

MEMORANDUM

October 20, 2009

TO: Public Safety Committee
FROM: Minna K. Davidson, Legislative Analyst *MKD*
SUBJECT: MCFRS take home cars and fuel management

During the Public Safety Committee's review of the FY10 operating budget for the Montgomery County Fire and Rescue Service (MCFRS), the packet included some questions about take-home cars and fuel management which the Committee was not able to review within the constrained budget timeframe (© 32-35). The Committee agreed to consider these issues further after budget season.

For the October 22 briefing, the Fire Chief will discuss current policies and practices for the use of take-home vehicles, plans for a new system-wide support vehicle policy, plans for a new centralized fuel management system, and opportunities for cost savings in the future.

MCFRS Support Vehicles

MCFRS currently has a fleet of 231 support vehicles, of which 128 are centrally assigned in MCFRS and 108 are assigned in the LFRDs. Support vehicles include sedans, SUVs, pickup trucks, and vans. Sedans and SUVs are generally the vehicle platform for take-home vehicles. Pickup trucks are used to support all fire and rescue operations, such as transporting equipment to and from emergency incidents, snow plowing, and other utility functions. Vans are used to transport personnel to classes and other events.

The MCFRS centralized fleet is summarized in the following tables. A full inventory is on © 4-7.

MCFRS centralized fleet by vehicle type

Vehicle type	# of vehicles
SUVs	62
Sedans	36
Pick up trucks	13
Vans/minivans	12
Total	123

MCFRS centralized fleet by category

Category	# of take-home	# of non take-home	Total # in category
Chief Officers	28	0	28
Fire and Explosive Investigators	12	0	12
Fire Code Enforcement	12	25*	37
Light duty (may be assigned to personnel, but not take-home)	0	40	40
Staff assigned take-home vehicles	6**	0	6
Total	58	65	123

*The individuals assigned these vehicles live outside the County and must leave the vehicles at a fire station near the County line.

**These cars may be taken home, or may be left at County facilities, depending upon the work assignment.

In the MCFRS LFRD fleet, there are three categories of vehicles: vehicles owned and supported (including maintenance, insurance, and, in most cases, replacement) by the County; vehicles owned by the LFRDs but supported by the County; and vehicles owned and supported by the LFRDs. (It also appears that there is one County-owned vehicle that is supported by an LFRD.) MCFRS does not track the assignment of LFRD vehicles to personnel. The LFRDs have sole responsibility for vehicle assignment. In general, command officers and corporation officers may have take-home cars, usually sedans or SUVs.

The MCFRS LFRD fleet is summarized in the tables below. A full inventory is on © 8-11.

MCFRS LFRD Fleet by vehicle type

Vehicle type	# of vehicles
SUVs	66
Pick up trucks	25
Sedans	11
Vans	6
Total	108

MCFRS LFRD Fleet by category

Category	# supported by County	# supported by LFRDs	Total
County-owned	44	1	45
LFRD-owned	40	23	63
Total	84	24	108

Existing Policies

Two policies are currently in place for the assignment and use of MCFRS support vehicles. Fire and Rescue Commission Policy 28-01, *Assignment and Use of Fire and Rescue Support Vehicles*, which took effect on July 1, 1996, applies to all fire and rescue personnel who

drive or operate County- or LFRD-owned vehicles (© 12-18). DFRS¹ Policy 602, *Assignment and use of DFRS Administrative and Support Vehicles*, which took effect on January 9, 1998, applies to all Department of Fire and Rescue Services personnel (uniformed and non-uniformed) who drive or operate County-owned vehicles assigned to DFRS (© 19-24).

The Fire and Rescue Commission Policy provides standardized guidelines regarding the number of support vehicles assigned to LFRDs and the purposes for which they can be used (see Section 5 on © 14). It also includes procedures for requesting and purchasing support vehicles, a standard of 80,000 miles for consideration for vehicle replacement, and rules for vehicle use.

The DFRS policy defines various types of agency vehicle assignments (see Definitions on © 19-20), and includes policies regarding take-home status for the various vehicle assignments and general rules for vehicle use.

In response to a Council staff question about whether these policies are consistent with current practice, MCFRS staff provided the following response.

The policies referenced above are generally consistent with practice. As stated earlier, these policies are over 10 years old and do not accurately reflect the current organizational structure. Again, MCFRS believes that a single policy for all County tax supported vehicles will best suit today's structure. MCFRS staff will create that policy.

Opportunities for Savings

The Committee was interested in this issue, among other things, to explore whether there are opportunities for savings from changes in policies or management of MCFRS support vehicles. In response to a question about measures to create additional savings associated with take-home cars, MCFRS staff said the following:

Efficiency may be gained by the creation of a countywide vehicle policy relating to the issuance and use of County tax supported vehicles. MCFRS has limited the amount of out of county, tax supported, take home vehicles such as those used by FCE. There has been some reduction in efficiency while realizing fleet cost savings. A comprehensive evaluation of all County tax supported vehicles can be conducted after policy revision.

Fuel Management

In updates on the Apparatus Management Plan, the Committee has heard from MCFRS about the need for a centralized fuel management system. MCFRS staff believe that such a system would provide several benefits, including the potential for cost savings through Countywide fuel purchasing. An update on MCFRS fuel management is on © 25-31.

¹ Department of Fire and Rescue Services (DFRS) was the name of the department of County Government that provided fire and rescue services before the Council enacted Bill 37-97, which reorganized the department and renamed it Montgomery County Fire and Rescue Service (MCFRS), in March, 1998.

Questions

1. What is the time frame for the development for a new MCFRS system-wide policy on support vehicles, including take-home vehicles?
2. The MCFRS response to the question about savings associated with take-home cars says that a comprehensive evaluation of all County tax supported vehicles can be conducted after the support vehicle policy is revised. What is the advantage conducting the evaluation after policy revision? Should the evaluation be conducted before the policy is revised in order to provide current and accurate information as a basis for policy development?
3. As smaller vehicles generally cost less and are more fuel efficient than larger ones, would a new policy include guidance to purchase the smallest appropriate vehicle for each assignment or function? (For example, purchasing a car instead of an SUV, or a small SUV instead of a large one.)
4. Would a new policy include any requirements regarding fuel economy for support vehicles?
5. Would a new policy include any requirements regarding the use of low emissions fuels like biodiesel or compressed natural gas?
6. Could additional measures be implemented now to reduce the number of support vehicles, further limit the number of take-home vehicles, or reduce the overall use of support vehicles?
7. What are the roadblocks to Countywide procurement of fuel at this time? Could Countywide procurement be pursued if the Countywide fuel system is delayed for fiscal reasons, or is implemented over a multi-year period?

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Questions on Take-Home Cars

Please provide responses by Thursday, October 15.

1. From information provided during the FY10 MCFRS budget review, it appears that a total of 126 County owned vehicles are assigned to MCFRS. Of those, it appears that 29 Chief Officer vehicles, 13 Fire Investigation vehicles, and some of the 41 Code Enforcement vehicles are take-home. It is not clear who is assigned the other 43 County owned cars, or whether they are take-home.

Please complete the table below to show a breakout of the assignments for the remaining 43 cars. In addition, please specify how many of the Code Enforcement cars are take-home and how many are not.

There are several classes of vehicles assigned to MCFRS. There are sedans, SUVs, pickup trucks, and vans. In the majority of cases, the sedans and a small number of SUVs are utilized as the take home vehicle platform. These are used for command officers and personnel subject to emergency call back. The pickup trucks are used to support all fire and rescue operations such as transporting equipment to and from an emergency incident, snow plowing, and other utility type functions. The vans are used to transport numerous personnel to classes and other events.

Please see the updated attached spreadsheet.

2. The budget review information says that there are a total of 114 LFRD assigned, County supported staff vehicles, of which 53 are take-home Chief Officer vehicles. What are the other 61 vehicles used for? How many of them are take-home vehicles?

MCFRS does not track LFRD vehicles from a personal assignment standpoint. Responsibility for assignment is that of the LFRDs.

