



MONTGOMERY COUNTY FIRE AND RESCUE SERVICE
MONTGOMERY COUNTY, MD.

DIRECTIVE

DIVISION OF WELLNESS, SAFETY & TRAINING

NUMBER: 05-03

DATE: June 29, 2005

TO: All MCFRS Personnel

FROM: Division Chief Richie Bowers 

SUBJECT: Workers Compensation Claims/General Liability

Effective July 1, 2005 the County has awarded a contract to The Schaffer Companies Ltd. to handle workers compensation claims and general liability claims for the County's self insurance program. Schaffer will assume the handling of all existing claims. The initial contract term is for two years.

Contact information is listed below. In order to provide a seamless transition, the toll-free telephone number for reporting workers' compensation claims will remain the same, as will the mailing address. Mail can also be sent via the County's internet mail system.

On July 1, 2005 all MCFRS supervisors are to report workers' compensation claims to The Schaffer Companies Ltd. by:

CALLING TOLL-FREE TO REPORT CLAIMS: 888-606-2562

MAILING ADDRESS: The Schaffer Companies, Ltd.
P.O. Box 1647
Rockville, Maryland 20849

SCHAFFER COMPANIES OFFICE LOCATION: 3202 Tower Oaks Blvd, Ste 200
Rockville, Maryland 20852
301-881-8500 – OFFICE
301-881-8606 – FAX

NOTE: Supervisors will not be able to access the electronic web based reporting system after June 30, 2005 to report workers' compensation claims. Montgomery County Risk Management and The Schaffer Companies Ltd. expect to have the electronic web based reporting process back up by September 2005.

Questions can be directed to Battalion Chief Mike Close at FROMS 240-777-5083.