative Duties (including “on-call schedule” Training, Drills, Public Education Meetings and Committee participation	480 Hours (1 duty hour = 1 point)
Total	480 minimum

## **APPENDIX B**

### **ACTIVE DUTY**

#### **MANDATORY POINT REQUIREMENTS**

Service after July 1, 2000 through June 30, 2019

<u>Category</u>	<u>Annual Minimum Points</u>
Running Calls and/or Duty Crews	50
Meetings and Committee Participation	10
Training and Drills	15
Fundraising and Non-Emergency Activities	<u>5</u>
Total	80

#### **OPTIONAL POINT CATEGORIES**

<u>Categories</u>	<u>Points</u>
Mandatory Categories	Unlimited
Life Member	10
Officer Line/Administrative (Department, Company, Regional, State)	10
State Certified Instructor (Fire and/or EMS)	5

(A minimum of 20 optional points will be required in order to accumulate 100 total points.)

**APPENDIX B**  
**(Continued)**

**ADMINISTRATIVE**

**MANDATORY POINT REQUIREMENTS**

Service after July 1, 2000 through June 30, 2019

<u>Category</u>	<u>Annual Minimum Points</u>
Fundraising	25
Non-emergency Activities	20
Work Details	5
Meetings	<u>10</u>
Total	60

**OPTIONAL POINT CATEGORIES**

<u>Category</u>	<u>Points</u>
Mandatory Categories	Unlimited
Committee-Commission Assignment	5
Administrative Officer	5
Convention Delegate	10
Life Member	10
Training	10
Certified Instructor (Fire and/or EMS)	5

(A minimum of 40 optional points will be required in order to accumulate 100 total points.)