Please see the updated attached spreadsheet.

3. How many LFRD assigned, LFRD supported staff vehicles are there? What are they used for? How many are take-home vehicles?

MCFRS provides support (fuel, maintenance, insurance, and in most cases, replacement) of the authorized LFRD fleet compliment. Currently, there are 108 light duty vehicles assigned to the LFRDs. With the exception of 25 light duty vehicles, all are supported by MCFRS. There are several classes of vehicles assigned to the LFRDs. There are sedans, SUVs, pickup trucks, and vans. In the

majority of cases, the sedans and SUVs are utilized as the take home vehicles. These are used for command officers and corporation officers. The pickup trucks are used to support all fire and rescue operations such as transporting equipment to and from an emergency incident, snow plowing, and other utility type functions. The vans are used to transport numerous members to classes, and on a rare occasion, are set up as a command platform. MCFRS does not track LFRD vehicles from a personal assignment standpoint. Responsibility for assignment is solely that of the LFRDs.

4. *The Policy and Procedure for the Assignment and Use of DFRS Administrative and Support Vehicles* (which dates from 1998) identifies six types of support vehicles: Administrative Vehicle; Agency Assigned Take-Home Vehicle; Assigned Emergency/Administrative Vehicle; Assigned Emergency/Public Safety Vehicle; and Motor Pool Vehicle. Does MCFRS currently assign vehicles according to these categories? If so, how many of each type are assigned in the department? If not, how are vehicles assigned?

The policies in place currently are the Montgomery County Fire and Rescue Commission Policy 28-01 (<http://www.montgomerycountymd.gov/content/firerescue/swsj/policyprocedures/ops/frcops28-01.pdf>) and DFRS Policy 602 (<http://www.montgomerycountymd.gov/content/firerescue/swsj/policy/dfrspp602.pdf>). MCFRS as an organization has changed significantly since that time and the assignment and usage reflect those changes. MCFRS believes that a single policy for all County tax supported vehicles is best applicable to today's MCFRS structure. MCFRS staff will create that policy.

5. *Of the six categories in the policy: an Agency Assigned Take-Home Vehicle cannot be used for non-department activities outside of normal duty hours; an Assigned Emergency/Administrative Vehicle cannot be used for non-department activities outside the County; and an Assigned Emergency/Public Safety Vehicle can be used during off-duty hours with specific written approval of the Fire Chief. An Assigned Emergency/Public Safety vehicle must not be taken outside of the Baltimore/Washington Metropolitan Statistical Area without the Fire Chief's approval.*

Are these policies consistent with current practice? If so, how are they applied? If not, what is the current practice?

The policies referenced above are generally consistent with practice. As stated earlier, these policies are over 10 years old and do not accurately reflect the current organizational structure. Again, MCFRS believes that a single policy for all County tax supported vehicles will best suit today's structure. MCFRS staff will create that policy.

6. Currently, how many take-home cars may be used for non-department activities inside the County? How many may be used for non-department activities outside the County?

All personnel with take home vehicles, whether in or out of county, who are subject to emergency call back utilize the vehicle with discretion.

7. How many MCFRS personnel with take-home cars live outside the County?

62 of 86 personnel who are assigned a vehicle live outside the county. Of those, only 24 are permitted to take the vehicle home. Others such as the FCE personnel not on call must leave the vehicle at a County facility near the county line.

8. Is there a Countywide policy that covers the use of LFRD assigned cars? If so, please provide a copy.

The only policy that is in place is the MCFRC policy stated in question 4. As stated above, this policy does not accurately reflect the current MCFRS structure.

9. What are the policies regarding personal use of LFRD assigned take-home cars? Are the policies for County supported cars different from the policies for LFRD supported cars?

Please refer to question #4. The two policies are similar, but again, MCFRS believes that a single policy for all County tax supported vehicles would best suit today's structure. MCFRS staff will create that policy.

10. How many LFRD personnel with take-home cars live outside the County?

MCFRS currently does not receive that information from the LFRDs.

11. During the FY10 budget review, when asked whether there are opportunities for further savings from reducing the number of take-home cars or changing policies about their use, MCFRS said that they would be willing to explore additional measures throughout MCFRS to capture cost savings without compromising operational response. What measures might be available to create additional savings associated with take-home cars?

Efficiency may be gained by the creation of a countywide vehicle policy relating to the issuance and use of County tax supported vehicles. MCFRS has limited the amount of out of county, tax supported, take home vehicles such as those used by FCE. There has been some reduction in efficiency while realizing fleet cost savings. A comprehensive evaluation of all County tax supported vehicles can be conducted after policy revision.

MCFRS Fleet Summary

STOCK	AGENCY	ASSIGNMENT	YEAR	MAKE	MODEL
019101	4510100	FIRE CHIEF'S OFFICE	2001	CHEVROLET	VAN
051430	4510100	FIRE CHIEF XO - A/C	2005	FORD	CROWN VIC
078111	4510100	FIRE CHIEF	2007	CHEVROLET	TAHOE
041416	4510200	INVESTIGATIVE PROGRAMS	2004	DODGE	INTREPID
071421	4510200	INVESTIGATIVE PROGRAMS	2007	CHEVROLET	IMPALA
091977	4520100	SENIOR SAFETY PROGRAM	2009	GMC	SAVANA
002051	4520201	COMMUNITY RELATIONS	2000	CHEVROLET	VAN
051412	4520201	VIDEOGRAPHER	2005	CHEVROLET	BLAZER
051408	4520201	PUBLIC INFORMATION OFFICER	2005	CHEVROLET	BLAZER
012077	4520201	COMMUNITY RELATIONS	2001	CHEVROLET	VAN
049412	4520201	COMMUNITY RELATIONS	2004	CHEVROLET	VAN
079163	4520201	SAFETY B/C (8/09)	2007	CHEVROLET	TRAILBLAZE
051417	4520400	RECRUITING	2005	CHEVROLET	BLAZER
039153	4520502	FIRE & EXPLOSIVE INVESTIGATION	2003	FORD	EXPEDITION
041403	4520502	FIRE & EXPLOSIVE INVESTIGATION	2004	DODGE	INTERPID
041404	4520502	FIRE & EXPLOSIVE INVESTIGATION	2004	DODGE	INTERPID
051425	4520502	FIRE & EXPLOSIVE INVESTIGATION	2005	CHEVROLET	SUBURBAN
019401	4520502	FIRE & EXPLOSIVE INVESTIGATION	2001	CHEVROLET	LUMINA
067197	4520502	FIRE & EXPLOSIVE INVESTIGATION	2006	CHEVROLET	P/U
061438	4520502	FIRE & EXPLOSIVE INVESTIGATION	2006	FORD	CROWN VIC
081755	4520502	FIRE & EXPLOSIVE INVESTIGATION	2008	FORD	PICKUP TRK
081778	4520502	FIRE & EXPLOSIVE INVESTIGATION	2008	FORD	PICKUP TRK
081753	4520502	FIRE & EXPLOSIVE INVESTIGATION	2008	FORD	PICKUP TRK
036022	4520502	FIRE & EXPLOSIVE INVESTIGATION	2003	FORD	EXPEDITION
097150	4520502	FIRE & EXPLOSIVE INVESTIGATION	2009	FORD	PICKUP TRK
097152	4520502	FIRE & EXPLOSIVE INVESTIGATION	2009	FORD	PICKUP TRK
097151	4520502	FIRE & EXPLOSIVE INVESTIGATION	2009	FORD	PICKUP TRK
001458	4520503	CODE ENFORCEMENT	2000	FORD	CROWN VIC
001415	4520503	CODE ENFORCEMENT	2000	FORD	CROWN VIC
031454	4520503	CODE ENFORCEMENT	2003	FORD	CROWN VIC ooc FH
041418	4520503	CODE ENFORCEMENT	2004	FORD	CROWN VIC ooc FH
041419	4520503	CODE ENFORCEMENT	2004	FORD	CROWN VIC ooc take home
041611	4520503	CODE ENFORCEMENT	2004	CHEVROLET	CAVALIER ooc FH
041627	4520503	CODE ENFORCEMENT	2004	CHEVROLET	CAVALIER in co take home
051409	4520503	CODE ENFORCEMENT	2005	CHEVROLET	BLAZER ooc FH
068190	4520503	CODE ENFORCEMENT	2006	CHEVROLET	TRAILBLAZE ooc FH

