

PS COMMITTEE #1
July 19, 2010

MEMORANDUM

July 15, 2010

TO: Public Safety Committee
FROM: *MKD* Minna K. Davidson, Legislative Analyst
SUBJECT: Policy on MCFRS take-home and support vehicles

To follow up on issues raised during the Council's review of the FY10 Montgomery County Fire and Rescue Service (MCFRS) operating budget, the Public Safety Committee, in October 2009, reviewed the current policies and practices regarding MCFRS take-home and support vehicles and fuel management. At the time, MCFRS staff said that the current policies for take-home and support vehicles were over 10 years old and did not reflect the current organizational structure. The Fire Chief said that a new system-wide policy is needed to assure that there is consistency and accountability regarding take-home and support vehicles across the fire and rescue service. He estimated that it would take at least 90 days, and more likely six months to develop a new policy. The Committee requested that the Fire Chief return to the Committee when the new policy is ready. For reference, excerpts from the October 2009 packet are attached on © 1-30.

Although the Fire Chief intended for the new policy to be a priority, work on the FY11 budget had to take precedence, and he was not able to complete the policy within the timeframe that he initially proposed. For the July 19 Committee session, he will provide a progress report on the policy and a revised timeframe for its completion.

Regarding fuel management, in the FY11-16 CIP the Executive recommended, and the Council approved, a new fuel management system for fire and rescue that will ultimately be expanded to serve all of County Government. Once the design and acquisition of the new system are underway, the Committee may want to request updates on the timeframe and policies for implementation in MCFRS.

MEMORANDUM

October 20, 2009

TO: Public Safety Committee
FROM: Minna K. Davidson, ^{MKD} Legislative Analyst
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/dfrsp602.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

077188	4530301	PSTA	2007	CHEVROLET	P/U				
072031	4530400	SCBA SHOP	2007	CHEVROLET	CARGO VAN				
077187	4530402	SAFETY OFFICER - SHIFT	2007	CHEVROLET	P/U				
002067	4540300	INFORMATION TECHNOLOGY	2000	CHEVROLET	VAN				
051427	4540300	INFORMATION TECHNOLOGY	2005	CHEVROLET	UPLANDER				
089204	4540301	INFORMATION TECHNOLOGY	2007	CHEVROLET	UPLANDER				
071448	4540400	FACILITIES	2007	FORD	TAURUS				
099242	4540500	MAIL COURIER	2009	FORD	VAN				
031455	4560100	OPERATIONS	2003	FORD	CROWN VIC				
039155	4560100	OPERATIONS	2003	FORD	EXPEDITION				
051411	4560100	SCHEDULING	2005	CHEVROLET	BLAZER				
039156	4560200	EMS DUTY SUPERVISOR	2003	FORD	EXPEDITION				
068197	4560200	EMS DUTY SUPERVISOR	2006	FORD	EXPEDITION				
068198	4560200	EMS DUTY SUPERVISOR	2006	FORD	EXPEDITION				
062015	4580300	PSCC	2006	CHEVROLET	VAN				
057124	4560400	APPARATUS	2005	CHEVROLET	PICKUP TRU				
057125	4560400	APPARATUS	2005	CHEVROLET	PICKUP TRU				
071457	4560400	POOL CAR	2007	FORD	TAURUS				
071463	4560400	POOL CAR	2007	FORD	TAURUS				

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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				
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				
Fire and Explosive Investigators - subject to immediate call back - 12 total									
Light duty vehicles are used for support of MCFRS daily functions. Some are assigned to personnel, but are not take home. - 40 total.									

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MCFRS LFRD Fleet Summary

CORP	YEAR	MAKE_MODEL	VIN	OWNER	100% LFRD FUNDED	STOCK
1						
1						
1						
1						
2						
2	2006	CHEVROLET PICKUP TRUCK	2GCEK13Z061311327	COR	TRUE	706XXX
3	1996	FORD VAN	1FTFE24H7THB11593	MCG		7961593
3	1996	FORD VAN	1FBHE31H8THB06006	MCG		7966006
3	1997	FORD PICKUP TRUCK	1FTHE26HXVEA62610	COR		7972610
3	2008	CHEVROLET PICKUP TRUCK	1GCHK33K48F224358	MCG		7084358
3	2009	CHEVROLET EXPRESS VAN	1GAGG25K391167176	COR		7097176
4	1996	CHEVROLET P/U TRUCK	1GCHK33F9TF018951	MCG		7968951
5	1996	CHEVROLET P/U TRUCK	1GCHK33F3TF018699	MCG		7968699
5	1997	FORD VAN	1FBHE31L9VHB34114	MCG		7974114

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MCFRS LFRD Fleet Summary

13	2000	CHEVROLET PICKUP	1GCGK24R6YR183862	MCG		7003862
14	1996	FORD CHEVROLET TRUCK	2FALP72W91706029	MCG		7988279
14	1996	GMC PICKUP TRUCK	1GTGK24R5TZ543194	MCG		7963194
15	1996	CHEVROLET P/U TRUCK	1GCHK33F0TF018823	MCG		7968823
15	1999	CHEVROLET PICKUP	1GCDT19W4XK169488	COR	TRUE	7999488
17	1998	GMC PICKUP TRUCK	1GTGK29F4WE557095	MCG		7987095
29	1996	CHEVROLET P/U TRUCK	1GCHK33F7TF018804	MCG		7968804
R1	1999	CHEVROLET PICKUP TRUCK	1GCGK24R8XR709603	COR	TRUE	7999603
R1	1999	CHEVROLET VAN	1GAHG39J1X1129440	COR	TRUE	7999440
R2	1999	FORD PICKUP TRUCK	1FTZF1729XNA69270	COR		7999270

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MCFRS LFRD Fleet Summary

SECRET							
Passenger Vans - 6 total, 5 of which are tax supported.							
Pick up trucks - 25 total, 22 of which are tax supported.							

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<h1 style="margin: 0;">POLICY AND PROCEDURE</h1> <p style="margin: 0;">Montgomery County Fire and Rescue Commission</p>	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>POLICY AND PROCEDURE</h1> <h2>Montgomery County Fire and Rescue Commission</h2>	No.: 28-01
	Effective Date: 7/1/96
TITLE: Assignment and Use of Fire and Rescue Support Vehicles	Page 2 Of 7

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> <p style="margin: 0;">Montgomery County Fire and Rescue Commission</p>	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.



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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.



<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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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.



POLICY AND PROCEDURE

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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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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

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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

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	TITLE ASSIGNMENT AND USE OF DFRS ADMINISTRATIVE AND SUPPORT VEHICLES	DATE January 9, 1998
		DIRECTOR APPROVAL <i>[Signature]</i>

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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- 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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- 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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- 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

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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