

PS COMMITTEE #7  
May 3, 2010

**Worksession**

*Please bring your packet from the April 12 Public Safety Committee worksession on the FY11 MCFRS operating budget to the May 3 worksession. The packet is available at: <http://www.montgomerycountymd.gov/content/council/pdf/agenda/cm/2010/100412/20100412PS1.pdf>*

**M E M O R A N D U M**

April 30, 2010

TO: Public Safety Committee

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

SUBJECT: **Worksession: FY11 Operating Budget  
Montgomery County Fire and Rescue Service (MCFRS)  
(continued)**

*Those expected for this worksession:*

Richard Bowers, Fire Chief, Montgomery County Fire and Rescue Service (MCFRS)  
Steve Lohr, Division Chief, Administrative Services, MCFRS  
Dominic Del Pozzo, Manager III, Budget Section, MCFRS  
Blaise DeFazio, Management and Budget Specialist, OMB

**PS Committee Review To Date**

The Public Safety Committee reviewed the FY11 MCFRS operating budget on April 12 and 26. The Committee completed a preliminary review of all of the issues identified in the April 12 packet, and all of the Executive's recommended April 22 budget adjustments for MCFRS.

**May 3 PS Committee Worksession**

At the May 3 worksession, the Committee will need to discuss some of the issues in more detail, and develop final recommendations for the MCFRS budget. Items for Committee consideration are listed below.

**Follow up information from April 26:** At the April 26 worksession, the Committee requested follow up information on several items. MCFRS responses and attachments are on © 1-23.

**Comments from resource organizations:** Comments from the MCVFRA are attached on © 24-31. Comments from the IAFF, Local 1664, are attached on © 32-33. The Fire and Emergency Services Commission held a special meeting on the budget on April 28. Their comments will be distributed as soon as they are available.

**Executive CIP adjustment for Rockville Station 3:** A PDF for Rockville Station 3, which would move \$500,000 in current revenue from FY10 into FY13, is attached on © 34. This issue is discussed in more detail below.

**Issues from the April 12 packet:** Some of the issues that require further discussion are highlighted below.

**The Executive's April 22 budget adjustments for MCFRS:** The budget adjustments are attached on © 35. Some of the issues that require further discussion are included in the highlighted issues below.

## ISSUES

**Rockville Station 3:** In FY01, the Council approved a CIP project to provide \$500,000 in current revenue for the renovation of Rockville Fire Station 3. The project was delayed for a variety of reasons, and the funding was shifted to the pending closeout list until the Rockville Volunteer Fire Department finalized its plans for the renovation.

The Executive's budget adjustment would shift the funds from the pending closeout list (where the funds would be available in FY10) to a PDF which programs the funds for expenditure in FY13. The Executive's recommended PDF is on © 34. This budget adjustment would help increase overall fiscal capacity in FY10, and would be consistent with the RVFD's current schedule for the project.

### Questions/Issues

1. When the funding for Station 3 was originally approved, it was Council staff's understanding was that it would be a one-time contribution for the project, and that the County did not intend to provide any additional funding over the \$500,000. Is this still what the County intends? If so, the PDF text should say so.
2. The text under "Other" in the PDF appears to be redundant and is somewhat unclear. If the Committee wishes to recommend approval of the PDF, Council staff recommends that the Committee ask Council and Executive staff to clarify the language in the "Other" section.

3. The recommended PDF is an amendment to the FY09-14 CIP. If the Committee wishes to recommend approval, the Committee should also request that Executive staff provide a similar PDF for the FY11-16 CIP so that the FY13 expenditure will be properly accounted for in the FY11-16 CIP.

***Council staff recommendation:*** Approve the Executive's budget adjustment for Rockville Station 3 with any clarifications or amendments requested during discussion of the issues above.

**April 12 Issue #2: Reduce Station Staffing at Hyattstown and Hillandale, -\$2,389,070.** The Committee wanted to review the maps of service coverage provided by MCFRS. Updated maps are on © 20-23 of this packet. The original maps are on © 33-38 of the April 12 packet.

The Committee had also requested additional information about the agreement for MCFRS to run non-emergency calls between the Germantown Emergency Center and Shady Grove Adventist Hospital. The requested information is on © 41-42 of this packet.

