

AGENDA ITEM #2(K)  
July 14, 2009

Action

MEMORANDUM

July 10, 2009

TO: County Council

FROM: Minna K. Davidson, Legislative Analyst *MKD*

SUBJECT: **Action** – Resolution to extend time until December 31, 2009, for Council action on Executive Regulation 36-08, *Certification Standards for Training, Experience, and Credentialing Requirements*

The Council received Executive Regulation 36-08, *Certification Standards for Training, Experience, and Credentialing Requirements*, under Method 2 on May 19, 2009. If the Council does not approve or disapprove a Method 2 regulation within 60 days after the Council receives it, the regulation automatically takes effect unless the Council extends by resolution the deadline for Council action. The 60-day deadline for Council action on Regulation 36-08 is July 18, 2009.

The Public Safety Committee reviewed Regulation 36-08 on June 11 and requested certain amendments. The Committee recommended approval with the requested amendments. Executive staff will need additional time to complete the amendments and arrange for the Executive to issue an amended regulation.

A resolution to extend the time for Council action to December 31, 2009, is attached on © 1. Proposed Regulation 36-08 is on © 2-20, and the Executive's transmittal memorandum is on © 21.

Resolution No. \_\_\_\_\_  
Introduced: July 14, 2009  
Adopted: \_\_\_\_\_

**COUNTY COUNCIL  
FOR MONTGOMERY COUNTY, MARYLAND**

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By: County Council

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**SUBJECT:** Extension of time for action on proposed Executive Regulation 36-08, *Certification Standards for Training, Experience, and Credentialing Requirements*

**Background**

1. On May 19, 2009, the County Council received proposed Regulation 36-08, *Certification Standards for Training, Experience, and Credentialing Requirements*, from the Executive.
2. The Council must review the regulation under method (2) of Section 2A-15 of the County Code. Under method (2), if the Council does not approve or disapprove a regulation within 60 days after the Council receives it, the regulation automatically takes effect unless the Council, by resolution, extends the deadline for action. The 60-day deadline for Council action on proposed Regulation 36-08 is July 18, 2009.

**Action**

The County Council for Montgomery County, Maryland approves the following resolution:

The time for Council action on Regulation 36-08, *Certification Standards for Training, Experience, and Credentialing Requirements*, is extended to December 31, 2009.

This is a correct copy of Council action.

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Linda M. Lauer, Clerk of the Council



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject

**CERTIFICATION STANDARDS FOR TRAINING,  
EXPERIENCE, AND CREDENTIALING REQUIREMENTS**

Number

**36-08**

Originating Department

**MONTGOMERY COUNTY FIRE AND RESCUE SERVICE**

Effective Date

## **CERTIFICATION STANDARDS FOR TRAINING, EXPERIENCE, AND CREDENTIALING REQUIREMENTS**

Issued by: County Executive

Executive Regulation No. [21-06AM] 36-08

Authority: Code Sections 21-18, Training Requirements and Certification Standards, and 21-8A, Standardized Incident Management System

Supersedes: *Certification Standards for Training, Experience, and Credentialing Requirements* Executive Regulation No. [21-06AM]

Council review: Method (2)

Register Vol. [23] 25, Issue [9] 12

Effective date: [November 6, 2007]

### **SUMMARY:**

[The Metropolitan Washington Council of Governments Fire Chiefs recommends that all fire-service based first responders in the National Capital Region complete Operations-level training in Weapons of Mass Destruction (WMD) response. This training is intended to be funded through the Urban Areas Security Initiative (UASI), a federal Homeland Security grant program.]

[Executive Regulation 21-06AM adds to the existing training requirements new provisions directing that all MCFRS personnel must complete National Capital Region Operations-level training in WMD response as federal funds become available. The initial MCFRS roll-out of this training applies to all Unit Officers at the ranks of Fire/Rescue/EMS Lieutenant and Captain. These personnel must complete the training within certain deadlines, contingent on available federal funding.]

[By October 1<sup>st</sup> of each year, the Fire Chief must review MCFRS' progress in meeting this training requirement, and report to the County Council on the training completed, and the amount of federal funding received and spent to date. The report must also indicate the remaining personnel to be trained, UASI funding available for this purpose, and the schedule for training the remaining personnel.]



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This Regulation is being amended to require all MCFRS personnel who are listed on the Integrated Emergency Command Structure (IECS) to complete training in the standardized National Incident Management System-Incident Command System (NIMS-ICS), in compliance with Homeland Security Presidential Directive (HSPD) #5, dated 2/23/03, and Sec. 21-8A of the Montgomery County Code. MCFRS' adoption of HSPD#5 makes NIMS-ICS compliance a requirement, to enable MCFRS to receive federal preparedness assistance through grants, contracts, and other activities.