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061817	4520503	CODE ENFORCEMENT	2006 CHEVROLET	TRAILBLAZE	in co take home
061837	4520503	CODE ENFORCEMENT	2006 CHEVROLET	TRAILBLAZE	ooc FH
079160	4520503	CODE ENFORCEMENT	2007 CHEVROLET	TRAILBLAZE	ooc FH
079161	4520503	CODE ENFORCEMENT	2007 CHEVROLET	TRAILBLAZE	ooc FH
079162	4520503	CODE ENFORCEMENT	2007 CHEVROLET	TRAILBLAZE	ooc FH
071872	4520503	CODE ENFORCEMENT	2007 CHEVROLET	TRAILBLAZE	ooc FH
071856	4520503	CODE ENFORCEMENT	2007 CHEVROLET	TRAILBLAZE	ooc FH
071821	4520503	CODE ENFORCEMENT	2007 CHEVROLET	TRAILBLAZE	ooc FH
079165	4520503	CODE ENFORCEMENT	2007 CHEVROLET	TRAILBLAZE	ooc FH
079164	4520503	CODE ENFORCEMENT	2007 CHEVROLET	TRAILBLAZE	ooc FH
071482	4520503	CODE ENFORCEMENT	2007 CHEVROLET	TRAILBLAZE	in co take home
071484	4520503	CODE ENFORCEMENT	2007 CHEVROLET	TRAILBLAZE	ooc FH
071486	4520503	CODE ENFORCEMENT	2007 CHEVROLET	TRAILBLAZE	in co take home
071481	4520503	CODE ENFORCEMENT	2007 CHEVROLET	TRAILBLAZE	ooc FH
071480	4520503	CODE ENFORCEMENT	2007 CHEVROLET	TRAILBLAZE	ooc FH
071477	4520503	CODE ENFORCEMENT	2007 CHEVROLET	TRAILBLAZE	ooc FH
071476	4520503	CODE ENFORCEMENT	2007 CHEVROLET	TRAILBLAZE	ooc FH
071470	4520503	CODE ENFORCEMENT	2007 CHEVROLET	TRAILBLAZE	in co take home
071467	4520503	CODE ENFORCEMENT	2007 CHEVROLET	TRAILBLAZE	ooc FH
071471	4520503	CODE ENFORCEMENT	2007 CHEVROLET	TRAILBLAZE	ooc FH
079187	4520503	CODE ENFORCEMENT	2007 CHEVROLET	TRAILBLAZE	ooc FH
088295	4520503	CODE ENFORCEMENT	2008 FORD	EXPLORER	in co take home
088293	4520503	CODE ENFORCEMENT	2008 FORD	EXPLORER	in co take home
088294	4520503	CODE ENFORCEMENT	2008 FORD	EXPLORER	ooc FH
088292	4520503	CODE ENFORCEMENT	2008 FORD	EXPLORER	ooc FH
088296	4520503	CODE ENFORCEMENT	2008 FORD	EXPLORER	ooc FH
088291	4520503	CODE ENFORCEMENT	2008 FORD	EXPLORER	in co take home
088290	4520503	CODE ENFORCEMENT	2008 FORD	EXPLORER	in co take home
088289	4520503	CODE ENFORCEMENT	2008 FORD	EXPLORER	ooc FH
088288	4520503	CODE ENFORCEMENT	2008 FORD	EXPLORER	ooc FH
088287	4520503	CODE ENFORCEMENT	2008 FORD	EXPLORER	ooc FH
081413	4520503	CODE ENFORCEMENT	2008 CHEVROLET	IMPALA	in co take home
081466	4520503	CODE ENFORCEMENT	2008 FORD	CROWN VIC	in co take home
081400	4530100	D/C - WST	2008 CHEVROLET	IMPALA	
061432	4530200	FROMS - B/C	2006 FORD	CROWN VIC	
077198	4530300	PSTA	2007 CHEVROLET	PICKUP	
072030	4530300	PSTA	2007 CHEVROLET	PASS. VAN	

MCFRS Fleet Summary

077188	4530301	PSTA		2007	CHEVROLET	P/U
081779	4530301	PSTA - A/C		2008	FORD	PICKUP TRK
031451	4530400	SAFETY - A/C		2003	FORD	CROWN VIC
072031	4530400	SCBA SHOP		2007	CHEVROLET	CARGO VAN
077187	4530402	SAFETY OFFICER - SHIFT		2007	CHEVROLET	P/U
031453	4540100	ADMINISTRATIVE SERVICES - D/C		2003	FORD	CROWN VIC
002067	4540300	INFORMATION TECHNOLOGY		2000	CHEVROLET	VAN
051427	4540300	INFORMATION TECHNOLOGY		2005	CHEVROLET	UPLANDER
089204	4540301	INFORMATION TECHNOLOGY		2007	CHEVROLET	UPLANDER
071440	4540400	FACILITIES		2007	FORD	TAURUS
071448	4540400	FACILITIES		2007	FORD	TAURUS
099242	4540500	MAIL COURIER		2009	FORD	VAN
061434	4540600	LABOR RELATIONS - B/C		2006	CHEVROLET	IMPALA
081436	4540601	LABOR RELATIONS - A/C		2008	CHEVROLET	IMPALA
031455	4560100	OPERATIONS		2003	FORD	CROWN VIC
039155	4560100	OPERATIONS		2003	FORD	EXPEDITION
051410	4560100	VOLUNTEER SERVICES - D/C		2005	CHEVROLET	TAHOE
051411	4560100	SCHEDULING		2005	CHEVROLET	BLAZER
051402	4560100	OPERATIONS - D/C		2005	CHEVROLET	TAHOE
051424	4560100	OPERATIONS - XO - B/C		2005	FORD	CROWN VIC
061437	4560100	OPERATIONS - POOL		2006	CHEVROLET	IMPALA
039156	4560200	EMS DUTY SUPERVISOR		2003	FORD	EXPEDITION
061431	4560200	EMS - A/C		2006	FORD	CROWN VIC
068197	4560200	EMS DUTY SUPERVISOR		2006	FORD	EXPEDITION
068198	4560200	EMS DUTY SUPERVISOR		2006	FORD	EXPEDITION
061465	4560200	EMS - QA		2006	CHEVROLET	IMPALA
081444	4560200	EMS - B/C		2008	CHEVROLET	IMPALA
062015	4560300	PSCC		2006	CHEVROLET	VAN
081435	4560300	PSCC - B/C		2008	CHEVROLET	IMPALA
057124	4560400	APPARATUS		2005	CHEVROLET	PICKUP TRU
057125	4560400	APPARATUS		2005	CHEVROLET	PICKUP TRU
051428	4560400	APPARATUS MANAGER		2005	FORD	CROWN VIC
071457	4560400	POOL CAR		2007	FORD	TAURUS
071463	4560400	POOL CAR		2007	FORD	TAURUS
001479	4560401	APPARATUS - B/C		2000	FORD	CROWN VIC
081433	4560401	APPARATUS - A/C		2006	CHEVROLET	IMPALA
078132	4560501	SPECIAL OPERATIONS - A/C		2007	FORD	EXPEDITION

