



DEPARTMENT OF FIRE AND RESCUE SERVICES  
MONTGOMERY COUNTY, MD.

# DIRECTIVE

**NUMBER:** 97-13

**DATE:** July 16, 1997

**TO:** All DFRS Personnel

**FROM:** Chief Jon C. Grover, Director  
Department of Fire and Rescue Services

**SUBJECT:** Montgomery County Fire and Rescue Services Motor Vehicle  
Accident Insurance and Reporting

Montgomery County Fire and Rescue Services has changed motor vehicle accident insurance carriers. Effective July 1, 1997, Volunteer Fireman's Insurance Services (VFIS) of York, Pennsylvania, became the provider of motor vehicle and other coverage.

Whenever an accident occurs which involves a fire/rescue vehicle, the accident investigator must fax a copy of the Motor Vehicle Accident report to the following prior to the end of the shift:

1. VFIS Claims Management @ fax # 717-741-9051

Attention: Marilyn Bjorkman

2. DFRS Technical Resources Division @ fax # 301-217-2443

The accident investigator must also forward all forms completed as a part of the accident investigation to those identified on the Vehicle Accident Report Checklist. Forms to be completed include:

S.I.I.R.(s)	First Report of Injury
Police Report	Investigating Officer's On-Scene Report
Photographs	Driver Statement
Witness Statements	
Fire and Rescue Service Motor Vehicle Accident Report	

Refer to Directive 95-11 for procedures to be followed if DFRS personnel are injured as a result of the accident.

VFIS, as the insurance company, may contact the accident investigator, via the Shift Chief, to obtain further information concerning any accident involving fire and rescue vehicles. Accident investigators are to return the call to the VFIS representative and cooperate fully by answering questions, etc. The representative from VFIS may also need to contact the DFRS employees involved in the accident. The DFRS accident investigator will facilitate this by instructing the employees to contact the representative the next time the employee is scheduled to work.

Included with this Directive is a copy of the Montgomery County Fire and Rescue Service Motor Vehicle Accident Report, revised with the VFIS fax number, a list of Corporation insurance contacts and a revised Vehicle Accident Report Checklist.

It is essential that the accident investigator promptly report an accident involving fire and rescue vehicles to those groups listed above, even if all the information indicated on the report is not immediately available.

Willis Corroon, Bethesda, is the broker for this policy. If problems occur that cannot be resolved by VFIS, contact the broker's representatives, either Mary Lowe Mayhugh, 301-581-4212 or Terri Bauer, 301-581-4243.

JCG:RAM:us

**MONTGOMERY COUNTY FIRE & RESCUE SERVICE**  
**Motor Vehicle Accident Report**

Form to be immediately faxed to Marilyn Bjorkman at VFIS, (717) 741-9051 (1-800-233-1957), and to appropriate Fire & Rescue Corporation insurance contact. DO NOT HOLD FORM PENDING RECEIPT OF ADDITIONAL INFORMATION.

<b>Insured</b>	Department & Address						Station No.		
	Supervisor of Driver (at time of incident)			Phone		Police Dept.- Rpt. No. - Officer's Name			
<b>Accident Description</b>	Date & Time of Incident								
	Location of Accident (incl. City & State)								
	Description of Incident (Use reverse, if necessary) Be specific!								
<b>County/Corporation Vehicle</b>	Year, Make, Model			Vehicle Stock No.	VIN #		License No. & State		
	Name of Driver		Age	Home Address			Home Phone		
	Relation to Insured (Employee, Volunteer etc)		Take home?	Purpose of Use			Used with Permission? Yes No		
	Describe Damage				Damage Estimate	Where can vehicle be seen?			
<b>Property Damage to Others</b>	Owner		Address				Phone		
	Driver (if other than owner)		Address				Phone		
	Describe Property (if auto, make, year, plate)		Other car or property insured? Yes No		Company or Agency Name & Policy No.				
	Describe Damage				Damage Estimate	Where can vehicle be seen?			
<b>Witnesses</b>	Name (include all uninjured passengers)		Address			Phone	Insured Veh.	Other Veh.	Other
	Name (include all uninjured passengers)		Address						
Did accident involve injury or death?      Yes      No If Yes, complete Supplemental Page. If witness information available, complete that section of Supplemental Page.									
Remarks									
Date	Reported By			Reported to		Signature (Producer, Insured or Driver)			
Accident Investigator (Signature)			(Print Name)			Phone #			