All current IECS-certified MCFRS personnel, as appropriate for their rank and their designation as EMS Provider or Firefighter/Rescuer, must complete the applicable NIMS-ICS training. For Firefighter/Rescuer I and II, and EMS Provider I and II, the requirements are IS-700 and IS-100 (Awareness Level). For Firefighter/Rescuer III, and Master Firefighter/Rescuer through Captain, the requirement is IS-200 (Operations Level). All Rostered Chief Officers, i.e., Rostered Certified Chief Officer, Career Assistant Chief, Duty Operations Chief, Division Chief, and Fire Chief, must complete IS-300 and IS-400. All Command-Level personnel must also complete IS-800, which is an introduction to the National Response Plan. These requirements are provided in Fire Chief's General Order #07-16 (revised) dated 10/10/07, and on the attached Appendix A-1 for Firefighter/Rescuers, and Appendix A-2 for Emergency Medical Providers.

In addition to the requirements above for current MCFRS personnel, all new, entry level MCFRS personnel must complete IS-700 and IS-100 NIMS-ICS training within one year of their certification at the rank of Firefighter/Rescuer I/EMS Provider I.

**DEADLINE:**

**Montgomery County Register Comment: December 31, 2008**  
 Please submit comments to Beth Feldman, Office of the Fire Chief, 12<sup>th</sup> Floor, 101 Monroe Street, Rockville, Maryland, 20850. Comments may be e-mailed to [Beth.Feldman@montgomerycountymd.gov](mailto:Beth.Feldman@montgomerycountymd.gov)



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**BACKGROUND:** The successful completion of training [Training], experience, and credentialing standards [are] is necessary to ensure that [individuals] personnel who perform fire suppression, rescue, emergency medical service functions, and mitigate all-hazards incidents, including those involving chemical, biological, radiological, nuclear, and explosive (CBRNE) hazards, possess the requisite knowledge, skills, and abilities to safely and effectively perform those functions.

These training, experience, and credentialing standards are developed from applicable federal, State, regional, and local standards. This Regulation is consistent with the intent and organization of the *Integrated Emergency Command Structure*.

**Section 1. Purpose.** This Regulation adopts and implements training, experience, and credentialing certification standards, consistent with Montgomery County *Code* Sections 21-18, and 21-8A. These requirements apply to volunteer and career personnel engaging in the same operational duties.

**Section 2. Definitions.**

- a. **Active.** IECS-certified career or volunteer personnel serving in positions directly involved in: mitigating all-hazards and emergency incidents; and performing services that may include response to fires; rescue incidents; medical emergencies; including acts of terrorism and catastrophic events caused by weapons of mass destruction.
- b. **All-Hazards Incident.** Any event, whether natural or human-caused, that requires mitigation to: protect life, property, the environment, public health, or safety; and to minimize the disruption of government, social, or economic activities.
- c. **Basic Core Training Requirements.** Core requirements that are developed as minimum training requirements for participation in the IECS, that meet staffing needs for personnel assigned either to fire suppression units, or to EMS units. These basic core training requirements are indicated in Appendices A-1 for Firefighter/Rescuers, and A-2 for EMS Providers.
- d. **Career (employee).** A fire/rescue Merit System employee of Montgomery County, or



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an employee of a local fire and rescue department, who provides firefighting, rescue, or emergency medical service.

- e. **Certified/Certification.** Documented proof of an individual’s knowledge, skills, and abilities (KSAs), and a determination of competency through a process identified by the Fire Chief, which may include testing, evaluation, or practical exercise components.
- f. **Certified Chief Officer.** An MCFRS officer who has met the training and experience requirements identified in this Regulation and has been certified at the IECS rank of Battalion Chief or above by the Fire Chief or designee.
- g. **CBRNE.** The term of art abbreviation for chemical, biological, radiological, nuclear, and explosive hazards, any one or a combination of which are considered to be included in the term “weapons of mass destruction.”
- h. **Competency Evaluation.** A process that evaluates an individual’s knowledge, skills, and abilities within a particular rank. Competency evaluation may include a written or oral exam, an evaluation by skills demonstration, or tabletop exercise.
- i. **Credential/Credentialing.** A system of certifying personnel who are qualified to respond to all-hazards incidents locally, regionally, and nationally. This system will enable the development of local minimum standards and national standards for those personnel who are qualified to provide an intrastate and interstate application. For Certified Chief Officers, this process will include successful demonstration of required competencies.
- j. **EMS Provider.** A volunteer member of MCFRS who provides only emergency medical services.
- k. **Emergency Service Provider.** An individual who is accepted as a volunteer or career employee of the Montgomery County Fire and Rescue Service, and who is certified to perform firefighting, rescue, or emergency medical services.
- l. **Firefighter/Rescuer.** A career or volunteer member of MCFRS who provides firefighting, rescue, and emergency medical services.