**April 12 Issue #3: Reduce Overtime, -\$1,307,650.** The table on © 43 shows historical MCFRS overtime expenditures in relation to other personnel costs. The table on © 44 shows expenditures by overtime categories from FY08 – FY10 projected year-end. The table on © 43 indicates that MCFRS has a history of exceeding its overtime budget. For FY10, even though MCFRS has attempted to control the use of overtime in many ways, overtime expenditures will again exceed the overtime budget. Council staff is concerned about plans to further reduce overtime in FY11. The Committee may want to discuss with the Fire Chief whether it is realistic to assume that the proposed FY11 overtime reduction can be achieved in view of the department's overtime history.

**April 12 Issue #6 and Executive's April 22 budget adjustment: Delay May 2011 Recruit Class until FY12, -\$671,150.** The Committee discussed the implications of this reduction on April 26, and requested an updated attrition chart to see the impact of this reduction on field staffing. An updated chart is on © 3 of this packet.

**April 12 Issue #21 and Executive's April 22 budget adjustment: Operating Expenses for MCVFRA Agreement, \$389,910.** The Executive's March 15 budget included funds for this item. His April 22 budget adjustments would eliminate all of the funding. At the April 26 worksession, MCVFRA representatives opposed the Executive's budget adjustment, and mentioned some shortcomings with equipment available for volunteers. The Committee requested follow up information on this issue, some of which is attached on © 2 and 4-19. MCFRS is continuing to work with the MCVFRA and the LFRDs to compile the rest of the requested information.

**This packet contains:**

**circle #**

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**FY11 MCFRS Operating Budget**

**Follow up Requests from the PS Committee's April 26 Review**

*Please provide responses by close of business on Wednesday, April 28.*

The Committee requested the following:

1. Information comparing injuries in MCFRS with injuries in other fire departments in Maryland. (MCFRS has already provided information about injury rates in DC Metro area fire departments, but most of the jurisdictions are not in Maryland and are subject to different workers compensation rules and practices.)

MCFRS has made inquiries to Frederick, Howard, Anne Arundel, and Baltimore counties; as well as Baltimore City and the City of Annapolis. As of 4/29/2010, only Annapolis F.D. has provided information and the information provided only concerns lost time injuries.

Annapolis: 138 employees  
10 lost time injuries in CY09

2. An updated attrition chart showing the impact of the Executive's April 22 recommendation to delay the May 2011 Recruit Class until FY12.

See attached

3. A chart showing the shift of uniformed positions from non-field areas to the field. Please include FY10 and FY11.

**MCFRS Uniform Positions**

	Field	Non-Field
FY2010	1049	127
FY2011	1048	108
Change	-1	-19

**Notes**

1. Field positions are those that respond to calls for service.
2. In addition to the net loss of 19 non-field positions, three of the 108 were lapsed.

4. Information from the Fire Chief about the number of volunteers who provide service in the field, the equipment that should be issued to each volunteer, and the current status of equipment that is issued to volunteers. The Committee requested that the Fire Chief work with MCVFRA representatives to try to reach agreement on the numbers involved.

There are 741 personnel qualified at FF/R I or EMS Provider I or higher up to and including certified chief officers. There are 618 Recruit/Candidates that are in their first year or so of membership. These members are in training that requires gear, as well as also running calls as observers and extra staffing on units, but are not minimum staffing qualified. They assist with picking up hose and tools, as well as doing non entry level tasks under supervision.

Each of the IECS personnel qualified for structural firefighting at the rank of FF1 and higher, should be issues a full set of response gear.

For firefighters this would include protective coat and pants, boots, suspenders, two sets of gloves, eye protection, hearing protection, Kevlar/nomex hood, and helmet.

For EMS only personnel, this would include protective coat and pants, boots, suspenders, one set of work gloves, hearing protection, eye protection and helmet.

Current status of gear in the field being utilized by the volunteers is not yet available. MCVFRA has stated they would deliver some information by COB Friday April 30, 2010.

5. Information about the policies regarding the issuance of equipment to volunteers, including any requirements that volunteers must meet before the equipment is issued.