MCFRS Fleet Summary

078106	4560600	DUTY OPERATIONS CHIEF - VDOC	2007 FORD	EXPEDITION
019126	4560600	BATTALION 1	2001 FORD	EXPEDITION
019113	4560600	BATTALION 2	2001 FORD	EXPEDITION
019112	4560600	BATTALION	2001 FORD	EXPEDITION
019110	4560600	BATTALION 5	2001 FORD	EXPEDITION
039154	4560600	DUTY OPERATIONS CHIEF - "B"	2003 FORD	EXPEDITION
039159	4560600	DUTY OPERATIONS CHIEF - "C"	2003 FORD	EXPEDITION
039158	4560600	DUTY OPERATIONS CHIEF - "A"	2003 FORD	EXPEDITION
039157	4560600	DUTY OPERATIONS CHIEF - RELIEF	2003 FORD	EXPEDITION
051405	4560600	BATTALION 4	2005 CHEVROLET	SUBURBAN
078100	4560600	DUTY OPERATIONS CHIEF - VOL.?	2007 FORD	EXPEDITION
079191	4560600	BATTALION 3	2007 CHEVROLET	SUBURBAN
098277	45TBD	UNASSIGNED	2009 GMC	YUKON XL
Chief Officers - subject to immediate call back - 28 total				
Fire and Explosive Investigators - subject to immediate call back - 12 total				
Fire Code Enforcement - Only those that live in county may take their vehicle home. All others are parked at a county facility near the county line while not on duty. An on call FCE officer may take his vehicle out of county while on call.				
Light duty vehicles are used for support of MCFRS daily functions. Some are assigned to personnel, but are not take home. - 40 total.				
MCFRS staff assigned take home vehicles. Some are left at county facilities, some are taken home depending on work requirement. - 6 total.				

MCFRS LFRD Fleet Summary

CORP	YEAR	MAKE_MODEL	VIN	OWNER	100% LFRD FUNDED	STOCK
1	1998	FORD EXPEDITION	1FMRU18W2WLB53928	MCG		7983928
1	1999	FORD CROWN VICTORIA	2FAFP71W5XX116152	MCG		7996152
1	2000	FORD EXPEDITION	1FMRU1667YLB87790	MCG		7007790
1	2004	FORD EXPEDITION	1FMPU16W84LB73642	COR		7043642
1	2007	FORD EXPEDITION	1FMJFU165X7LA11177	COR		7071177
1	2009	DODGE CHARGER	2B3KA43T79H590274	COR		7090274
2	1998	FORD EXPLORER	1FMZU34E9WUA65736	MCG	TRUE	7985736
2	2002	FORD CROWN VICTORIA	2FAFP71WX2X112767	COR		7022767
2	2005	CHEVROLET TAHOE	1GNEK13V15J251552	MCG		7051552
2	2006	CHEVROLET PICKUP TRUCK	2GCEK13Z061311327	COR	TRUE	706XXXX
2	2007	CHEVROLET TAHOE	1GNFK13057R314696	COR	TRUE	7074696
3	1995	GMC SUBURBAN	1GDF1K6K7SJ700075	COR	TRUE	7950075
3	1996	FORD VAN	1FTFE24H7THB11593	MCG		7961593
3	1996	FORD VAN	1FBHE31H8THB06006	MCG		7966006
3	1997	FORD PICKUP TRUCK	1FTHE26HXVEA62610	COR		7972610
3	1998	FORD EXPEDITION	1FMRU18W4WLB53929	MCG		7983929
3	1999	CHEVROLET TAHOE	1GNEK13R1XJ503628	COR		7993628
3	1999	CHEVROLET TAHOE	1GNEK13R6XJ504483	COR		7994483
3	2001	CHEVROLET TAHOE	1GNEK13T01R177339	COR		7017339
3	2004	CHEVROLET TAHOE	1GNEK13V14J268110	COR		7048110
3	2008	CHEVROLET PICKUP TRUCK	1GCHK33K48F224358	MCG		7084358
3	2008	CHEVROLET TAHOE	1GNFK03098R171232	COR		7081232
3	2008	CHEVROLET TAHOE	1GNFK03038R171727	COR		7081727
3	2009	CHEVROLET EXPRESS VAN	1GAGG25K391167176	COR		7097176
4	1996	CHEVROLET P/U TRUCK	1GCHK33F9TF018951	MCG		7968951
4	1999	FORD EXPEDITION	1FMRU1861XLC04384	COR		7994384
4	2001	CHEVROLET BLAZER	1GNDT13W91K124831	MCG		7014831
4	2003	CHEVROLET TAHOE	1GNEK13ZX3J301087	COR		7031087
4	2007	CHEVROLET TAHOE	1GNFK030X7R408941	COR		7078941
4	2007	CHEVROLET TAHOE	1GNFK03097R409594	COR		7079594
5	1996	CHEVROLET P/U TRUCK	1GCHK33F3TF018699	MCG		7968699
5	1996	FORD CROWN VICTORIA	2FALP71W5TX186280	MCG		7966280
5	1997	FORD VAN	1FBHE31L9VHB34114	MCG		7974114
5	1998	FORD EXPEDITION	1FMRU18W6WLB86611	MCG		7986611
5	1998	GMC YUKON	1GKEK13R4WJ709330	COR	TRUE	7989330

MCFRS LFRD Fleet Summary

5	1999	CHEVROLET LUMINA	2G1WL52M3X9116686	COR	TRUE	7996686
5	2000	FORD EXPEDITION	1FNPU16L31LB86505	COR	TRUE	7006505
5	2006	CHEVROLET TAHOE	1GNEK13Z96J153177	COR		7063177
5	2009	CHEVROLET SUBURBAN	1GNGK46K19R136873	COR		7096873
6	1998	CHEVROLET BLAZER	1GNDT13W0WK245979	MCG		7985979
6	1998	CHEVROLET BLAZER	1GNDT13W8WK247849	MCG		7987849
6	2000	FORD PICKUP TRUCK	1FTNX21LXYEC84595	MCG		7004595
6	2003	CHEVROLET TAHOE	1GNEK13V33J297252	COR		7037252
7	1996	DODGE P/U TRUCK	1B6MF36C8TJ187235	MCG		7967235
7	1997	CHEVROLET PICKUP TRUCK	1GCGK24F5VZ199259	MCG		7979259
7	1997	OLDSMOBILE BRAVADA	1GHDT13W6V2711447	MCG		7971447
8	1998	CHEVROLET VAN	1GCGG25F2W1044278	MCG		7984278
8	2001	DODGE PICKUP TRUCK	3B7KF23Z81G201011	MCG		7011011
8	2007	FORD EXPEDITION	1FMFU16527LA10072	COR		7070072
8	2007	FORD EXPEDITION	1FMFU16577LA65598	COR		7075598
9	1996	CHEVROLET PICKUP TRUCK	1GCHK34FXTE259602	MCG		7969602
9	1997	CHEVROLET TAHOE	3GNEK18R4VG126817	MCG		7976817
9	1999	CHEVROLET TAHOE	3GNEK18R2XG231567	MCG		7991567
9	2000	CHEVROLET LUMINA	2G1WL52J5Y1358384	COR	TRUE	7008384
9	2002	CHEVROLET TAHOE	1GNEK13V22J312807	COR	TRUE	7022807
9	2005	CHEVROLET TAHOE	1GNEK14V75R178270	COR		7058270
10	2006	DODGE	3D3LX38C56G275092	COR		7065092
10	2006	DODGE PICKUP TRUCK	3D3LX39CX6G216960	COR		7066960
10	2006	DODGE PICKUP TRUCK	3D3LX39C16G216961	COR		7066961
10	2007	CHEVROLET SUBURBAN	3GNGK26K97G234891	COR		7074891
10	2009	FORD PICKUP TRUCK	1FTSX21509EA12692	COR		7092692
11	1992	JEEP CHEROKEE	1J4FJ88S7NL216343	COR	TRUE	7926343
11	1997	CHEVROLET PICKUP TRUCK	1GCGK29R7VE269418	MCG		7979418
11	1999	CHEVROLET TAHOE	1GNEK13R0XJ407246	MCG		7997246
11	2000	FORD CROWN VICTORIA	2FAFP71W3YX161351	MCG		7001351
11	2001	CHEVROLET PICKUP TRUCK	1GBHK24181E295109	COR		7015109
12	1997	CHEVROLET PICKUP TRUCK	1GCHK33R3VF043776	MCG		7973776
12	2005	CHEVROLET TAHOE	1GNEK13Z25J185239	COR		7055239
12	2007	CHEVROLET TAHOE	1GNFK13057R346712	COR		7076712
12	2008	CHEVROLET TAHOE	1GNFK130X8R276643	COR		7086643
13	1996	CHEVROLET BLAZER	1GNDT13W9T2257043	MCG		7967043
13	2000	CHEVROLET IMPALA	2G1WF52E7Y9172552	COR	TRUE	7002552