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- m. **FROMS**. Acronym for Fire and Rescue Occupational Medical Section.
- n. **IECS**. Abbreviation for *Integrated Emergency Command Structure*, the operational chain of command and rank structure that integrates all fire and rescue services personnel, both career and volunteer, who have met the applicable training, experience, certification, and credentialing requirements.
- o. **IECS-Certified**. Status indicating an individual's eligibility to serve at a specific rank level, as noted in Regulation No. 16-05AM, *Integrated Emergency Command Structure*, in accordance with these training and certification standards.
- p. **IFSAC**. Acronym for International Fire Service Accreditation Congress, the organization that adopted the professional qualification standards defining the knowledge and performance requirements for fire service personnel.
- q. **KSAs**. Abbreviation for Knowledge, Skills, and Abilities, a listing of the qualifications and personal attributes that are needed to qualify for a specific position.
- r. **MFSPQB**. Abbreviation for Maryland Fire Services Personnel Qualifications Board, the accreditation agency for fire service personnel in the State of Maryland.
- s. **[Mobile] Montgomery County Fire [Volunteer] Corps**. A group of [individuals] volunteers who have been approved by the Chief, Division of Volunteer Services, and are available to provide volunteer[, operational,] administrative[,] or auxiliary services with MCFRS.
- t. **NBFSPQ**. Abbreviation for National Board on Fire Service Professional Qualifications, which uses the NFPA's professional qualifications standards to define the knowledge and performance requirements for fire service personnel.
- u. **National Incident Management System- Incident Command System (NIMS-ICS)**. A standardized, consistent, nation-wide approach enabling federal, State, and local governments to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of their cause, size, or complexity, that provides for interoperability and compatibility among responders. The NIMS includes



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a core set of concepts, principles, terminology, and technologies covering the incident command system; multi-agency coordination systems; unified command; training; identification and management of resources; qualifications and certification; and collecting, tracking, and reporting of incident information and resources.

- [u]v. **Peer Evaluation.** A process by which an officer of equal or senior rank uses established benchmark criteria to evaluate another officer's or firefighter's performance during an emergency incident.
- [v]w. **Personnel.** All active, IECS-certified firefighter/rescuer and emergency medical service providers, including volunteers and employees of the Local Fire and Rescue Departments, and County Merit System employees of the MCFRS.
- [w]x. **Provisional Period/Status.** The status of an MCFRS individual who is rated medically unacceptable by FROMS, or who is on a leave of absence from MCFRS, or has failed to recertify in his/her current MCFRS rank. This individual must not participate in IECS activities, except as approved by the Fire Chief.
- [x]y. **Training Officer.** The individual designated by the Fire Chief with the responsibility to train all operational personnel of the Montgomery County Fire and Rescue Service.
- [y]z. **Volunteer.** An individual who, without salary, performs firefighting, rescue, or emergency medical services with the MCFRS, as part of its Division of Volunteer Services.
- [z]aa. **Weapons of Mass Destruction (WMD).** Chemical, biological, radiological, nuclear, or explosive weapons that are capable of indiscriminately killing large numbers of human beings.

**Section 3. Applicability.** This Regulation applies to all new, **provisional**, and **active firefighter/rescuer** and emergency medical services **personnel**, both career and **volunteer**, who provide **firefighter/rescuer** or emergency medical services.

**Section 4. Policy.** All **active firefighter/rescuer** and emergency medical services **personnel** must meet applicable standards of training and experience to be eligible to serve in the Montgomery County Fire and Rescue Service, and to participate in the **IECS**. Most



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training requirements may be met at the MCFRS Public Safety Training Academy (PSTA). However, MCFRS **personnel** may also take training from other agencies and organizations. Certain training requirements may be met through the successful completion of Web-based, on-line interactive courses, including required NIMS-ICS classes IS-700, IS-100, IS-200. For equivalency requirements for training acquired on-line, or inside or outside Montgomery County, see Sec. 4. g., below. The training and experience requirements are defined and required by this Regulation, and are attached as Appendix A-1 for **Firefighter/Rescuers**, and Appendix A-2 for **EMS Providers**. An LFRD Chief may request the Fire Chief to list an individual as **IECS-certified** after the individual has completed the training and/or experience requirements for any stated rank or title.