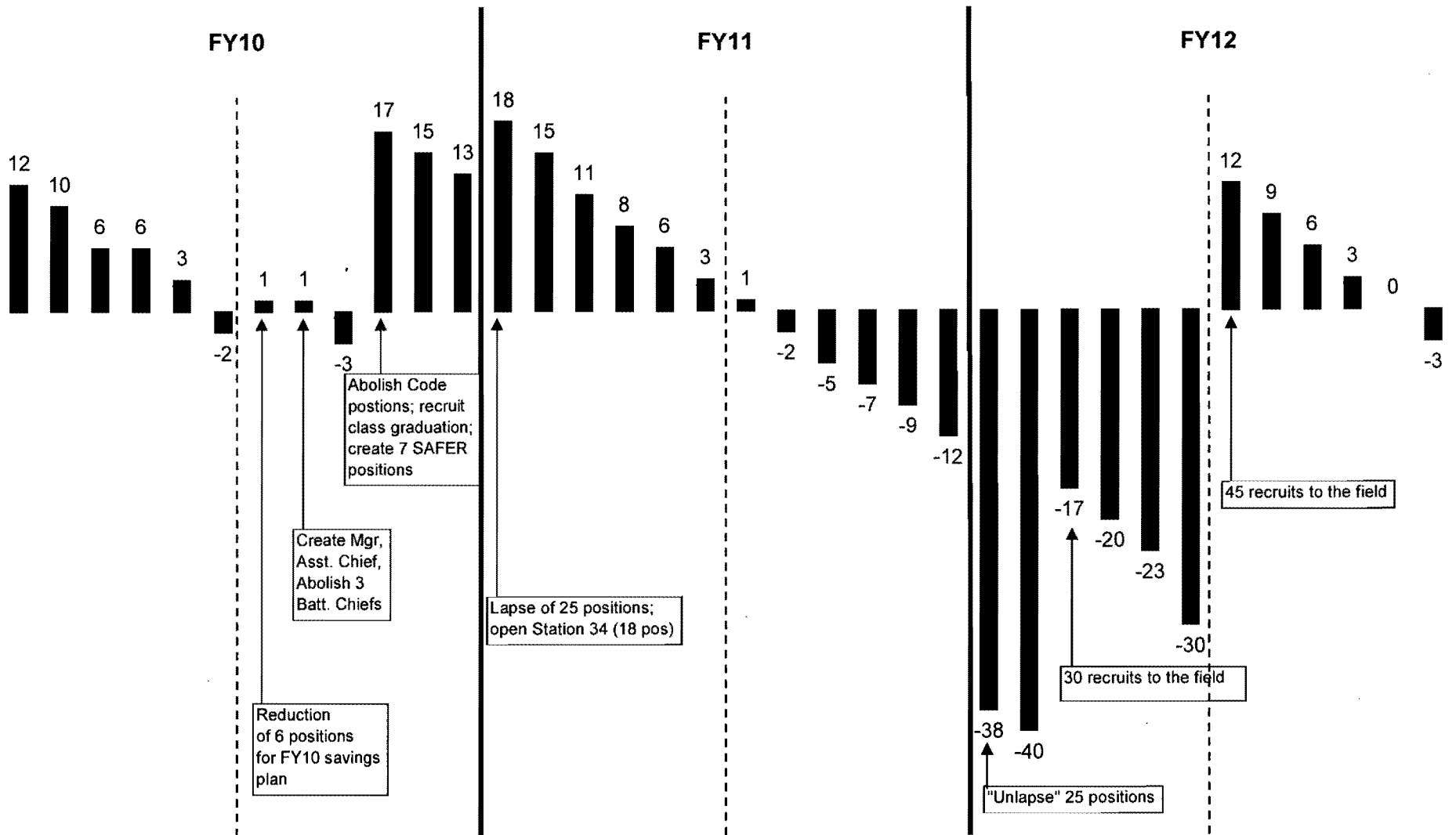
The only County wide requirement is that which is outlined in the MCVFRA Contract and this is a simple eligibility requirement for the benefits contained in the MCVFRA Contract with Montgomery County. This does not address the issuance of protective equipment. Several LFRDs have a policy pertaining to issuance and by whose authority.

See attached examples

6. Revised maps showing changes in ALS, BLS, and Aerial Unit coverage from FY10 to FY11 CE recommended.

See attached

# MCFRS Attrition Graph



## Article 11

### UNIFORMS AND EQUIPMENT

In order to qualify to be issued one winter coat by the Department, a volunteer must be an "active volunteer" as defined in Section 21-21(a) of the Montgomery County Code.

In the event a volunteer no longer qualifies for a winter coat, the appropriate LFRD shall be responsible for collecting the coat and returning such to the Department. Failure of the LFRD to return coats or make its best efforts to return coats to the Department will disqualify the LFRD and its active volunteers from receiving coats under this Article.