MCFRS LFRD Fleet Summary

13	2000	CHEVROLET PICKUP	1GCGK24R6YR183862	MCG	7003862
13	2006	CHEVROLET	1GNEK13ZX6J152362	COR	7062362
13	2008	CHEVROLET TAHOE	1GNFK13038R203940	COR	7083940
14	1996	CHEVROLET BLAZER	1GNDT13W7T2257395	MCG	7967395
14	1996	FORD CROWN VICTORIA	2FALP71W9TX186279	MCG	7966279
14	1996	GMC PICKUP TRUCK	1GTGK24R5TZ543194	MCG	7963194
14	1999	CHEVROLET TAHOE	1GNEK13R8XR135773	MCG	7995773
14	2007	CHEVROLET SUBURBAN	3GNGK26KX7G265504	MCG	7075504
15	1996	CHEVROLET P/U TRUCK	1GCHK33F0TF018823	MCG	7968823
15	1999	CHEVROLET PICKUP	1GCDT19W4XK169488	COR	7999488
15	2006	CHEVROLET TAHOE	1GNEK13T96R144797	MCG	7064797
15	2008	CHEVROLET TRAILBLAZER	1GNDT135X82131004	COR	7081004
15	2008	CHEVROLET TRAILBLAZER	1GNDT135082131125	COR	7081125
15	2008	CHEVROLET TRAILBLAZER	1GNDT13S582137616	MCG	7087616
17	1998	GMC PICKUP TRUCK	1GTGK29F4WE557095	MCG	7987095
17	2000	CHEVROLET BLAZER	1GNDT13W9YK267210	MCG	7007210
17	2000	FORD EXPEDITION	1FMRU1664YLC37593	COR	7007593
17	2003	CHEVROLET TAHOE	1GNEK13Z93J239729	COR	7039729
17	2006	CHEVROLET SUBURBAN	3GNGK26U46G226939	MCG	7066939
17	2007	FORD EXPEDITION	1FMFU16587LA72088	COR	7072088
29	1996	CHEVROLET P/U TRUCK	1GCHK33F7TF018804	MCG	7968804
29	1999	FORD EXPEDITION	1FMPU18L9XLC08969	MCG	7998969
29	1999	FORD EXPEDITION	1FMPU18L5XLC08970	COR	7998970
29	2001	FORD CROWN VICTORIA	2FAFP71W31X196820	COR	7016820
29	2007	CHEVROLET SUBURBAN	3GNGK26K67G275608	COR	7075608
R1	1995	FORD CROWN VICTORIA	2FALP71W6SX171530	COR	7951530
R1	1999	CHEVROLET PICKUP TRUCK	1GCGK24R8XR709603	COR	7999603
R1	1999	CHEVROLET SUBURBAN	3GNGK26R4XG158963	COR	7998963
R1	1999	CHEVROLET VAN	1GAHG39J1X1129440	COR	7999440
R1	2002	CHEVROLET TAHOE	1GNEK13V32J309575	COR	7029575
R1	2005	CHEVROLET TAHOE	1GNEK13V35J188129	COR	7058129
R1	2007	CHEVROLET TAHOE	1GNFK03077R411991	COR	7071991
R2	1999	FORD PICKUP TRUCK	1FTZF1729XNA69270	COR	7999270
R2	2002	FORD EXPLORER	1FMZU72E82A33011	COR	7023011
R2	2003	FORD CROWN VICTORIA	2FAFP71W83X106838	COR	7036838
R2	2005	FORD EXPEDITION	1FMPU16585LA93542	COR	7053542



POLICY AND PROCEDURE Montgomery County Fire and Rescue Commission	No.: 28-01
	Effective Date: 7/1/96
TITLE: Assignment and Use of Fire and Rescue Support Vehicles	Page 1 Of 7

Montgomery County Fire and Rescue Commission Policy

ASSIGNMENT AND USE OF FIRE AND RESCUE SUPPORT VEHICLES

Issued by: Montgomery County Fire and Rescue Commission
 Authority: Montgomery County Code Section 21-4B(e)
 Effective Date: July 1, 1996

SUMMARY: County-funded support vehicles are assigned to fire and rescue Corporations to assist in their administrative and daily operations and to facilitate the prompt response of volunteer command officers to emergency incidents. Both the Department of Fire and Rescue Services and the fire and rescue Corporations maintain a fleet of vehicles to support the delivery of fire, rescue, and emergency medical services, and to ensure the availability of appropriate vehicles and staff for immediate response to emergencies.

DEADLINES: Montgomery County Fire Board Comment: April 20, 1996
 Fire and Rescue Corporations Comment: April 20, 1996
 Dept. of Fire and Rescue Services Comment: April 20, 1996

ADDRESS: Send all comments pertaining to the proposed policy to George Giebel, Chairman, Montgomery County Fire and Rescue Commission, 12th Floor, 101 Monroe Street, Rockville, Maryland 20850

STAFF: For additional information, you may phone Beth Feldman, Administrative Specialist, Montgomery County Fire and Rescue Commission, 217-2461

BACKGROUND: The unique nature of providing emergency services requires that appropriate support vehicles and staff be available for immediate response. The use of these vehicles, whether owned by the County, owned by a Corporation and maintained with County tax funds, or owned and maintained solely by the Corporation, must also be consistent with the nature of the services provided. The appropriate distribution, assignment, use, and accountability for the vehicles must comply with the policies of the Fire and Rescue Commission.



<h1 style="margin: 0;">POLICY AND PROCEDURE</h1> <h2 style="margin: 0;">Montgomery County Fire and Rescue Commission</h2>	No.: 28-01
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Sec. 1. **Purpose:** To establish a policy for the purchase, assignment and use of all fire and rescue support vehicles to transport uniformed and non-uniformed fire and rescue personnel and to enable them to efficiently perform job-related duties.

Sec. 2. **Applicability.** This policy applies to all fire and rescue personnel who drive or operate County- or Corporation-owned fire, rescue, and emergency medical services vehicles assigned either to an independent fire or rescue Corporation, or to the Department of Fire and Rescue Services.

Sec. 3. **Definitions.**

- a. **Agency.** The Fire Rescue Commission, an independent fire or rescue Corporation, or the Department of Fire and Rescue Services.
- b. **Agency-assigned support vehicle.** A vehicle assigned to a designated employee or agency for regular duty hour use and official fire/rescue service or government business purposes.
- c. **Agency-assigned emergency support vehicle.** A vehicle assigned by an agency to a designated individual whose service assignment requires maintaining around-the-clock emergency radio and/or telephone communications contact. This vehicle must be officially designated and equipped for emergency response and registered in the State of Maryland as an emergency vehicle.
- d. **Competitive Bid Process.** The process by which potential vendors are provided with written specifications or a description of the goods or services to be procured so they can prepare written bids for the Corporations to review.
- e. **Corporation.** A fire or rescue Corporation established in the County, authorized to provide firefighting, rescue, or emergency medical services.
- f. **Department.** The Department of Fire and Rescue Services.
- g. **Personnel.** All members of the fire and rescue service, including DFRS employees and Corporation members and employees.



<h1 style="margin: 0;">POLICY AND PROCEDURE</h1> <h2 style="margin: 0;">Montgomery County Fire and Rescue Commission</h2>	No.: 28-01
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- h. **Support vehicle.** A passenger vehicle or other vehicle, marked or unmarked, assigned to an agency and used by authorized personnel for official fire and rescue services business.

Sec. 4. Policy. The Fire and Rescue Commission is authorized by Montgomery County Code Sec. 21-4B(e) to establish policies for the appropriate distribution, assignment, use, and accountability of three separately-funded resources for **support vehicles** and emergency support vehicles. These vehicles may be owned by the County, owned by a **Corporation** and maintained with tax funds, or owned and maintained solely by an independent **Corporation** with non-tax funds.

