THE PREPLAN FOR THE FIREFIGHTER'S FAMILY IN THE EVENT OF DEATH



Name

Provided by:

CALIFORNIA STATE FIREFIGHTERS' ASSOCIATION, INC.

1232 Q street, 2nd floor Sacramento, CA 95811 (800) 451-2732

web page: www.csfa.csfa.net e-mail: csfa@csfa.net

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INTRODUCTION

It is never pleasant to anticipate the inevitable, but it is a wise person who does. We of the "fire service" are employed in this nation's most hazardous profession. Therefore, we strongly urge you to take the time and effort to complete this Preplan booklet with your spouse NOW! Once completed, inform your loved ones that it exists, where it will be kept, and then update it periodically.

Upon the event of your death, you will have provided your family with specific information about your financial affairs, assets, obligations, etc., and perhaps most importantly, your personal wishes and desires. Preplanning now will ease the burden of organizing your estate and following your wishes. This will be of great value to your loved ones, as well as those of us who are requested to assist your family at this difficult time.

YOUR C.S.F.A. BOARD RECOMMENDS THAT YOU:

- 1. Review and update this Preplan at least once a year.
- 2. Keep this Preplan booklet in a semi-private place where it is readily available. NOT IN A SAFE DEPOSIT BOX!
- 3. Place a sealed copy in your fire department personnel file, to be opened only in the event of your death, if permitted.
- 4. Complete only that which pertains to you.
- 5. Have a will prepared by a competent attorney at your earliest convenience. This document is not a substitute for your will.
- 6. Keep your CSFA Membership Current

VITAL STATISTICS

FULL NAME:			-	
	(LAST)	(FIRST	1)	(MIDDLE)
ADDRESS:	(NUMBER)		(STREET)	
	(INUIVIDER)		(SIKEEI)	
(CITY)		(STATE)	(ZIP)	(COUNTY)
TELEPHONE #: ()(HOME)	()	(WORK)
	(HOME)			(WORK)
BIRTH PLACE:				_AGE:
BIRTH DATE:	IN	STATE SINCE:		COUNTY:
SOCIAL SECURITY #	#:			
LOCATION OF BIRTI	H CERT. OR CITIZE	NSHIP PAPERS:		
SPOUSE'S NAME:	1/		AI	
SPOUSE 5 NAME:	(LAST)	(FIRST	D	(MIDDLE)
ADDRESS:				
	(NUMBER)		(STREET)	
(0)				
(CITY)		(STATE)	(ZIP)	(COUNTY)
MAIDEN NAME:				AGE:
MARRIAGE PLACE:				DATE:
MARRIAGE CERTIFI				
MARKIAGE CERTIT	ICAIL LOCATION.			
PREVIOUS SPOUSE	#1:		ACTT)	A STORY EV
	(LAST)	(FIR	RST)	(MIDDLE)
ADDRESS:	(NUMBER)		(STREET)	
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() LIVING () DECEASED	MARRIED FROM	И:	TO

VITAL STATISTICS (CONT.)

PREVIOUS SPOUSE	E #2:		
	(LAST)	(FIRST)	(MIDDLE)
ADDRESS:			
	(NUMBER)	(STRE	ET)
(CITY)		(STATE) (ZIP)	(COUNTY)
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(CITY)		(STATE) (ZIP)	(COUNTY)
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			•••••
EMPLOYER:			
ADDRESS:			
	(NUMBER)	(STRE	ET)
(CITY)		(STATE)	(ZIP)
TELEPHONE #: ()		
DATE HIRED:		POSITION:	
SUPERVISOR:			
PAST EMPLOYER:			
ADDRESS:			
	(NUMBER)	(STRE	ET)
(CITY)		(STATE)	(ZIP)
TELEPHONE #: ()		

POSITION HELD:	EMPLOYED FROM:	TO
	FAMILY MEMBERS	
FATHER'S NAME:		
ADDRESS:		
CITY:	STATE:	ZIP:
TELEPHONE #: ()		
DATE OF BIRTH:	PLACE:	
MOTHER'S NAME:		
MAIDEN NAME:		
ADDRESS:		
CITY:	STATE:	ZIP:
TELEPHONE #: ()	661	
DATE OF BIRTH:	PLACE:	
RELATIONSHIP:	NAME:	
ADDRESS:	FA	
CITY:	STATE:	ZIP:
TELEPHONE #: ()		
DATE OF BIRTH:	PLACE:	
RELATIONSHIP:	NAME:	
ADDRESS:		
CITY:	STATE:	ZIP:
TELEPHONE #: ()		
DATE OF BIRTH:	PLACE:	
RELATIONSHIP:	NAME:	
ADDRESS:		