- a. **Categories Established.** Two categories of MCFRS participation are established: **Firefighter/Rescuer (volunteer and career)**, and **EMS Provider (volunteer only)**.
- b. **Medical Acceptance.** Individuals who apply for **IECS certification** must meet the medical evaluation requirements established in Executive Regulation #01-05AM, *Medical Standards for Operational Members and Candidates of the Montgomery County Fire and Rescue Service*.
- c. **Entering MCFRS.** An individual must be 16 years of age to qualify to train at the Montgomery County Public Safety Training Academy, and may enter the Montgomery County Fire and Rescue Service in one of several ways, as indicated below.
  - 1. An individual may enter without any previous firefighting, rescue, or emergency medical service training or experience by making application to MCFRS.
  - 2. An individual may become a **volunteer** member of MCFRS by meeting the membership requirements of a specific LFRD, or the **Mobile Volunteer Corps**, by successfully completing a criminal records background check, and being rated medically acceptable by **FROMS** under Executive Regulation #01-05AM, *Medical Standards for Operational Members and Candidates of the Montgomery County Fire and Rescue Service*.
  - 3. An individual may have obtained previous **certified** equivalent training and experience, and may seek to enter from another jurisdiction.



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4. An individual may re-enter the MCFRS service delivery system following a leave of absence from **active IECS** participation, and will enter **Provisional Status**, pending reinstatement

d. **Requirements for New Personnel.**

1. **Orientation Training.** All personnel who enter MCFRS must successfully complete an orientation training program. Orientation training is performance-based and not hour-specific, and must meet the performance criteria established by the Fire Chief. Components of the orientation training may be conducted in the fire/rescue station, on-line (web-based), and/or at the Public Safety Training Academy.
2. The Fire Chief or LFRD Chief must **certify** and record successful completion of the orientation training for new **personnel**.
3. **Personnel** in the **Firefighter/Rescuer** category who successfully complete the orientation training are considered **Firefighter/Rescuer** candidates/recruits until they have met the training and/or certification and age requirement for **Firefighter/Rescuer I**.
  - A. A **Firefighter/Rescuer** candidate/recruit may ride fire suppression apparatus as an observer, and may assist qualified **personnel** only if proper supervision is provided by a Unit Officer. A **Firefighter/ Rescuer** candidate/recruit may do the following only during supervised training sessions: enter Immediate Danger to Life or Health (IDLH) environments; enter burning buildings; participate in activities requiring advanced training; or be subjected to hazardous environments.  
  
**A Firefighter/Rescuer candidate/recruit does NOT qualify as minimum staffing.**
  - B. A **Firefighter/Rescuer** candidate/recruit who has completed the initial year of service, and has reached 17 years of age, begins to qualify for the *experience* criteria for promotion.



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4. Personnel in the EMS Provider category who successfully complete the orientation training are considered **EMS Provider** candidates/recruits until they have completed the training and/or certification and age requirement for **EMS Provider I**.

A. An **EMS Provider** candidate/recruit may ride apparatus as an observer, and may assist qualified **personnel** *only* if proper supervision is provided by a Unit Officer. An **EMS Provider** candidate/recruit may do the following *only* during supervised training sessions: enter IDLH environments; enter burning buildings; participate in activities requiring advanced training; or be subjected to hazardous environments.

An **EMS Provider** candidate/recruit does **NOT** qualify as minimum staffing.

B. An **EMS Provider** candidate/recruit who has completed the initial year of service, and has reached 17 years of age, begins to qualify for the *experience* criteria for promotion.

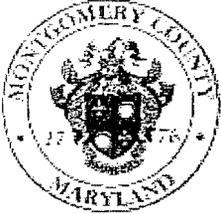
e. **Basic Core Training Requirements.** To participate in the **IECS**, and to be eligible to meet minimum staffing requirements for fire suppression and EMS units, all **personnel** must successfully complete the **basic core training requirements**, subject to the Transitional Provisions in Sec. 5. c.

1. **Fire Suppression Units.** **Basic core training requirements** to staff fire suppression units include successful completion of all courses listed as **basic core training requirements** in Appendix A-1.

2. **EMS Units.** **Basic core training requirements** to staff EMS units include successful completion of all courses listed as **basic core training requirements** in Appendix A-2.