The approving agency may set more restrictive vehicle policies than those adopted by the Fire and Rescue Commission.

Sec. 5. Procedures.

- a. **VEHICLE ASSIGNMENTS AND REPLACEMENT.** **Corporation**-assigned **support vehicle** complements should include a vehicle for daily administrative and operational activities (e.g., a utility vehicle), one vehicle assigned to the chief (usually an automobile), and one duty vehicle for use by the on-duty volunteer command officer. Additional **support vehicles** may be assigned to a **Corporation** based on its specific needs, e.g., a mechanic's vehicle for each **Corporation** with a Commission-approved, civilian staffed vehicle maintenance shop; an additional administrative vehicle for **Corporations** with three or more stations; and an additional **support vehicle** for each Commission-authorized specialty service (boat tenders, paramedic chase cars, etc.). **Department support vehicles** must be assigned in accordance with established Fire and Rescue Commission and/or **Department** policies.

- 1. Requests for **agency-assigned support vehicles** or **assigned emergency support vehicles** which are maintained by tax funds must be made through **Department** division heads or bureau chiefs, or the **Corporation** department head to the **Department** director, or Fire and Rescue Commission Chair, as appropriate.



<h1 style="margin: 0;">POLICY AND PROCEDURE</h1> <h2 style="margin: 0;">Montgomery County Fire and Rescue Commission</h2>	No.: 28-01
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2. The Corporation must purchase tax-funded support vehicles through a competitive bid process with at least three written bids being obtained, if possible. If three written bids cannot be obtained, or there is sufficient justification for sole source procurement, this should be documented by the Corporation chief or president and become part of the purchase record. These vehicles will be titled to Montgomery County.

3. The Commission will establish a single level of tax funding that will provide for the purchase of a passenger-type vehicle, e.g., an automobile, carryall, pickup truck, van, etc. The Corporation may select the style of support vehicle it wishes to purchase as a replacement within that level of funding. Any additional costs incurred with the purchase of a support vehicle will be paid with non-tax funds.

4. The Corporations will coordinate with the Department to obtain new vehicle title, registration, and insurance. Vehicles purchased with tax funds (508 funded vehicles excluded) must be titled and registered to Montgomery County.

5. Generally, County-provided, Corporation-assigned support vehicles will be considered for replacement when mileage reaches 80,000 miles, in conjunction with an evaluation of the vehicle's general condition performed by the Department's Technical Resources Section, at the request of the Corporation (usually as part of the budget process).

6. Corporation-purchased support vehicles that replace County-provided support vehicles will be insured, operated, maintained, and radio-equipped with County tax funding, only with the Commission's approval. Such approval is required before purchase.

7. Corporation-purchased support vehicles that are in addition to the County-provided support vehicle fleet must be insured, operated, maintained, and radio-equipped at the Corporation's expense, without the use of tax funds.



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b. VEHICLE USE

1. Emergency vehicle operators using **assigned emergency support vehicles** must be available to respond to incidents in a timely and responsible manner.
2. Use of all tax-funded and tax-supported vehicles is subject to the conditions below.
 - A. Local daily official business travel use is authorized anywhere within the Washington, D.C./Baltimore SMSA.
 - B. Non-local travel is authorized within the State for **personnel** acting as official representatives at meetings, conventions, or association functions. Any other non-local travel must be authorized by the Chair of the Fire and Rescue Commission, the **Department Director** or **Corporation** authorities, for their respective **personnel**.
 - C. **Personnel** may use **agency-assigned support vehicles** and/or **assigned emergency support vehicles** when traveling to and from duty assignments within Montgomery County, if approved by their **Corporation** or the **Department**.
 - D. The use of **vehicles** outside of Montgomery County for travel to and from duty assignments must be approved by the **Corporation** president or chief, and by the Chair of the Fire and Rescue Commission or the **Department Director**.

c. VEHICLE OPERATORS

1. Operators of emergency response vehicles who are certified in accordance with the Fire and Rescue Commission's Emergency Vehicle Driver Training/Certification Policy and the Integrated Emergency Command Structure may operate vehicles in an emergency response mode.
2. All occupants must wear seat belts when the vehicle is in motion.



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3. Operators of any fire and rescue service vehicle should stop and assist any citizen who either appears to need or requests assistance. Personnel should take precautions to assure their personal safety in such situations.
4. Vehicle operators must wear appropriate attire to project a favorable image for the fire and rescue service.
5. Personnel must not use agency vehicles owned by Montgomery County Government or maintained in whole or in part with County tax funds while they are engaged in political activities that are not part of their official duties.
6. Personnel must not operate any vehicle if they have used or ingested any substance that may impair their ability to drive.

Sec. 6. Responsibility. All personnel must follow established procedures for the assignment and use of fire and rescue support vehicles.

- a. The Fire Rescue Commission will administer this policy for Corporation requests.
- b. The Department Director will administer this policy for Department requests.
- c. The Corporation department head will administer this policy for Corporation-funded vehicles.
- d. The Fire and Rescue Commission, Department Director, or Corporation department head must review requests for vehicle use and may:
 1. deny the request;
 2. approve the use of a vehicle from the County's motor pool;
 3. assign an agency-assigned support vehicle; or
 4. assign an assigned emergency support vehicle.
- e. The Fire and Rescue Commission must provide fair and equitable oversight for the application of this policy.



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 Montgomery County Fire and Rescue Commission

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Sec. 7. **Enforcement.** Failure to follow this policy may subject personnel or Corporations to an administrative review and/or disciplinary action by the Fire and Rescue Commission, the Department Director, or the Corporation department head, as appropriate. The Fire and Rescue Commission, Department Director, or Corporation department head may also discipline, suspend, or revoke vehicle use privileges for cause, or at their sole discretion, for their respective staff and vehicles.

Sec. 8. **Effective Date.** This policy is effective on July 1, 1996.

Attest:

George Giebel

 George Giebel, Chair
 Fire and Rescue Commission

5/15/96

 Date

assnuse.veh rev.5/10/96 bf

ERC-7

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POLICIES AND PROCEDURES

MONTGOMERY COUNTY

DEPARTMENT OF FIRE AND RESCUE SERVICES

NO. 602

PAGE

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DATE

January 9, 1998

TITLE ASSIGNMENT AND USE OF DFRS ADMINISTRATIVE AND SUPPORT VEHICLES

DIRECTOR APPROVAL

PURPOSE

- 1.0 To establish policy and procedure for the assignment and use of County owned administrative and support vehicles to uniformed and non-uniformed department personnel.

APPLICABILITY

- 2.0 This policy and procedure applies to all Department of Fire and Rescue Services personnel who drive or operate County-owned fire, rescue, and emergency medical services vehicles assigned to the Department of Fire and Rescue Services.
- 2.1  This policy was developed in cooperation with the International Association of Fire Fighters Local 1664.

DEFINITIONS

- 3.0 Administrative Vehicle - Vehicle used to provide transportation in support of administrative/non-emergency purposes.
- 3.1 Agency Assigned Vehicle - A passenger vehicle assigned to an employee or agency for regular duty use or authorized Department activities use. Agency assigned vehicles will not be taken home on a regular basis. For the benefit and convenience of the Department, an employee may be authorized to park a vehicle at an approved location within Montgomery County that is convenient to work sites and/or areas of responsibility.
- 3.2 Agency Assigned Take-Home Vehicle - A passenger vehicle assigned to an employee whose job-related assignments and responsibilities require the vehicle to be taken home during off-duty hours in order to be used for governmental purposes. This vehicle cannot be used for non-department activities outside of the normal duty hours.



