

Minnesota Department of Public Safety State Fire Marshal Division

Important dates for fire chiefs and departments

Feb. 15

Incident reports are due to the State Fire Marshal Division. Data is entered into the Minnesota Incident Reporting System and National Fire Incident Reporting System.

March 15

Deadline to apply to the Minnesota Department of Revenue (DOR) for Fire State Aid by submitting Form FA-1. Check the back of Form FA-1 for the Certification of Service Areas Protected (CSAP). The DOR will mail Form FA-1 and the CSAP to the municipal clerk or secretary of an independent nonprofit firefighting corporation in early January. More information: www.revenue.state.mn.us

June 30

Fire department roster (list of firefighter names) due to the Minnesota Board of Firefighter Training and Education (MBFTE). The roster determines fire department funding per firefighter. Remember, the state's fiscal year (FY) is July 1-June 30.

June 30

Deadline for spending MBFTE training funds (per firefighter amount for training reimbursements).

July 15 (previously Aug. 1)

Deadline for training reimbursement submission to the MBFTE from the previous FY. This will also help determine redistribution amounts, if applicable. More information: mbfte.org

Oct. 1

Fire State Aid checks disbursed to departments that have completed reporting requirements.

Mid-October

Fire in Minnesota is available. This report includes fire statistics reported by departments in February.

Statewide Volunteer Firefighter Plan

January: The Public Employees Retirement Association will send a good time service credit certification form to the fire chief. The chief must report the prior calendar year's service rendered for each member.

March 31: This certification is due to PERA by March 31. More information: www.mnpera.org

Various dates throughout the year

If your department has a relief association, check the Minnesota Office of the State Auditor (OSA) website for important dates related to your association. Go to www.auditor.state.mn.us and choose the "forms" menu option, then select "pension forms." A Key Reporting Requirements calendar is under the "resources for completing forms" heading.



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Questions?

Visit our website at sfm.dps.mn.gov or contact your regional fire service specialist:

- **David Jensen (northeast region):** 651-413-1831 or david.a.jensen@state.mn.us
- **Tate Mills (central region):** 320-333-2817 or tate.mills@state.mn.us
- **Jared Rozeboom (southern region):** 507-456-0907 or jared.rozeboom@state.mn.us
- **Steve White (northwest region):** 218-579-0128 or steven.l.white@state.mn.us