CITY: _____ STATE: ____ ZIP: ____

TELEPHONE #: (

FAMILY MEMBERS (CONT.)	
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	NAME:	
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ADDRESS:	M 1	
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RELATIONSHIP:	NAME:	
ADDRESS:		
CITY:	STATE:	ZIP:
TELEPHONE #: ()	
DATE OF BIRTH:	PLACE:	
RELATIONSHIP:	NAME:	
	STATE:	ZIP:
)	
	PLACE:	
	8	

DATE OF BIRTH:_____PLACE:____

PEOPLE WHO CAN HELP

C.S.F.A. REPRESENTAL	VE:	
TELEPHONE #:()	
LOCAL ASSOCIATION	OR UNION REP.:	
TELEPHONE #:()	
ATTORNEY:		
TELEPHONE #:()	
CLERGY:		
TELEPHONE #:(
SUPERVISOR OR EMP	OYER:	
TELEPHONE #:()	
ESTATE EXECUTOR: _		
TELEPHONE #:(
ACCCOUNTANT:	5 .//	
TELEPHONE # : (
INSURANCE AGENT: _		
TELEPHONE #:(
PHYSICIAN:		
TELEPHONE #:(
	** OTHERS **	
	TELEPHONE # ()	

	TELEPHONE # ()
	TELEPHONE # ()
REI	LIGIOUS PREFERENCE	
I AM A MEMBER OF THE		CHURCH.
ADDRESS:		
CITY:		
TELEPHONE #: ()		
CLERGY:		
1	MILITARY SERVICE	
BRANCH OF SERVICE:	100	_RANK:
DATE OF ENTRY:		RGE:
SERVICE #:		
WAR VETERAN < YES > < NO >		
TYPE OF DISCHARGE:	Constitution of the last of th	
LOCATION OF DISCHARGE PAPER	RS (DD-214):	
	ERNAL AND RELIGIOUS LUDE MEMBERSHIP NUMBER)	ORGANIZATIONS
1	#:	
2	#:	
3	#:	
4	#:	
5	#:	
6		
8		
0	#·	

10	#:	
11		
	MENT LOCATION	
BIRTH CERTIFICATE:		
MARRIAGE CERTIFICATE:		
WILL:		
DIVORCE DECREE:		
ADOPTION PAPERS:		
TAX INFORMATION & RETURNS:		
INSURANCE POLICIES: 1		
2		
3		
4	· · · · · · · · · · · · · · · · · · ·	
TRUST DEEDS: 1 2 3 MUTAL FUNDS: 1	F.A)	
2		
3		
STOCKS & BONDS: 1		
2		
3		
4		
5		
TRUST FUND:		
PINK SLIPS:		
RETIREMENT PAPERS:		
PLOT DEEDS:		
SAVINGS BOOKS:		
OTHER IMPORTANT DOCUMENTS:		

INSURANCE INFORMATION

(MEDICAL, LIFE, DISABILITY, AUTO, HOMEOWNERS)

COMPANY:	
ADDRESS:	
TYPE OF INSURANCE:	
POLICY NUMBER:	
BENEFICIARY:	
AGENT'S NAME:	PHONE #: ()
COMPANY:	
ADDRESS:	
TYPE OF INSURANCE:	
POLICY NUMBER:	-5-1
BENEFICIARY:	
AGENT'S NAME:	PHONE #: ()
COMPANY:	F'AL
ADDRESS:	
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POLICY NUMBER:	
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BENEFICIARY:	
AGENT'S NAME:	PHONE #: ()
COMPANY:	
ADDRESS:	
TYPE OF INSURANCE:	

POLICY NUMBER:	
BENEFICIARY:	
AGENT'S NAME:	PHONE #: ()
SA	AFE DEPOSIT BOX
	documents cannot be replaced if lost or destroyed. A safe ection. However, CERTIFIED copies should be made and accessible place.
SAFE DEPOSIT BOX LOCATION:	
BOX NUMBER:	
LOCATION OF KEYS:	
NAME OF PEOPLE HAVING ACCESS	S TO MY SAFE DEPOSIT BOX:
1	- F.A\
2	
CONTENTS AS OF	