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MONTGOMERY COUNTY

DEPARTMENT OF FIRE AND RESCUE SERVICES

NO. 602

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DIRECTOR APPROVAL

- 3.3 Assigned Emergency/Administrative Vehicle - A passenger vehicle assigned to an employee whose job-related assignments and responsibilities require the employee to be within emergency radio and/or telephone communications contact on a 24-hour, 7 day a week basis. This vehicle cannot be used for non-department activities outside of the County.
- 3.4 Assigned Emergency/Public Safety Vehicle - A passenger vehicle assigned to a Department of Fire and Rescue Services employee whose job-related assignments and responsibilities require the employee to be within emergency radio and/or telephone contact on a 24-hour, 7 day a week basis. This vehicle can be used by the employee during off-duty hours with specific written approval of the Director.
- 3.5 Motor Pool Vehicle - A motor pool vehicle normally assigned for one day or less. Procedures concerning the use of vehicles governed by County Administrative Procedure 5-2, Motor Pool Operation, are made part of this Policy and Procedure by reference.

POLICY

- 4.0 Assignment of County-owned, Department of Fire and Rescue Services assigned vehicles, may be made to those employees whose duties mandate it. Such assignment of vehicles will be the decision of the Director.
- 4.1 Only authorized Department of Fire and Rescue Services personnel associated with Department business will travel in Agency Assigned or Agency Assigned Take Home vehicles.
- 4.2 Assigned vehicles may be utilized by an employee who, in a designated acting capacity, is performing the function for which the vehicle was assigned.
- 4.3 Employees will not install or have installed any items of equipment on County owned vehicles without prior written approval of the Director or his designee. The cost of installation and removal of approved personal equipment will be at the employee's expense.

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- 4.4 Two-way radios and/or cellular telephones required for performance of duties will be installed under the coordination and supervision of the Department's Division of Technical Resources Management.
- 4.5 All Department of Fire and Rescue Services employees are prohibited from using County-owned vehicles while engaging in or attending any political or partisan activities. Such activities include rallies, caucuses, promotional events, political speeches, and fund raisers, driving people to the polls for a candidate or party, etc. Employees may use County-owned vehicles to attend official government activities, or while on official Department business.
- 4.6 The Director will periodically reassign or rotate vehicles for better utilization of fleet resources.
- 4.7 Off-duty use of Assigned Emergency/Public Safety vehicles will be permitted to ensure constant two-way communications capability providing that the employee is subject to 24-hour emergency call-back or functions in a Public Safety capacity. Such vehicles will not be taken outside the Baltimore/Washington Metropolitan Statistical Area (SMSA) unless approved by the Director.
- 4.8 Assigned Emergency/Administrative vehicles can be justified only if the employee is subject to 24-hour a day, 7 days a week call back to respond to emergencies.
- 4.9 Agency Assigned vehicles can be justified for an employee if:
 - a. the employee's job related duties and responsibilities require that the major portion of each work day be spent in field activities;
 - b. the employee's job related duties and responsibilities require that a vehicle be available at all times during each work day so as to maintain the efficiency of the employee.



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MONTGOMERY COUNTY
DEPARTMENT OF FIRE AND RESCUE SERVICES

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- 4.10 Agency Assigned Take Home vehicles can be justified for an employee if:
- a. the employee regularly, and on a continuing basis, is subject to be called for emergencies during the off hours;
 - b. the employee's position requires frequent after hour travel to meetings to represent the Department interests, or to provide service delivery to the Fire and Rescue Commission and/or Fire and Rescue Corporations;
 - c. documented increases in an employee's job efficiency provides a clear benefit to the Department by the operation of an Agency Assigned Take Home vehicle;
 - d. the employee frequently visits multiple Department work sites on the way to or from their regularly assigned office location.
- 4.11 No provision in this policy shall be interpreted as precluding the Director from authorizing the temporary use of a vehicle on a take home basis for employees whose duties include emergency stand-by or call-back status.
- 4.12 Employees are prohibited from placing any bumper sticker, decal, placard, banner, or insignia, unless approved by the Director, on any County-owned vehicle.
- 4.13 Operators of emergency response vehicles who are certified in accordance with the Fire and Rescue Commission's Emergency Vehicle Driver Training/Certification Policy and the Integrated Emergency Command Structure, may operate vehicles in an emergency response mode.
- 4.14 All occupants must wear seat belts when the vehicle is in motion. Vehicle operators of any County-owned vehicle must stop and assist any citizen who requests or appears in need of assistance.



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**MONTGOMERY COUNTY
DEPARTMENT OF FIRE AND RESCUE SERVICES**

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- 4.15 Off-duty or non-uniformed vehicle operators must wear appropriate attire to project a favorable image of the Department of Fire and Rescue Services.
- 4.16 All employees are prohibited from operating a County-owned vehicle while under the influence of alcoholic beverages or with the odor of alcohol on the breath or after having ingested any substance that may impair their ability to operate the vehicle.

RESPONSIBILITIES

- 5.0 DFRS Bureau Chiefs are responsible for completing the Department Vehicle Assignment Request Form and submitting it to the Department of Fire and Rescue Services Division of Technical Resources Management for processing and forwarding to the Director.
- 5.1 Division of Technical Resources Management is responsible for:
 - a. reviewing all submitted Department Vehicle Assignment Request Forms for accuracy and completeness;
 - b. providing the Director with management or technical information to assist in the development of sound vehicle utilization decisions.
- 5.2 The Director is responsible for approving or disapproving requests for vehicle assignments.

ATTACHMENT

- 6.0 Vehicle Assignment Request



DEPARTMENT OF FIRE AND RESCUE SERVICES
MONTGOMERY COUNTY, MARYLAND
VEHICLE ASSIGNMENT REQUEST

Name: _____ SSN: _____
Last First MI

Driver's License #: _____ State: _____

Duty Assignment: _____
Bureau District Shift Station

Rank/Title: _____ Date: _____

Vehicle Type Requested

- Automobile Carryall Jeep Station Wagon
- Pickup Truck Marked Unmarked

Vehicle Assignment Requested

- Agency-Assigned Agency-Assigned Take Home Motor Pool
- Agency-Assigned Administrative Assigned Emergency/Public Safety
- Assigned Emergency/Administrative Vehicle

Vehicle Assignment Justification

Recommendations

_____ Date: _____
Bureau Chief's Signature

_____ Date: _____
Division of Technical Resources Management

Approval

Date: _____
Chief Jon C. Grover, Director, Department of Fire and Rescue Services
AD 98066

MCFRS Fuel Management

Montgomery County, Maryland
County Council Public Safety Committee

Update
October 22, 2009

10/22/09

History

- Component of priority #3, Apparatus Management, FY10 Strategic Plan for Implementation of the MCFRS Master Plan.
- Requested a FY11-16 Capital Improvements Program project for fuel management.
- Reviewing the County's fuel contract to determine if any economies of scale exist for centralized fuel purchasing while still ensuring that the MCFRS' operational needs are met.

10/22/09

Goals

- Operational
 - Allow fire apparatus to receive fuel from any LFRD-based fuel sites.
 - Increase operational efficiency by saving time.
- Fleet Management
 - Accurate reporting of fuel usage.
 - Best practice preventative maintenance schedules are based upon a combination of fuel and mileage. (Fuel control systems record mileage also.)
 - Develop actual, accurate operating costs by vehicle, and by breed of vehicles.
 - Compatibility with FASTER.
- Cost Savings
 - Potential of cost savings with Countywide fuel purchasing.

10/22/09

Background

- Nationwide, fuel represents 40% of a fleet's ownership and operational cost. An evaluation of FY08 costs indicated we were consistent the national trend.
- “Best practice” in the fleet industry is to manage fuel centrally - fuel procurement, tank management, inventory control, fuel usage by vehicle.
- Demonstrated cost savings – monitoring of MPG, fuel security/control, personnel time reduction, accurate and timely PM scheduling, data analysis.

10/22/09

MCFRS Fuel Management

- What we do well today:
 - Fuel procurement – while each LFRD handles fuel purchases, costs are centrally monitored to ensure that each LFRD is paying approximately the same price in any given time frame.
 - Tank management – tanks must be in compliance to be bound with the County's insurer on an annual basis. However, due to age and other conditions we are losing fuel sites
 - Each LFRD has a basic level of fuel control for security purposes, i.e. a key.
 - Some LFRDs have an enhanced level of fuel control to monitor usage by vehicle.