**MONTGOMERY COUNTY FIRE & RESCUE SERVICE**  
**Motor Vehicle Accident Report**  
**Supplemental Page**

Property Damage to Others

Owner	Address		Phone	
Driver (if other than owner)	Address		Phone	
Describe Property (if auto, make, year, plate)	Other car or property insured? Yes      No	Company or Agency Name & Policy No.		
Describe Damage	Damage Estimate	Where can vehicle be seen?		
Owner	Address		Phone	
Driver (if other than owner)	Address		Phone	
Describe Property (if auto, make, year, plate)	Other car or property insured? Yes      No	Company or Agency Name & Policy No.		
Describe Damage	Damage Estimate	Where can vehicle be seen?		

Injured

Name (include all injured persons) Address					
Phone	Extent of Injury	Age	Insured Veh.	Other Veh.	Ped.
Doctor or Hospital		Address			
Name (include all injured persons) Address					
Phone	Extent of Injury	Age	Insured Veh.	Other Veh.	Ped.
Doctor or Hospital		Address			
Name (include all injured persons) Address					
Phone	Extent of Injury	Age	Insured Veh.	Other Veh.	Ped.
Doctor or Hospital		Address			
Name (include all injured persons) Address					
Phone	Extent of Injury	Age	Insured Veh.	Other Veh.	Ped.
Doctor or Hospital		Address			

Witnesses

Name (include all uninjured passengers)	Address	Phone	Insured Veh.	Other Veh.	Other
Name	Address				
Name	Address				
Name	Address				
Name	Address				
Name	Address				

**DEPARTMENT OF FIRE AND RESCUE SERVICES**

**VEHICLE ACCIDENT REPORT CHECKLIST**

ACCIDENT LOCATION: \_\_\_\_\_

DATE OF ACCIDENT: \_\_\_\_\_ UNIT INVOLVED/I.D.#: \_\_\_\_\_

DRIVER: \_\_\_\_\_ ASSIGNED STATION/SHIFT: \_\_\_\_\_

OFFICER: \_\_\_\_\_ ASSIGNED STATION/SHIFT: \_\_\_\_\_

INVESTIGATOR: \_\_\_\_\_ ASSIGNED STATION/SHIFT: \_\_\_\_\_

**CHECK-OFF (PREPARE ALL APPLICABLE):**

- Cover memo/narrative to Accident Review Committee / Investigating Officer's On Scene Report.
- Montgomery County Fire and Rescue Commission Motor Vehicle Accident Report: Fax immediately to Volunteer Fireman's Insurance Services 717-741-9051.
- Police Report (MSP-1)                       Driver's Statement                       Witness' Statement(s).
- Photographs of .....                       Accident Scene                       All Damage.
- Supervisor's Incident Investigation Report and First Report of Injury: Only complete it where employees have been injured. Report by calling CorVel at 1-800-318-6668.

**COPIES OF ALL DOCUMENTATION TO BE DISTRIBUTED:**

- DFRS Safety Officer (Original)                       AIRC Chair
- Appropriate SCO                       Corporation Chief
- Driver's Supervisor                       DFRS Fleet Manager
- Driver                       District Chief

**FAX DRUG CONSENT FORMS TO:**

- OMS - 301-217-1113
- Bureau of Program Support - 301-217-2443

**NOTIFICATIONS TO BE MADE:**

- DFRS Safety Officer and/or Deputy Safety Shift Officer.
- Risk Management, 217-7240 (Voice); 217-2076 (Fax).
- Volunteer Fireman's Insurance Services, 1-800-233-1957 x 7611 (Voice); 717-741-9051 (Fax).
- Corporation Duty Officer.