INTERESTS IN REAL ESTATE			
DESCRIPTION:			
CO-OWNER(S):			
DESCRIPTION:LOCATION:			
MORTGAGED WITH:CO-OWNER(S):			
DESCRIPTION:LOCATION:			
MORTGAGED WITH:			
CO-OWNER(S): DESCRIPTION:			
LOCATION:			
CO-OWNER(S):			
DESCRIPTION:			
LOCATION:			
CO-OWNER(S):			
DESCRIPTION:			
MORTGAGED WITH:			

CO-OWNER(S):

DESCRIPTION:	-
OCATION:	_
MORTGAGED WITH:	_
CO-OWNER(S):	_

FINANCIAL PROFILE (LIST CHECKING, SAVINGS, SECURITIES, BONDS, TRUST, ETC.)

BANK NAME:	
ADDRESS:	
	ACCOUNT #:
BANK NAME:	A .
ADDRESS:	
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TYPE OF ACCOUNT:	ACCOUNT #:
BANK NAME:	
ADDRESS:	

TYPE OF ACCOUNT:	ACCOUNT #:
BANK NAME:	
ADDRESS:	
TYPE OF ACCOUNT:	ACCOUNT #:
	RSONAL DEBTS CARDS, REVOLVING CREDIT, ETC.)
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COMPANY:		
COMPANT.		
TYPE OF ACCOUNT:	ACCOUNT #:	

DISABILITY AND DEATH BENEFITS

On the next few pages we are providing a partial list of benefits to which you, your spouse and/ or designated beneficiaries may be entitled. There is space available to add any benefits that you may have form your job or private carrier. Remember that usually all benefits must be filed for and are not automatic. Many thousands of dollars in benefits are lost each year because the beneficiaries are not aware of a benefit or did not file for it.

When filing for benefits, contact your local representative, C.S.F.A. representative, and/or lawyer to assist you in taking all the proper steps and filing for all entitlements.

As fire service personnel our employer must provide you with workers' compensation whether they contract with a state agency or are self-insured. This is a very complicated process and we recommend that you contact legal assistance as soon as possible. Below are the workers' compensation / retirement attorneys recommended by C.S.F.A.

DO NOT GIVE OR SIGN STATEMENTS ABOUT AN INJURY WITHOUT LEGAL COUNSEL!

Linda Brown San Rafael (415) 925-9212

Scott O'Mara San Diego/Riverside (619) 583-1199 (951) 276-1199

Lawrence Whiting Santa Ana/Inland Empire (714) 866-0714 Robert J. Sherwin Woodland Hills (818) 703-6000

Richard Elder Concord (925) 676-7991

Procedures to follow in case of injury:

1. Prepare and file all proper reports with your employer as soon as possible after the injury even if there was no medical attention or time off.

- 2. Keep a copy of all reports and statements for your own files.
- 3. Contact your local and your C.S.F.A. representative or attorney if you need to file a claim.
- 4. Use caution when discussing the specifics of the injury with anyone without consulting legal advice. Be as brief as possible with your statements.
- 5. Be sure that all injuries are noted in daily journals/exposure report.
- 6. Keep notes as to the events surrounding the incident (i.e. dates, expenditures, etc.).
- 7. For claim forms and filing procedures please contact your closest Risk Strategies office (866-352-1658

DISABILITY AND DEATH BENEFITS (CONT.)

IF JOB RELATED:

If disabled due to job related injury or disease, your employer, if a county or local agency, is required to provide you with up to one full year of salary for each injury (Labor Code Section 4850). During the year, the employer may opt to retire you on a disability when your condition stabilizes, or you may be returned to work when cleared by a physician. If retired on disability, you may use such accumulated sick leave, vacation, or comp time as local rules provide.

You may also be entitled to:

- Workers' compensation settlement
- Long term disability (from employer, CSFA, or private)
- Accidental death & dismemberment (same)
- PERS (retirement or death benefit allowance)
- Retraining by employer
- Federal death benefits
- Benefits form outside party responsible for disability
- Social Security benefits

Volunteer firefighters, disabled or killed as a result of a job related injury or disease, will be entitled to some but not all of above benefits.

IF NON-JOB RELATED:

If disabled off the job, you may use your sick leave, vacation, and comp time.