3. **EMT Requirement.** All **personnel** on the **IECS** list must maintain Maryland Emergency Medical Technician-Basic (**EMT-B**) **certification** once they have achieved EMT status, or after having completed the 2-year transitional period.

f. **Experience Requirements.**



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1. **Volunteer** fire and rescue **personnel** must meet the requirement for **certification** of **active** service (50 points) in accordance with the Montgomery County Length of Service Awards Program during a calendar year to receive credit for that year's experience.
  2. **Career** fire and rescue **personnel** must attain at least a satisfactory performance evaluation, to receive credit for one year's **active** experience.
- g. **Equivalency Process.** Personnel who have acquired training inside or outside of Montgomery County, or Web-based, on-line interactive training, and/or experience from jurisdictions or agencies outside Montgomery County, may apply for equivalent training or experience and/or service time **certification**.
1. **Personnel** who enter MCFRS may request equivalency for experience and/or service time at similar ranks within the Montgomery County **IECS**. To request equivalency for experience and/or service time, **personnel** must complete and submit Appendix D, **Experience and/or Service Time Application**, with the specified supporting documentation, to the MCFRS **Training Officer**. The request must be accompanied by a description of the rank served in, and relevant information to enable a determination of activity level.
  2. To request equivalency for training, **personnel** must complete and submit the **Non-Jurisdictional Course Equivalency Application** (Appendix C), with the specified supporting documentation, to the MCFRS **Training Officer**.
  3. The MCFRS **Training Officer** must review all equivalency requests within 15 working days of their receipt. If the MCFRS **Training Officer** confirms that the documentation meets the requirements of the course, the equivalency is approved and an equivalency **certificate** is issued.
  4. If the MCFRS **Training Officer** does not recommend approval of an equivalency request, the request must be forwarded to the PSTA Equivalency Committee for its review and recommendation.
  5. The PSTA Equivalency Committee must approve or deny the request, and may



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recommend additional action that the applicant may take to obtain approval.

- 6. An individual who is denied equivalency for training courses, experience, and/or service time may appeal the decision of the Equivalency Committee to the Fire Chief.
  - A. The individual must submit all equivalency appeals to the Fire Chief on Appendix C, **Non-Jurisdictional Course Equivalency Application**, or Appendix D, **Experience and/or Service Time Equivalency Application**, as appropriate.
  - B. Requests must include all supporting documentation.
- 7. The Fire Chief may grant equivalency or an extension of service time experience, based on an individual's **KSAs**, as described in Section 4.g.1. of this Regulation, on a case-by-case basis. The Fire Chief's decision to grant or deny any request for equivalency or extension is final and may not be appealed.
- 8. **Personnel** who have obtained **IFSAC, NBFSPQ, or MFSPQB certification** may be **certified** by the **Training Officer** as having equivalent training.
- 9. Experience for **career** and **volunteer** fire and rescue **personnel** is twelve months of **active** service time to receive credit for one year of experience.
- 10. **Challenge Testing.** **Personnel** who successfully complete the challenge testing process offered through the **MFSPQB** or the **NBFSPQ certification** program may be required to complete jurisdictional-specific components of a given training course, as required by the **Training Officer**.
  - h. **EMS Providers.** In-State **EMS providers** may qualify for charge status only when they are granted legal recognition or reciprocal **certification**, as established by the **MCFRS Training Officer** and the approval of their **LFRD Chief**.
  - i. **Requirements for Certified Chief Officers.** In addition to meeting the training and experience requirements in Appendix A-1 or A-2, a **Certified Chief Officer** must meet



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the program requirements of the MCFRS *Command Officer Professional Development and Improvement* (COPDI) Policy, and successfully complete an annual **Competency Evaluation** and an annual **Peer Evaluation** to maintain eligibility to participate in the IECS at the **Certified Chief Officer** level. The Fire Chief may place a **Certified Chief Officer** who fails to meet these requirements in **Provisional Status**.

- j. **WMD Response Training.** All MCFRS personnel must complete Operations-level training in **Weapons of Mass Destruction** response, as recommended for all fire-service based first responders in the National Capital Region by the Metropolitan Washington Council of Governments Fire Chiefs. This training is intended to be funded through the Urban Areas Security Initiative (UASI), a federal Homeland Security grant program, and is subject to the availability of federal funding.
  1. For the initial MCFRS roll-out, each incumbent Unit Officer at the ranks of Fire/Rescue/EMS Lieutenant and Captain must complete this training by September 30, 2010. New Fire/Rescue/EMS Lieutenants and Captains must complete this training within two years after their appointment/ promotion. These deadlines are contingent on available federal funding.
  2. By October 1<sup>st</sup> of each year, the Fire Chief must review MCFRS' progress in meeting this training requirement, and report to the County Council on the training completed, and the amount of federal funding received and spent to date. The report must also indicate the remaining **personnel** to be trained, UASI funding available for this purpose, and the schedule for training the remaining **personnel**.
  