10/22/09

MCFRS Fuel Management

- Weaknesses:
 - Most fuel control equipment is obsolete and requires replacement. Except for the paper based systems, the existing fuel dispensing systems are not expandable.
 - Obsolete equipment allows for “workarounds” and there is no interoperability.
 - Reporting methods vary, i.e. paper, electronic and none.
 - Reports are prone to human error and not timely.
 - If a vehicle is not allowed on an individual fuel pump, then it can not fuel.
 - Any advantage of Countywide fuel purchasing is not currently available to us.

10/22/09

Countywide Interoperability and Solutions

- County fuel depots are few and do not meet service needs.
- County fuel depots are primarily designed for light to medium duty vehicles.
- If a County fuel site is “down”, a vehicle must travel significant distance to receive fuel.
- A fire department vehicle can not receive fuel from all County or LFRD fuel sites. The fire department vehicles nor the fuel sites have the capability for such functionality or interoperability.
- Coordinate with the LFRDs to establish centralized accountability and control.
- Coordinate with Fleet Management to write an RFP and award a contract that both Fire and Fleet can utilize for future fleet management requirements.

10/22/09

Take home cars

40. Council staff had previously requested that MCFRS staff provide the following information regarding take home cars. Please provide:

- The overall number of County cars used by MCFRS staff

The overall number of cars used by MCFRS Career Staff is 126. This includes all cars, sport utility vehicles and pick up trucks.

- Number of take-home cars

See below

- Policies about the use of take-home cars

DFRS Policy and Procedure 602 *Assignment and Use of DFRS Administrative and Support Vehicles* See (C) 28-33

- The gas and maintenance costs for take-home cars

A review of several random vehicles within our fleet using FYTD information through 02/28/ 2009 indicates a cost of \$ 752.00 per vehicle. This covers replacement, fleet overhead, fuel, and maintenance for each vehicle each month. Please note that the motor pool budget is set by the Division of Fleet Management Services each year.

- The age of the cars and the associated replacement costs

These vehicles are owned and maintained by the Division of Fleet Management Services. The oldest vehicle is a 2000 and the newest are 2009. FMS sets the replacement schedule, which is generally 6 years or 120,000 miles; but, also depends on mileage and maintenance costs. And FMS determines the replacement costs, which are built in to MCFRS' designated motor pool budget.

- The overall number of County cars used by MCFRS staff

An audit of the total number of County supported staff vehicles (both career personnel and LFRD personnel) reveals the following:

MCFRS Career Chief Officer Assigned Take Home Vehicles – 29

Fire Chief – 1

Division Chiefs – 5

Assistant Chiefs – 12
Battalion Chiefs – 11

LFRD County Supported Assigned Take Home Vehicles- 53

LFRD Chiefs – 14
LFRD Certified Chief Officers – 39

All Chief Officers within MCFRS are subject to emergency call back. The frequency depends on the magnitude of the incident. Many times, MCFRS Career Chief Officers cover areas when other chief officers are committed to incidents. During nights and weekends, this occurs without personnel costs to the County.

In total, there are 114 LFRD assigned, county supported staff vehicles. These include utility, SUV, and sedans. There are 126 assigned to MCFRS of the same type.

MCFRS Code Enforcement Section has 41 staff vehicles assigned. These vehicles are not all take home vehicles. For employees who live outside the county, those vehicles are left at a fire rescue station or county property when the operator is not on duty. The Fire Code Enforcement on-call officer each night is required to take his/her vehicle home and is compensated at a contractually agreed upon rate to be available to return to duty for code related needs.

MCFRS Fire and Explosives Investigation Section has 13 take home vehicles assigned. These vehicles carry specialized and sometimes classified equipment in order to perform the duties of that section. Investigators are subject to emergency call out based on the complexity and nature of the incident.

41. Has MCFRS reviewed the use of take-home cars to determine whether cost savings can be achieved?

As part of FY09 cost savings measures, MCFRS instituted a limitation on take home vehicles for the Fire Code Enforcement Section and Recruiting. Only the on-call FCE inspector is authorized to take his/her vehicle home at night. All others are secured at the fire station or county owned facility nearest to the employee's route of travel out of the county. The Recruiting vehicle remains at the COB for day to day business activities.

42. Are there opportunities for further savings from reducing the number of take home cars, or changing policies about their use?

MCFRS is willing to explore additional measures throughout MCFRS to capture cost savings without compromising operational response capability.

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Fuel costs

43. Please provide the budgeted and actual/estimated fuel costs for FY06 through FY10 recommended.

	FY 06	FY 07	FY 08	FY 09	FY 10
Budget	\$0.341M	\$1.030M	\$1.030M	\$1.030M	\$1.030M
Actual	\$0.883M	\$1.021M	\$1.394M	\$1.238M (projected)	\$1.238M (projected)

44. The FY08 audit of the LFRDs indicated that five LFRDs do not maintain fuel logs or perform periodic checks of usage. Although all of the affected LFRDs do track overall fuel usage, some do not track usage by individual vehicles. In response to the audit report, one LFRD, Damascus, indicated that they were obtaining a metering system that will allow them to maintain fuel logs. The others did not have plans to do so at this time.

45. What would be needed for all LFRDs to be able to maintain fuel logs?

The need is for a system wide fuel management system that electronically tracks any vehicle regardless of fueling location. This would allow for the accurate tracking of fuel consumption by specific vehicle, mileage and type.

46. If fuel logs are not being maintained uniformly across all LFRDs, how does MCFRS monitor fuel use? How does MCFRS determine whether any cost savings might be available from improvements in fuel management?

Nationwide, fuel represents 40% of a fleet's ownership and operational cost. For FY 08, fuel represented approximately 39% of the operational cost of the medium and heavy-duty fire/rescue fleet. "Best practice" in the fleet industry is to manage fuel centrally - fuel procurement, tank management, inventory control, fuel usage by vehicle. Demonstrated cost savings – monitoring of MPG, fuel security/control, personnel time reduction, accurate and timely PM scheduling, data analysis.

Each LFRD has a level of fuel control for security purposes, i.e. a key. Some LFRDs have an enhanced level of fuel control to monitor usage by vehicle. Most LFRD fuel control equipment is obsolete and requires replacement. Obsolete fuel control equipment allows for "workarounds". Reporting methods vary, i.e. paper

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and electronic. Reports are prone to human error and not timely. If a vehicle is not allowed on an individual fuel pump, then it can not fuel.

The MCFRS Fleet Management Section submitted a CIP project, entitled "MCFRS Fuel Management" for FY 10 via the Capital Improvements Program process with the following operational and fleet management goals in mind:

- Allow fire apparatus to receive fuel from all LFRD-based fuel sites.
- Increase operational efficiency by saving time.
- Accurate reporting of fuel usage.
- Best practice preventative maintenance schedules are based upon a combination of fuel and mileage. (Fuel control systems record mileage also.)
- Develop actual, accurate operating costs by vehicle, and by breed of vehicles.
- Compatibility with FASTER.

AED Maintenance

47. At the Public Safety Committee's March 5 update on AED maintenance, MCFRS staff provided a plan with immediate issues to be completed by March 19, medium issues to be completed by March 31, and long term issues to be completed and begin development on March 31. What is the status of these issues?

This project is in process based on staff availability. The employee assigned to this project retires May 1st 2009.

48. As of March 5, MCFRS staff had identified 20-30 AEDs in County buildings that did not have assigned Points of Contact for use and maintenance issues. MCFRS staff also planned to survey departments to determine the number of AEDs that have been purchased, but are not yet registered in the MCFRS AED database. MCFRS staff said that they would work with the affected departments or facility managers to establish Points of Contact for these AEDs.

This project is in process based on staff availability. The employee assigned to this project retires May 1st 2009.

49. How many unregistered AEDs were identified? What is their current registration status with the County and with MIEMSS?

To date the current estimate is 30.