## Article 12

### NOMINAL FEE

An active volunteer as defined in Section 21-21 (a) of the Montgomery County Code shall receive either:

(1) a nominal fee of two hundred (\$200.00) dollars each June 1<sup>st</sup>;

OR

(2) a nominal fee of three hundred (\$300.00) dollars each June 1<sup>st</sup> if the active volunteer:

(a) is on the Integrated Emergency Command Structure (IECS) certified list; and

(b) received the maximum allowable Length of Service Awards Program (LOSAP) points for department or station responses as specified in Section 21-21(k)(6) of the Montgomery County Code in the previous calendar year; and

(c) received the maximum allowable LOSAP points for sleep-in or stand-by as specified in Section 21-21(k)(3) of the Montgomery County Code in the previous calendar year.

In addition, the appropriate LFRD President must certify in writing that the volunteer has met the requirements set forth in section one, subsections (a) through (c) of this article.

However, the Association must aid the Department in the development of a standby program for each LFRD to ensure that non-career minimum operational unit positions are staffed on a consistent and continual basis. Once developed and implemented, the active

Article 11  
UNIFORMS AND EQUIPMENT

\* \* \*

Section Two. Effective July 1, 2010, the County shall purchase 874 pairs of leather turnout boots in each year of the agreement. The Association shall distribute the boots to active volunteers as defined in Montgomery County Code Section 21-21(a) on the IECS who belong to an LFRD with an approved Stand-by program

Section Three. Effective July 1, 2010, the County will supply 874 gear bags for turn out equipment to the MCVFRA. The Association shall distribute the gear bags to active volunteers as defined in Montgomery County Code Section 21-21(a) on the IECS who belong to an LFRD with an approved Stand-by program;

Article 12  
NOMINAL FEE

An active volunteer as defined in Section 21-21 (a) of the Montgomery County Code shall receive either:

(1) [a nominal fee of two hundred (\$200.00) dollars each June 1<sup>st</sup>]; a nominal fee of: three hundred (\$300.00) dollars July 1, 2009; four hundred (\$400.00) dollars July 1, 2010;

OR

(2) [a nominal fee of three hundred (\$300.00) dollars each June 1<sup>st</sup> if the active volunteer:] a nominal fee of: five hundred (\$500.00) dollars July 1, 2009; six hundred (\$600.00) dollars July 1, 2010; if the active volunteer:

(a) is on the Integrated Emergency Command Structure (IECS) certified list; and

(b) received the maximum allowable Length of Service Awards Program (LOSAP) points for department or station responses as specified in Section 21-21(k)(6) of the Montgomery County Code in the previous calendar year; and

(c) received the maximum allowable LOSAP points for sleep-in or stand-by as specified in Section 21-21(k)(3) of the Montgomery County Code in the previous calendar year.

In addition, the appropriate LFRD President must certify in writing that the volunteer has met the requirements set forth in section one, subsections (a) through (c) of this article.

[However, the Association must aid the Department in the development of a standby program for each LFRD to ensure that non-career minimum operational unit positions are staffed on a consistent and continual basis. Once developed and implemented, the active volunteers who meet the criteria listed above, shall only receive such nominal fee if the active volunteer's LFRD provides service in accordance with the aforementioned standby program approved by the MCVFRA and the County.]



**Glen Echo Fire Department**  
**POLICIES AND PROCEDURES**

Number: 406

Effective Date:  
11/9/2009

Personal Protective Equipment

Page: 1 of 2

**1.0 PURPOSE**

To establish responsibility and coordination for Personal Protective Equipment (PPE) used by Glen Echo Fire Department (GEFD) personnel.

**2.0 APPLICABILITY**

This Standard Operating Procedure applies to all personnel of the Glen Echo Fire Department.

**3.0 REFERENCE** Reserved

**4.0 BACKGROUND** Reserved

**5.0 DEFINITIONS** Reserved

**6.0 POLICY**

6.1 The membership elected Quartermaster shall coordinate inventories, assign and inspect GEFD issued PPE.

**7.0 RESPONSIBILITY** Reserved

**8.0 PROCEDURE**

8.1 PPE will be issued when a member has successfully met all requirements as a Charge/Aide on GEFD ambulances and/or has become a qualified Firefighter II on the Montgomery County Fire/Rescue Service (MCFRS) Integrated Emergency Command Structure (IECS) list.