**DOCUMENTATION DISTRIBUTED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**NOTIFICATIONS MADE BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

MONTGOMERY COUNTY FIRE AND RESCUE CORPORATION  
INSURANCE CONTACTS

(Revised 7/97)

**Bethesda-Chevy Chase Rescue Squad**

5020 Battery Lane  
Bethesda, MD 20814-2699  
301-652-0077  
301-656-6523 (fax)

Ms. Judy Lathers

**Bethesda VFD**

P.O. Box 30384  
Bethesda, MD 20814  
301-652-5601  
301-656-3550 (fax)

Ms. Liz Walsh  
or Ms. Paddy Horrigan

**Burtonsville VFD**

13900 Old Columbia Pike  
P.O. Box 215  
Burtonsville, MD 20866  
301-384-4320  
301-879-1487 (fax)

Chief Craig Baker  
or Ms. Barbara Bergere

**Cabin John Park VFD**

8001 River Road  
P.O. Box 41  
Cabin John, MD 20817  
301-227-4886 or 301-365-2255  
301-365-2563 (fax)

Mr. Lee Hunter

**Chevy Chase VFD**

8001 Connecticut Avenue  
Chevy Chase, MD 20815  
301-652-0707  
301-652-1532 (fax)

Ms. Maureen McKenzie

**Conduit Road Fire Board**

5920 Massachusetts Avenue  
Glen Echo, MD 20816  
301-229-3200  
301-229-7813 (fax)

Ms. Ann Martindill

**Damascus VFD**

26344 Ridge Road  
Damascus, MD 20872  
301-253-3988  
301-253-3862 (fax)

Ms. Jackie Rogers

**Gaithersburg-Washington Grove VFD**

801 Russell Avenue  
Gaithersburg, MD 20879  
301-948-0660  
301-948-6836 (fax)

Mr. Steve Kurtz  
or Sheri Weisgerber

**Germantown VFD**

P.O. Box 1163  
Germantown, MD 20875  
301-972-3155  
301-972-1812 (fax)

Ms. Deirdre Burriss

**Hillandale VFD**

10617 New Hampshire Avenue  
Silver Spring, MD 20903  
301-434-2400  
301-434-8152 (fax)

Ms. Debbie Hipkins

**Hyattstown VFD**

25801 Frederick Road  
Hyattstown, MD 20871  
301-972-3398  
301-831-8901 (fax)

Ms. Theresa Turner

**Kensington VFD**

10620 Connecticut Avenue  
P.O. Box 222  
Kensington, MD 20895  
301-929-8000  
301-929-8008 (fax)

Mr. Mike Kelley

**Laytonsville VFD**

21400 Laytonsville Road  
P.O. Box 5219  
Laytonsville, MD 20882  
301-948-0794  
301-948-8227 (fax)

Ms. Nancy Stasulis

**Rockville VFD**

380 Hungerford Drive  
P.O. Box 1547  
Rockville, MD 20850  
301-424-2311  
301-294-4721 (fax)

Ms. Maxine Mentges  
or Tracy Spataro

Sandy Spring, MD 20860  
301-774-7400  
301-774-4821 (fax)

**Silver Spring VFD**

1945 Seminary Road  
P.O. Box 7069  
Silver Spring, MD 20907  
301-567-3401  
301-588-3548 (fax)

Ms. Nancy Gutierrez

Mrs. Judy Moffson

**Takoma Park VFD**

7201 Carroll Avenue  
Takoma Park, MD 20912  
301-270-4242  
301-270-0546

Mr. Joe Cayne or  
Asst. Chief Menedis

**Upper Montgomery County VFD**

19801 Beallsville Road  
Beallsville, MD 20839  
P.O. Box 8  
301-972-8888  
301-349-2501 (fax)

Ms. Carolyn Repass

**Wheaton Volunteer Rescue Squad**

11435 Grandview Avenue  
P.O. Box 1577  
Wheaton, MD 20915  
301-949-4044  
301-942-0740 (fax)

Ms. Marion Worton  
or Captain Bell