

## Article 5. – FIRE REPORTING REQUIREMENTS

**22-5-1 Reporting of incidents and casualties.** (a) The chief of any organized fire department, regular or volunteer, or the chief law enforcement officer where no fire department exists shall submit the following reports to the state fire marshal for each incident occurring in the chief's municipality or fire district territory:

(1) An incident report for each incident where a response is made, regardless of whether an actual fire occurred;

(2) casualty reports for each civilian casualty (injury or death) that occurs as the result of any fire or explosion; and

(3) casualty reports for each firefighter casualty (injury or death) that occurs while acting in an official role as a firefighter.

(b) Each report shall be submitted by the 20th of the month following the incident.

(c) After January 1, 1984, Kansas uniform fire incident reporting system (K-FIRS) incident and casualty report forms shall be the only approved report forms, except that: (1) a municipality or fire district territory that can provide a machine readable medium which has been approved in writing by the state fire marshal may report by the machine readable medium; and (2) only the incident and casualty report forms will be accepted from a fire department after the fire department has complete training on the forms. (Authorized by and implementing K.S.A. 1984 Supp. 31-133(a)(6); effective May 1, 1980; amended May 1, 1982; amended May 1, 1986.)

**22-5-2 Reporting of fire deaths.** It shall be the duty of the chief of any organized fire department, regular or volunteer, or the chief law enforcement officer where no fire department exists, to report the name and address of any firefighter or other person who dies as a result of any fire or explosion in his or her municipality or fire district territory to the state fire marshal by telephone within seventy-two (72) hours. Telephone notification does not relieve the fire department of other reporting requirements. (Authorized by and implementing K.S.A. 31-133(a)(6); effective May 1, 1980; amended May 1, 1982.)

**22-5-3 Reporting of fire losses by insurance companies.** (a) Definitions

(1) Annual report means a report submitted to the state fire marshal by a company setting forth the total number of fire losses and the total amount of losses paid for one calendar year.

(2) Company means a property or casualty insurance company transacting business in Kansas.

(3) FDID means a fire department identification number. Each fire department in Kansas shall be assigned an FDID.

(4) KILR form means the current edition of the Kansas insurance loss report form used by companies that do not use the PILR to report fire losses to the state fire marshal.

(5) Machine readable medium means a form that is readable by electronic data processing machines.

(6) PILR means the property insurance loss register reporting service of the American insurance association.

(7) PILR form means the reporting form used by PILR subscribers to report fire losses as approved by the state fire marshal.

(8) Reportable fire means a fire in Kansas that damages any property, dwelling, building, automobile, cropland, contents, and other such items, and that results in five hundred dollars (\$500) or more in loss.

(9) Reporting service means a service provided by a third party to a company, such as adjusting services or bureaus that report to the state fire marshal on behalf of a company, including PILR. (Authorized by and implementing K.S.A. 40-2,110; effective, E-82-4, Jan. 21, 1981; effective May 1, 1981; amended May 10, 1993.)

**22-5-4 General requirements.** (a) Only the PILR or KILR forms shall be used to report fire loss to the state fire marshal, except that a company or reporting service that can provide a machine readable medium which has been approved in writing by the state fire marshal may report by this machine readable medium.

(1) A PILR or KILR form shall be submitted for every fire loss over five hundred dollars (\$500) that occurs in Kansas.

(2) PILR and KILR forms that are submitted by a company or reporting service shall be submitted to the state fire marshal no later than the 20th of the month following the report of the loss to the company.

(3) When a company has no losses to report to the state fire marshal, a PILR or KILR form shall be submitted that indicates "no losses" and the month and year for which it applies.

(b) FDID. Each KILR form reporting a loss to the state fire marshal shall contain the FDID and the name of the fire department in whose jurisdiction the loss occurred.

(c) Each PILR form shall contain the FDID and fire department name in the "Property Insurance Loss Register" box on the upper left corner of the PILR form.

(d) The information specified in (a) (2) and (3) is necessary even if the fire department did not respond. If no fire department protects the property, enter "None" in place of the FDID. (Authorized by and implementing K.S.A. 1980 Supp.40-2,110; effective, E-82-4, Jan. 21, 1981; effective May 1, 1981.)

**22-5-5 Reports.** (a) Reporting of losses by companies not subscribing to a reporting service.

(1) A company shall report its losses directly to the state fire marshal except as noted in K.A.R. 22-5-4. Reports shall be submitted to the state fire marshal with postage paid.

(2) A company shall not be in compliance with these regulations until the applicable forms have been received in the office of the state fire marshal.

(b) Reporting of losses by companies subscribing to a reporting service. (1) A company may use a reporting service to report its losses to the state fire marshal instead of reporting directly to the state fire marshal.

(2) A company using a reporting service shall not be in compliance with these regulations until the applicable forms have been received by the state fire marshal from the reporting service.

(c) Annual report. Each company shall complete and submit an annual report to the state fire marshal no later than May 15 of the year immediately following the year being reported. This annual report shall contain the actual number of fire losses paid, and the total amount of fire dollar losses paid by the company. (Authorized by and implementing K.S.A. 1980 Supp. 40-2,110; effective, E-82-4, Jan. 21, 1981; effective May 1, 1981.)

**22-5-6 Reporting of burn wounds.** Hospitals which treat burn patients and doctors or other health care providers who treat burn patients at any location other than a hospital shall report all second-and third-degree burn wounds involving 20% or more of the victim's body and requiring hospitalization of the victim to the state fire marshal on forms provided by the state fire marshal. Each report shall be mailed no later than the Monday following the date of the first treatment of any wound. (Authorized by and implementing L. 1988, Ch. 127, Sec. 1(7); effective May 1, 1986; amended Aug. 28, 1989.)