8.2 PPE shall be issued to members in active status or as otherwise approved by the Fire Chief.

8.3 Members qualified as Firefighter IIs and above will be issued one each of the following:

- a. Structural Firefighting Coat
- b. Structural Firefighting Pants
- c. Structural Firefighting Boots
- d. Structural Firefighting Gloves
- e. Structural Firefighting Helmet (yellow for firefighters and master firefighters, white for officers)
- f. Structural Firefighting Hood

8.4 EMS Only members qualified as EMS Provider Is and above will be issued one each of the following:

- a. EMS Coat
- b. EMS Pants
- c. Helmet (blue)

8.5 Probationary members will utilize the communal Probationary PPE stored in the rear of the apparatus bays only while on duty and while assigned to a piece of apparatus.

8.6 Any probationary member requiring a full complement of Structural Firefighting PPE for a required class will be issued that gear for the duration of the class, and must return the gear to the Quartermaster immediately upon completion of the class.

8.7 Gear Distribution:

8.7.1 Members requesting PPE must submit a GEFD "PPE Requisition Form" to the Quartermaster.

8.7.2 The Quartermaster will set up a schedule for issuing and for receiving PPE being returned.

8.8 Damage to PPE:

8.8.1 Any member who experiences damage to any part of their issued PPE may have it replaced as soon as possible, if the specific equipment is available in the inventory.

8.8.2 At no time is a member permitted to use any defective PPE.

8.8.3 Any member who loses any part of their PPE must fill out a GEFD "Lost Property Form" and a new GEFD "PPE

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Requisition Form." These forms shall be sent to the Quartermaster, with a copy of the forms to the Department Coordinator. If the damage or loss is due to negligence on the part of the individual member, that person may be held responsible for replacement cost.

- 8.8.4** If a member finds that PPE has been stolen, he/she shall:
1. Notify the Officer-in-Charge (OIC) immediately.
  2. Log theft in the station log book.
  3. Fill out the GEFD "Lost Property Form" (if the loss exceeds \$50.00)
  4. Notify the Montgomery County Police and secure a police report number.
  5. Fill out a new GEFD "PPE Requisition Form."
- 8.8.5** Any loss of equipment due to misuse or negligence on the part of the member will be the responsibility of the member to reimburse GEFD.
- 8.9** Equipment Identification:
- 8.9.1** All PPE will be marked with GEFD identification only.
- 8.9.2** Members shall not mark GEFD PPE without permission of the Quartermaster.
- 8.9.3** At no time shall a member put any identification numbers on PPE belonging to GEFD.
- 8.10** PPE shall not leave the property of GEFD except when required to perform authorized functions or duty for GEFD.
- 8.11** It shall be the policy of GEFD during non-emergency operations that a member shall not borrow any individual's assigned PPE without advanced permission.
- 8.12** Another member's PPE may be used for emergency responses if a member's PPE is not available, providing it is immediately returned after use in good condition.
- 9.0** **CANCELLATION** Replaces GEFD "Protective Clothing" Policy #206 dated 5/7/02.
- 10.0** **ATTACHMENT**
- 10.1** GEFD "Lost Property Form"
- 10.2** GEFD "Property Requisition Form"

Approved by Fire Chief:

\_\_\_\_\_

Date

\_\_\_\_\_

Herb Leusch, Fire Chief

## **UNIFORMS AND PROTECTIVE CLOTHING**

### **I. PURPOSE**

To establish a policy for uniforms and protective clothing.

### **II. APPLICABILITY**

This policy applies to all Rockville Volunteer Fire Department personnel, excluding career administrative personnel.

### **III. RESPONSIBILITY**

A. The Fire Chief and the Board of Directors shall:

1. Supervise compliance with this policy.
2. Ensure appropriate funds for uniforms and protective clothing through the annual budget.
3. Approve purchases of uniforms and protective clothing as stated in the RVFD Tax Fund Purchasing and Payment policy and procedure (Policy #1320).
4. Supervise the Supply Division's operations to ensure compliance with this policy.
5. Clarify any section regarding the intent of this policy.

B. The Volunteer District Chiefs shall:

1. Approve the initial request for issuance of uniforms and protective clothing for volunteer personnel assigned to their station.
2. Ensure that volunteer personnel assigned to their station return uniforms and protective clothing to the Supply Division when leaving the Department.

C. The Supply Officer (or his designee) shall:

1. Follow the guidelines stated in the RVFD Tax Fund Purchasing and Payment policy and procedure (Policy #1320).
2. Report the operations of the Supply Division to the Fire Chief and the Board of Directors.

3. Prepare and justify the annual budget for uniforms and protective clothing.
4. Issue or repair uniforms and protective clothing for all personnel as needed.
5. Maintain accurate records of uniforms and protective clothing issued to personnel.
6. Assist the District Chiefs with records regarding the return of uniforms and protective clothing for the personnel under their supervision.
7. Return reusable uniforms and protective clothing to the central supply stock.
8. Remove and dispose of uniforms and protective clothing that cannot be reused.

