

# SPECIAL ANNOUNCEMENT

## RURAL VOLUNTEER FIRE DEPARTMENT INSURANCE PROGRAM (HB 3667)

### NOTICE OF OPEN ENROLLMENT

**The Texas Forest Service is now accepting applications for grant assistance under the Rural Volunteer Fire Department Insurance Program. This special notice is being provided to announce the open enrollment period for calendar year 2010.**

#### WHAT IT IS...

The Texas Rural Volunteer Fire Department Insurance Program (HB 3667) is a grant program, not an insurance program. It is designed to reimburse volunteer fire departments for the purchase of insurance from private insurance companies.

#### WHAT IS ELIGIBLE...

Eligible coverage includes any combination of compensation insurance for firefighters (Workers' Compensation, Death, and/or Disability Insurance) purchased from Texas insurance companies. Any policy in force in calendar year 2010 is eligible, provided coverage is acquired before August 31, 2010. The insurance coverage must include a workers' compensation or similar benefit, and a death benefit.

#### HOW MUCH WILL IT PAY...

The program will pay up to **\$85.00** per firefighter covered in calendar year 2010.

#### WHO IS ELIGIBLE...

Any chartered, non-profit volunteer fire department operated by its members is eligible. Any part-paid/part-volunteer department is also eligible, provided the number of paid members is 20 or less. Departments may enter into agreements with cities or counties in order to qualify for coverage and/or special premiums.

All eligible departments must participate in a firefighter certification program administered under Section 419.071 of the Texas Government Code (Texas Commission on Fire Protection), or by the State Firemen's and Fire Marshal's Association of Texas(SFFMA), or by the National Wildfire Coordinating Group (NWCG).

#### HOW TO APPLY...

Complete a Texas Forest Service Application for Workers' Compensation Insurance Assistance (Form FO-408), **include your reimbursement documents**, attach a completed and signed IRS W-9 Form, and mail or fax to:

Texas Forest Service  
Emergency Services Grants Unit  
John B. Connally Building  
301 Tarrow, Suite 304  
College Station, Texas 77840  
Fax: 979-845-6160

The Application for Workers' Compensation Insurance Assistance may be acquired from the following websites or by contacting the Texas Forest Service:

Lufkin (936) 639-8100  
College Station (979) 458-6505

<http://www.tamu.edu/ticc/>

<http://texasforestservicetamu.edu>

**APPLICATION PROCEDURE FOR HB 3667 OPEN ENROLLMENT IN 2010**

A fire department must submit its reimbursement documents along with the 2010 grant application form. The application form and its accompanying documents must be received by the Texas Forest Service before August 31, 2010. Applications, either complete or incomplete, arriving after August 31, 2010 are not eligible for reimbursement.

**Reimbursement documents** include the following:

- 1) A roster of fire department members.
- 2) A completed and signed IRS Form W-9.
- 3) A copy of a Payroll Classification Schedule Page 1 and 2, or  
A copy of the current year (2010) paid insurance policy, or  
A Payment Receipt for a Workers' Compensation Insurance Policy, or Death Insurance Policy, or Disability Insurance Policy.

The policy or payment documents must show the cost of the policy for the coverage period.

Please attach these documents to the application form when applying for an HB 3667 insurance grant.

**NOTE: A SAMPLE "2010 FIRE DEPARTMENT ROSTER" FORM IS INCLUDED AS A PART OF THIS SPECIAL ANNOUNCEMENT.**