- k. **Fire Chief's Implementation of Additional Training Requirements.** The Fire Chief may require additional training to comply with any new State or federal requirements applicable to MCFRS, or to meet immediate safety concerns and protect MCFRS **personnel**. Any new training requirements must be implemented by regulation. If immediate action is required, the Fire Chief may initially issue a General Order to field **personnel** requiring the new training. The General Order may remain in effect not longer than 90 days. The Fire Chief must issue regulations to implement the training before the General Order expires.
  1. **NIMS-ICS Training for All Current MCFRS Personnel.** As provided under



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Section 4.k. above, the Fire Chief has required additional training to comply with Homeland Security Presidential Directive #5, as indicated in Fire Chief's General Order #07-16 (revised) dated 10/10/07, titled *Requirements for National Incident Management System Training*. The new training requirements apply to all MCFRS personnel who are on the Integrated Emergency Command Structure (IECS) list. Specific training is required at each rank level to prepare MCFRS personnel to perform and function within the Incident Command System during a domestic incident.

- a. All current IECS-certified MCFRS personnel must complete the appropriate level of NIMS-ICS training, as indicated in Appendix A-1 for Firefighter-Rescuers, and Appendix A-2 for EMS Providers, within two years of the issuance of FCGO #07-16, i.e., by 10/10/09.
  - b. Personnel must complete NIMS-ICS training levels appropriate for their level of operational responsibility, in accordance with the matrix attached to FCGO #07-16. NIMS courses IS-700, IS-100, IS-200, and IS-800 are Web-based and internet accessible, and may be completed on-line. NIMS IS-300 and IS-400 courses for supervisory personnel require 40 hours of classroom training.
2. **NIMS Training for New, Entry Level Personnel.** All new, entry level MCFRS personnel must complete IS-700 and IS-100 NIMS-ICS training within one year of their certification at the rank of Firefighter/Rescuer I/ EMS Provider I.
- l. **Promotions and Accrual of Experience for Promotion.** Progression in IECS rank must be incremental, without skipping a position. Personnel who request promotion must have obtained the necessary training and experience requirements listed between, and included in, their current rank and the IECS rank to which they are requesting promotion. (Exception: Master Firefighter/Rescuer and Master EMS Provider are optional ranks.)
  - m. **LFRD Requests for Temporary Promotions.** A temporary promotion, as requested by an LFRD Chief, must comply with all applicable Fire and Rescue Commission, MCFRS, Executive Regulations, and/or LFRD policies. The Fire Chief must prepare a Notice of Temporary Promotion and circulate it to the field, as required in Executive



# MONTGOMERY COUNTY EXECUTIVE REGULATION

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<b>Subject</b> <b>CERTIFICATION STANDARDS FOR TRAINING, EXPERIENCE, AND CREDENTIALING REQUIREMENTS</b>	<b>Number</b> <b>36-08</b>
<b>Originating Department</b> <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	<b>Effective Date</b>

Regulation #16-05AM, *Integrated Emergency Command Structure.*

- n. **Promotion Eligibility.** As of the effective date of this Regulation, **personnel** are eligible for promotion to the highest rank as **certified** on the **IECS** list and/or the **MCFRS** Promotion Eligibility List, provided all **certification** requirements are maintained and current.
- o. **Recertification Requirements for MCFRS Personnel.** **Personnel** in all ranks from **Firefighter/Rescuer I/EMS Provider I** through **Chief** must complete the annual recertifications below, subject to the transitional provisions in Section 5.c.
  - 1. Annual recertification requirements for all ranks from **Firefighter/Rescuer I/EMS Provider I** through **Chief** include:
    - A. Air/Bloodborne Pathogens;
    - B. CPR-Healthcare Provider;
    - C. AED;
    - D. Hazardous Materials Operations; and
    - E. SCBA
  - 2. **Personnel** who fail to maintain their **certifications** will be removed from the **IECS** list, placed in **Provisional Status**, and will no longer be **certified** in the **active** Service.
- p. **Certifications for Command Duties.** An individual in a rank that must assume command duties on the scene of an incident must successfully complete an annual **Competency Evaluation** to maintain **IECS certification**.
  - 1. **Certified Chief Officers** must successfully complete an annual **Competency Evaluation** and **Peer Evaluation** to maintain **IECS certification**.
  - 2. Unit Officers at the rank of **Firefighter/Rescuer III** and **Master Firefighter/Rescuer** must successfully complete an annual **Competency Evaluation** to maintain **IECS certification**, if operating in the officer position.
  - 3. Unit Officers at the rank of **EMS Provider III** and **EMS Master Provider** must



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successfully complete an annual **Competency Evaluation** to maintain **IECS certification**, if operating in the officer position.