D. The Officers shall:

Ensure that personnel under their supervision comply with this policy.

**IV. POLICY**

A. The dress uniform shall consist of the following:

1. Navy blue, single-breasted, dress coat with two scalloped breast pockets and badge holder centered above the left breast pocket. The coat shall have gold buttons for officers and silver buttons for non-officer personnel. An RVFD patch shall be centered on the outside of the left sleeve one-half inch from the shoulder seam.
2. Navy blue dress pants, bartacked with 1/4 top pockets and watch pocket, with French-fly and hook closure
3. Black leather belt with a plain gold buckle for officers, a plain silver buckle for non-officer personnel; 1980 RVFD anniversary buckle may be worn
4. Long-sleeved or short-sleeved buttoned dress shirt with convertible collar
  - a. Officers shall wear white pleated shirts bartacked with two double-scalloped breast pockets, with a pencil division in the left breast pocket and a badge holder centered above the left breast pocket.

- b. Non-officer personnel shall wear white cotton-twill type material shirt bartacked with two breast pockets with flaps and a pencil division in the left breast pocket.

NOTE: All dress shirts shall have an RVFD insignia patch centered on the outside of the left sleeve 1/2 inch from the shoulder seam.

- 5. Black tie
- 6. Dress hat, with appropriate rank decorations
- 7. Hat badge, with appropriate rank insignia
- 8. Pair of collar pins with appropriate rank insignia attached 1/4 inch from the outer-edges of each collar point.
- 9. Breast badge
  - a. Officers shall wear the breast badge on the badge holder on the dress coat and shirt.
  - b. Non-officer personnel shall wear the breast badge on the badge holder on the dress coat.

NOTE: The hat badge, collar pins, and breast badge shall be gold for officers and silver for non-officers. The insert insignias for each rank shall be trimmed in red, with the exception of EMS personnel without a rank, whose insignia shall be trimmed in blue.

- c. 75<sup>th</sup> anniversary badge shall be worn during the 1996 year, if available – then retired.
- 10. RVFD collar pins shall be attached to the lapel of the dress coat – “RV” shall be placed on the right lapel, and “FD” shall be placed on the left lapel. Each collar pin is to be attached 1/4 inch from the bottom of the lapel and 1/4 inch from the outside edge of the lapel. Collars pins shall be gold for officers and silver for non-officer personnel.
- 11. Name tag with optional “Serving Since” pin shall be centered over the right breast pocket and shall be even with the top flap on the dress coat and shirt. Name tags shall be gold for officers and silver for non-officer personnel.
- 12. Black or dark blue socks

13. Black Clearino or leather oxford shoes
  14. Rank stripes
    - a. Line officers ranked at Captain or above shall have 1/2 inch gold braid stripes running from seam-to-seam, beginning immediately above the last button on each sleeve. The stripes shall be spaced 1/8 inch apart, with one stripe for Captains, two stripes for District Chiefs, three stripes for Assistant Chiefs, four stripes for Deputy Chiefs, and five stripes for the Fire Chief.
    - b. Administrative officers shall have one gold braid stripe centered over the top of a red braid stripe. The stripes shall be placed in the same location as those for the line officers, with a 1/2 inch gold stripe on a 3/4 inch red stripe for the Secretary and the Treasurer, a 1 inch gold stripe on a 1-1/4 inch red stripe for the Vice President, and a 1-1/2 inch gold stripe on a 1-3/4 inch red stripe for the President.
  15. Length-of-service star pins, which represent five years of service each, are to be centered horizontally on the outside left sleeve of the dress coat starting 1/2 inch above the officer stripe(s) or 1/2 inch above the last sleeve button for personnel not stated in item 14 of this section. Stars shall be placed 1/2 inch apart.
  16. Special badges, pins, and awards approved by the Fire Chief may be worn by personnel entitled to such items. These awards shall be centered 1/2 inch over the name tag of the dress coat and shirt.
- B. The duty uniform shall consist of the following:
1. Dark blue, cotton twill-type material pants bartacked with 1/4 top pockets.
  2. Black leather belt
  3. Long-sleeved or short-sleeved button duty shirt with convertible collar
    - a. Officers at rank of District Chief and above shall wear the dress shirt as a duty shirt [see Section IV (A) (4) (b)].