You may also be entitled to:

- PERS ordinary disability retirement or balance of condition
- Long term disability (from employer, CSFA, or private)
- Accidental death & dismemberment (same)

IN THE EVENT OF DEATH

In the case of a member's death, the family or beneficiary should immediately contact a local or C.S.F.A. representative to assist with arrangements, benefits, etc. No statements should be given out as to the specifics of the death before consulting with a representative. Your local department or organization should be committed to assist. You should have available this Preplan and all of the documents referred to herein.

DISABILITY AND DEATH BENEFITS (CONT.)

DEATH BENEFITS

The following is a list of the possible death benefits available to qualified personnel.

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AGENCY: State Workers' Compensation – Check with your Human Resource Department

SUMMARY: Insurance provided by your employer through a state agency or self-insured that

is required by state law. This benefit is often coordinated with the PERS

benefits.

......

AGENCY: Public Employees' Retirement System (PERS)

P.O. Box 942711

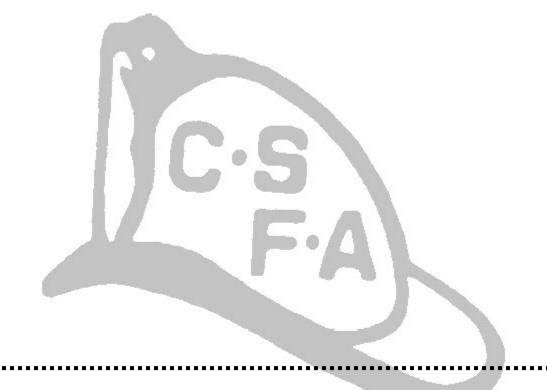
Sacramento, CA 94229

(916) 326-3000

SUMMARY: Retirement system that is funded by contributions by employees and employers.

Most common system used by firefighters.

BENEFITS: Go to website https://www.calpers.ca.gov/page/life-events/injury-disability



AGENCY: California State Firefighters' Association

1232 Q Street, 2nd floor Sacramento, CA 95811 (800) 451-2732

web page: www.csfa.csfa.net

e-mail: csfa@csfa.net

SUMMARY: Account set aside in C.S.F.A. budget for off duty accidental death policy.

BENEFITS: \$10,000 Off-Duty Accidental Death benefit (to age 70) - Active and Retired

Members only.

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AGENCY:	Social Security Administration https://www.ssa.gov
AGENCY:	Veterans Administration https://www.va.gov

PUBLIC SAFETY OFFICERS' BENEFITS PROGRAM (PSOB)

The Public Safety Officers' Benefit (PSOB) program is designed to provide a benefit from the Department of Justice to those public safety officers who die or suffer a catastrophic injury in the "line of duty". This program was passed by the 94th Congress (HR 366) in 1976 to amend the Omnibus Crime Control & Safe Streets Act of 1968.

PUBLIC LAW 94-430

As of October 2017, all PSOB application and claims are now filed via the online claims portal. If you are filing a new application, please visit the Benefits page or <u>Click Here</u> to view a video on how to file for PSOB Benefits. If you are following up on a pending claim filed prior to October 10th, 2017, please contact the PSOB Office at <u>AskPSOB@usdoj.gov</u> or 1-888-744-6513 for information on how to access your claim.

FUNERAL SERVICES

PREPARATORY CONSIDERATIONS:

There are certain items that should be considered before a tragic event occurs. The following items are those that can be established during day-to-day business and will eliminate much of the confusion and emotional trauma in the event a tragedy strikes. We wholeheartedly suggest that each item be weighed and adopted where appropriate by individual fire departments.

- 1. A current photograph of each member of the department is advisable. This may be contained in each person's file and will be needed for news releases.
- 2. Each employee should have his/her personnel file periodically updated to include a historical profile of his/her career and personal accomplishments. This may include:

- Career profile

- Promotions

- Educational background

- Personal accomplishments

- Professional / personal affiliations

- Family profile

- 3. Contacts should be made with local funeral directors so that they understand that a local funeral protocol for the fire department exists and what it is.
- 4. Local florists should be aware of some of the special floral arrangements that may be called for when a firefighter dies. Some examples of special arrangements are:

- Maltese cross

- Fire department badge

- Fire department patch

- Broken rung ladder

- Fire department bell

- Crossed axes

5. Each department should appoint a Family Liaison Officer who can coordinate all necessary details between the fire department and the family. This liaison can also assist with any requirements through the department agency. Some of the items to be considered are:

- Final paychecks

- Dept. / agency insurance agencies

- Workers' compensation

- Social Security benefits

- Vacation/holiday time

- Sick leave

- Clothing allowance

- Educational benefits

- Retirement benefits

- Association / union benefits

- Widows / orphans benefits

- Medical plans

- Counseling assistance

- Returning of F.D. equipment

FUNERAL SERVICES (CONT.)