4. Lieutenants and Captains must successfully complete an annual **Competency Evaluation** and **Peer Evaluation** to maintain **IECS certification**.
  5. The Fire Chief will determine the content of the **Competency Evaluation** and **Peer Evaluation** for each rank.
  6. The MCFRS **Training Officer** or designee will administer **Competency Evaluations** for annual command-level testing at the Command Development Center at the PSTA or other approved facilities.
  7. An individual who fails to successfully complete a **Competency Evaluation** and/or **Peer Evaluation** will be placed in **Provisional Status** until the individual has successfully met the requirements.
  8. All **Competency** and **Peer Evaluations** must be fair, objective, and performance based.
- q. **Credentialing.** When federal requirements are in place, **personnel** serving in the Montgomery County **IECS** will be **certified** and nationally **credentialed** at the highest level attained in each **IECS** rank. At that time, the Fire Chief will maintain a list of qualified **personnel** who are **certified** and **credentialed** to participate in the **IECS**. MCFRS **personnel** will be required to maintain **credentialing** ID cards, consistent with the annual **Competency Evaluation** process.
- r. **Documentation.** **Personnel** who request to participate in the Montgomery County **IECS** must provide documentation of their eligibility for **certification**, with the **Emergency Service Provider Certification** form (Appendix B). Documentation must include all required **certificates** or other records of successful completion of requirements, and/or other means of satisfying the training and experience requirements appropriate for the rank requested. The Fire Chief or designee must approve or disapprove the request within 14 calendar days of receipt.
- s. **Provisional Status.**



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1. An individual who intends to return to full **active** service from **Provisional Status** must become familiar with all new MCFRS policies, regulations, and protocols, and must successfully complete, subject to the transitional provisions in Section 5.c.:
  - A. all annual recertification requirements;
  - B. any requirements in Appendix A-1 or A-2, as applicable for the **IECS** rank they are re-entering in the **active** Service;
  - C. the current Maryland EMT-B;
  - D. the SCBA fit test; [and]
  - E. the medical evaluation requirements in Executive Regulation #01-05AM, *Medical Standards for Operational Members and Candidates of MCFRS*; and[.]
  - F. any new federal or State required training adopted by the Fire Chief.
  
2. A **Certified Chief Officer** who is in **Provisional Status** must meet all of the above requirements, as well as COPDI requirements and **KSA** competencies for command officers, by successfully completing table top exercises and a written *Incident Command System* evaluation for **all-hazards incidents**, as described in Section 4.i. of this Regulation.
  
3. The Fire Chief's designee must complete a review of individuals in **Provisional Status**. These individuals will be certified when they have met all the requirements for reinstatement, indicating they have satisfied the **IECS** requirements for the rank to which they have applied.
  
- t. **Restrictions while in Provisional Status.** An individual who is in **Provisional Status** is not **IECS-certified**, and is, therefore, non-operational. However, with the Fire Chief's approval, an individual in **Provisional Status** may provide restricted service on an incident scene. As determined by the Fire Chief, the individual may participate in limited response activity, pending completion/ remediation of the individual's training or **certification** deficiencies. An individual in this category may be



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required to successfully complete a demonstration of competencies, as defined by the Fire Chief. ***An individual in Provisional Status is in non-operational status and does not meet minimum staffing requirements.*** An individual in **Provisional Status** must agree to the terms of, and execute, a memorandum of understanding or written agreement with the Fire Chief.