- b. Officers at rank of Captain and below shall wear a white, cotton twill-type material shirt bartacked with two breast pockets with flaps and a pencil division in the left breast pocket. An RVFD insignia patch shall be located the same as for dress shirts [see Section IV (A) (4) (b)]. White T-shirt without any logos that may show through dress shirt.
  - c. Non-officer personnel shall wear a dark blue, cotton twill-type material shirt bartacked with two breast pockets with flaps and a pencil division in the left breast pocket. An RVFD insignia patch shall be located the same as for dress shirts [see Section IV (A) (4) (b)].
4. Pair of collar pins [see Section IV (A) (8) and (9)]
  5. Chief officers and administrative officers shall wear breast badges on the duty shirt.
  6. Name tags and optional "Serving Since" pins [see Section IV (A) (11)]
  7. Black or dark blue socks
  8. Pair of black Clearino, leather, or tennis oxford shoes or combat boots with zipper
  9. Special badges, pins, and awards for duty shirts [see Section IV (A) (16)]
- C. If approved by the Station OIC, the work uniform will be the same as the duty uniform with the following exceptions:
1. The duty uniform shirt may be taken off if an approved T-shirt is worn underneath. Approved T-shirts are plain white for officers and plain white or dark-blue for non-officer personnel.  
  
NOTE: T-shirts may have the RVFD insignia.
  2. A plain, dark blue or black sweatshirt may be worn over the duty uniform shirt or T-shirt.  
  
NOTE: Sweatshirts may have the RVFD insignia.
  3. Plain, dark blue coveralls may be worn over the duty shirt, T-shirt or sweatshirt.

4. Plain, dark blue knit or baseball caps may be worn.

NOTE: Caps may have the RVFD insignia centered on the front.

D. The following outer garments may be worn:

1. Winter jacket (issued) shall be dark blue, tuffy-topper type of material with nylon type liner, removable plush pile collar, two breast pockets with flaps, pencil division in the left breast pocket, badge holder over the left breast pocket, zipper front, and two zipper side vents. The jacket shall have gold buttons for officers and silver buttons for non-officer personnel. An RVFD insignia patch shall be located the same as stated for the dress coat [see Section IV (A) (1)].
2. Windbreaker-type jacket shall be dark blue, nylon type material with button front. An embroidered RVFD insignia seal shall be located over the left breast.

E. The following applies to all uniforms, unless stated specifically for one type of uniform:

1. At time of reporting for duty, personnel shall be in the duty uniform.
2. Medic and ambulance crew personnel on duty shall be in the duty uniform when responding on calls.
3. The duty uniform consists of all of the items listed under Section (IV) (B), except for those items that are not initially issued by the Supply Division.
4. The last two weeks in April and the last two weeks in October will be periods of transition during which personnel may wear either short-sleeved or long-sleeved dress or duty uniform shirts. From May 1st until the transition period in October, short-sleeved shirts will be worn. From November 1st to the transition period in April, long-sleeved shirts will be worn.
5. The dress uniform may be worn for funerals and other special details unless otherwise directed by the Fire Chief.
6. Paramedic, Emergency Medical Technician, or approved insignia patches may be centered on the outside right sleeve 1/2 inch from the shoulder seam. The Fire Chief may approve other patches with an appropriate request.
7. Name tags, badges, and pins shall not be worn on any clothing unless stated in this policy.

8. The work uniform shall be worn to details, inspections, or scheduled meetings with the public.
9. All shirts will be tucked into the waistband.
10. Undergarments shall not be visible below the shirt sleeve.
11. Jewelry (i.e., earrings, necklaces, bracelets, rings, and watches) may be worn on duty only if these items do not present a hazard to the individual while carrying out job duties and assignments.
12. Keys, badges, whistles, etc., shall not be worn on the belt unless they are tucked into a rear pants pocket.
13. Only uniform and protective clothing stated in this policy may be worn. However, during inclement weather, the Station OIC may authorize the use of other clothing if necessary for the health of personnel.

F. Protective Clothing

All protective clothing in this policy will be worn as stated in the RVFD Safety Policy or as otherwise directed by the Incident Commander.

**VI. ISSUED UNIFORMS AND PROTECTIVE CLOTHING**

A. Ownership

1. Issued uniforms and protective clothing shall be the sole property of the RVFD and may be recalled by the Fire Chief or his designee at any time from personnel who violate this policy.
2. Personnel who separate from the RVFD or become ineligible to service the RVFD shall immediately return all issued uniforms and protective clothing to the Supply Division (except for those items listed below) and shall be responsible for the monetary value of said items, or legal action for theft will be taken.