Often times the member, family and/or fire department requests that a "firefighter's" funeral be arranged. This type of funeral service varies depending on the department. The Family Liaison Officer should make any guidelines available to the family and assist with its implementation if applied. All or part of the service may be used. If no guidelines are used in a department, some or all of the following may be considered.

- Fire department honor guards
- Department personnel as pallbearers
- Fire department chaplain
- Funeral procession with fire equipment
- Gun salute
- Sounding of last alarm (bell or siren)
- Fire department personnel reading eulogy
- Flower car (fire engine)
- Fire department personnel information
- Post services reception
- Family transportation
- Representatives from other departments or agencies

FUNERAL ARRANGEMENTS

I HAVE MADE OR WOULD LIKE TO ARRANGEMENTS MADE WITH: (NAME OF MORTUARY, CREMATORY, ETC.)

NAME:				_
ADDRESS:				_
CITY:	STAT	E:	_ZIP:	
TELEPHONE #: ()				
PERSON IN CHARGE OF ARRANGEM	ENTS:			_
ADDRESS:				_
CITY:	STAT	E:	ZIP:	
TELEPHONE #: ()		- A \		
MY CEMETERY PLOT IS AT:	P			_
ADDRESS:		4 1		_
CITY:	STAT	E:	ZIP:	
TELEPHONE #: ()				
MY CEMETERY DEED IS IN THE NAM	IE OF:			_
SECTION:LOT:	BLOCK:		PLOT:	
THE PLOT IS PAID IN FULL:	() YES	() NO		
CEMETERY DEED LOCATION:				_
I WISH TO HAVE: (CHECK ALL TH	AT APPLY)			
() TRADITIONAL BURIAL				
TYPE OF COFFIN:				_
OPEN CASKET: () YES () NO	CRYPT () VAULT ()
() CREMATION				
DISPOSITION OF THE ASHES				

FUNERAL ARRAN	NGEMENTS (CONT.)
I BELONG TO (LODO	GE/ORGANIZATION):
ADDRESS:	
CITY:	STATE: ZIP:
TELEPHONE #: (
I WISH TO HAVE A S	SPECIAL SERVICE FROM THEM: () YES () NO
I WOULD LIKE MEM	MORIAL CONTRIBUTIONS IN MY NAME SENT TO:
	FOLLOWING AT MY FUNERAL:) MALE () FEMALE NAME:
VOCAL SELECTION	
VOCAL SELECTION	5
() ORGAN MUS	IC:
	SIC: US:
ORGAN SELECTION	
ORGAN SELECTION () HYMNS:	NS:
ORGAN SELECTION () HYMNS:	
ORGAN SELECTION () HYMNS:	NS:
ORGAN SELECTION () HYMNS:	NS:
ORGAN SELECTION () HYMNS: HYMN SELECTIONS () FLOWERS:	NS:

CLOTHING INSTRUCTIONS:		
OTHER INSTRUCTIONS:		

Wills & Trusts

We strongly suggest that you contact your attorney or someone who specializes in Wills, Living Wills and Trusts. Please check "The California Fire Service Magazine" for a list of vendors we recommend to do this work, Goyette & Associates (888)993-1600. Please see the page in the magazine entitled "CSFA Board of Directors, Committees and Services"

A FIREFIGHTER'S PRAYER

We call upon you for strength and guidance.

Look kindly upon us in our needs.

Teach us to look always to you for assistance, as our fellow citizens look to us.

Give us courage, that we may import courage to others.

Make us studious, and give us pride and joy in our work.

When the gong sounds, calling us to duty, give us speed and efficiency.

As our siren wails, ride with us through the city streets, shielding us from danger.

On the fire scene, may our officers and men always work as an honorable, courageous, and victorious team.

Walk with us through the terror of flame and explosion.

May our hearts be always ready if we should be summoned before our Eternal Chief in the midst of our labors.

Through our ministrations to our suffering fellowmen, we dedicate our lives humbly to your praise and glory.

In joy or sorrow, we ask only that You may be pleased with our service, that when the Last Alarm shall have sounded for us, we may receive our eternal assignment with you.

AMEN

- Author Unknown