## Section 5. Responsibilities.

a. The Fire Chief must:

1. develop a list of all fire and rescue **personnel** in rank order, and **certify** qualified **personnel** who meet these training and experience standards to participate in the Montgomery County **IECS**;
2. ensure that the Equivalency Committee comprises a balanced representation of the **career** and **volunteer** components of the Montgomery County Fire and Rescue Service;
3. maintain a list of all qualified **personnel** who are **certified** and **credentialed** to participate in the **IECS**; and
4. by October 1<sup>st</sup> of each year, review MCFRS' progress in meeting the **WMD** response training requirement in Section 4.j., and report to the Council on MCFRS' compliance, as required in Section 4.j.2.

b. MCFRS and the LFRDs must apply for training and experience **certification** for their respective employees and members, and forward the applications to the Fire Chief.

c. **Implementation Requirements and Transitional Provisions.** All MCFRS **personnel** must meet the training and experience requirements in this Regulation, subject to the transitional provisions below.

1. All MCFRS **personnel** who were **IECS-certified** on or before the effective date of this Regulation must successfully complete new courses required by this Regulation within two years after the date the Public Safety Training Academy initially offers them.



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2. All **personnel** who were in the **Firefighter/Rescuer I** category on or before the effective date of this Regulation must complete the **basic core training requirements** identified in Appendix A-1 for **Firefighter/Rescuer I** within two years after the effective date.
3. All **personnel** who were in the **EMS Provider I** category on or before the effective date of this Regulation must complete the **basic core training requirements** identified in Appendix A-2 for **EMS Provider I** within two years after the effective date.
4. An active **Firefighter/Rescuer** or **EMS Provider** who was **IECS-certified** on or before the effective date of this Regulation must complete all the **basic core training requirements** within two years after the effective date.

**Section 6. Implementation and Enforcement.** The Fire Chief is the implementation and enforcement authority for all policies and regulations of the Montgomery County Fire and Rescue Service.

**Section 7. Severability.** If a court of final appeal holds that any part of this Regulation is invalid, that ruling does not affect the validity of other parts of the Regulation.

**Section 8. Effective Date.** This Regulation is effective on the date the County Council adopts a resolution approving it.

**Section 9. Attachments:**

**Appendix A-1** *MCFRS Certification Standards for Training, Experience, and Credentialing Requirements.- Firefighter/Rescuers*

**Appendix A-2** *MCFRS Certification Standards for Training, Experience, and Credentialing Requirements- EMS Provider Personnel*

**Appendix B** - *Emergency Services Provider Certification Form*

**Appendix C** - *Non-Jurisdictional Course Equivalency Application*

**Appendix D** - *Experience and/or Service Time Equivalency Application*



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Recommended:

Richard R. Bowers, Interim Fire Chief  
Montgomery County Fire and Rescue Service

Date

Approved:

Isiah Leggett,  
Montgomery County Executive

Date

APPROVED AS TO FORM AND LEGALITY  
OFFICE OF COUNTY ATTORNEY  
BY Richard H. Melnick  
DATE 3-18-09

Cert standards NIMS 11-13-08 BF wp

Exec Reg



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OFFICE OF THE COUNTY EXECUTIVE  
ROCKVILLE, MARYLAND 20850

Isiah Leggett  
County Executive

MEMORANDUM

May 18, 2009



Method 2

TO: Phil Andrews, President  
Montgomery County Council

FROM: Isiah Leggett, County Executive 

SUBJECT: Adopt Executive Regulation #36-08, *Certification Standards for Training, Experience, and Credentialing Requirements*

At the request of Fire Chief Richard Bowers, I am transmitting for the Council's review and adoption Executive Regulation 36-08, *Certification Standards for Training, Experience, and Credentialing Requirements*, as required by Sections 21-18 and 21-8A of the Montgomery County Code, under Method 2 requirements. This Regulation ensures that Montgomery County Fire and Rescue Service (MCFRS) personnel attain the necessary knowledge, skills, and abilities to safely and effectively mitigate all-hazards incidents, including those involving chemical, biological, radiological, nuclear, and explosive hazards. These requirements were developed from applicable industry, federal, State, and regional standards.

The Regulation was amended to require all MCFRS personnel who are listed on the Integrated Emergency Command Structure to complete training in the standardized National Incident Management System-Incident Command System (NIMS-ICS), in compliance with Homeland Security Presidential Directive (HSPD) #5, dated February 23, 2003, and Section 21-8A of the County Code. MCFRS' adoption of HSPD #5 makes NIMS-ICS training completion a requirement, to enable MCFRS to receive federal preparedness assistance through grants, contracts, and other activities.

Chief Bowers has recommended approval of this Regulation, and my signature indicates my concurrence. With the Council's adoption, this Executive Regulation will supersede Executive Regulation 21-06AM of the same title. If additional information is needed, please call Chief Bowers on Extension 7-2435.

IL:bf

Attachment

2009 MAY 19 AM 11:02