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INFORMATION BULLETIN

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PCRB Information Bulletin #036

To all members of the PCRB:

RE: PCRB Introduces Enhanced Volunteer Firemen Exposure Form (VFEF)

The Pennsylvania Compensation Rating Bureau (PCRB) has launched an enhanced Volunteer Firemen Exposure Form (VFEF), replacing the prior flat-file submission with a secure, interactive data collection tool. The upgraded form modernizes how volunteer fire company exposure data is collected and maintained, allowing information to be managed and mapped directly within PCRB systems. This improvement supports automated renewal notifications, internal work distribution, and more consistent data validation, while also strengthening protections around sensitive content.

For member carriers, agents, fire companies, and other users, the new VFEF delivers a more efficient submission process, improved transparency during review, and greater confidence that exposure information supporting classification and rating is current and complete.

When a VFEF Is Required

A VFEF documents a volunteer fire company's service area(s) and must be submitted when:

- A company's service area changes;
- No prior VFEF is on file with PCRB;
- The form is requested as part of an individual file review, or
- PCRB conducts its decennial population update using revised Pennsylvania State Data Center figures.

Exposure Basis

Accurate service-area information is essential because the exposure basis for volunteer fire companies is the population serviced. This population data directly supports the proper application of volunteer fire company classifications, which are:

- **Code 994** – Volunteer Fire Company – First Responders
- **Code 989** – Volunteer Fire Company – Support Staff

Ensuring that population data is complete and up to date helps avoid downstream classification issues and supports consistent rating outcomes.

How to Access and Submit

Access the VFEF [here](#). You will be prompted to enter the fire company's PCRB file number or policy number. Once submitted, the form is routed to a PCRB classification analyst for review, and the submitting party will be notified of the results.

Members are encouraged to begin using the new VFEF immediately to support timely updates and ongoing compliance. For questions, contact the PCRB Classification Department by phone at 215-320-4488 or email classinquiries@pcrb.com.