Exceptions:

- a. Issued T-shirts
- b. Any other item approved by the Fire Chief when an appropriate request is submitted.

B. Care and Maintenance

1. Issued uniforms shall be kept clean and presentable at all times.
2. Protective clothing shall be cleaned and maintained in good condition.

C. Authorized Use

1. No part of the issued uniforms and protective clothing or RVFD insignia shall be worn outside of RVFD activities, unless otherwise approved by the Fire Chief. Personnel shall not wear any of the above items in such a place and/or manner as to bring disgrace or discredit upon the RVFD. Personnel who have been suspended from all activities of the RVFD shall not wear any part of the above items during the period of suspension.
2. Medals, buttons, insignia, ribbons, ID tags, etc. not designated by this policy will not be worn on uniforms or protective clothing. Delegates may wear the above items if they are issued at a convention, training class, seminar, etc., for the duration of the activity.
3. Issued uniforms and protective clothing shall conform in style and design stated in this policy, unless otherwise approved by the Fire Chief with an appropriate request.

D. The following uniforms and protective clothing will be issued by the Supply Division.

1. Protective clothing for all personnel except inactive volunteers and maintenance personnel
  - 1 pair short boots
  - 1 pair gloves
  - 1 protective hood
  - 1 pair suspenders
  - 1 turnout coat
  - 1 helmet with rank decal
  - 1 pair turnout pants
  - 2 blue T-shirts with logo
2. Probationary members
  - 1 long-sleeve duty shirt
  - 1 short-sleeve duty shirt
  - 1 pair of pants
  - 2 blue T-shirts

3. Full members

- 2 long-sleeve duty shirts
- 2 short-sleeve duty shirts
- 2 blue T-shirts with logo
- 2 pairs of pants
- 1 pair of collar pins
- 1 windbreaker (if available)
- 1 winter jacket (if available)
- 1 name tag

4. Lieutenants

- 2 long-sleeve white duty shirts
- 2 short-sleeve white duty shirts
- 2 white T-shirts with logo
- 2 pairs of pants
- 1 breast badge with rank
- 1 hat badge with rank
- 1 pair of collar pins

5. Captains

- 2 long-sleeve white duty shirts
- 2 short-sleeve white duty shirts
- 2 white T-shirts with logo
- 2 pairs of pants
- 1 breast badge with rank
- 1 hat badge with rank
- 1 pair of collar pins

6. District Chiefs

- 2 long-sleeve white dress shirts
- 2 short-sleeve white dress shirts
- 2 white T-shirts with logo
- 2 pairs of pants
- 1 breast badge with rank
- 1 hat badge with rank
- 1 pair of collar pins

7. Chief and Administrative Officers

- 2 long-sleeve white dress shirts
- 2 short-sleeve white dress shirts
- 2 white T-shirts with logo
- 2 pairs of pants
- 2 breast badges with rank
- 1 hat badge with rank
- 1 pair of collar pins

E. Marking of Uniforms and Protective Clothing

1. Uniforms and protective clothing shall be marked and identified in the manner prescribed in this section, as approved by the Supply Officer or designee. No other markings shall be used. Markings shall not be altered or removed except by the Supply Officer or his designee.
2. The Supply Division shall mark uniforms and protective clothing with the control number assigned to the person receiving the uniforms and/or protective clothing.
3. Uniforms and protective clothing shall be marked with the assigned control number in the location noted below:

<i>Item</i>	<i>Location</i>	<i>Marking</i>
Short boots	yellow stripe	2" wide with black paint or permanent marker
Turnout coat	inside storm flap	permanent marker
Gloves	top of hands	permanent marker
Helmet with shield	center rear of rim	2" Scotchlite markers
Nomex hood	center front collar 1" from bottom	permanent marker
Windbreaker/ Winter jacket	collar tag	permanent marker
Turnout pants	inside flap	permanent marker
Suspenders	inside right strap 1" above junction of straps	permanent marker

***No other markings shall be placed on uniform/protective clothing.***

F. Guidelines for Issuing Uniforms and Protective Clothing

1. Probationary personnel will receive used uniform and protective clothing, if available.
2. Members must completely fill out the Uniform and Protective Clothing Request Form before the Supply Division issues or replaces clothing that is lost, stolen or damaged.
3. Members must try on uniforms and protective clothing that have size ranges and are kept in stock at the Supply Division prior to receipt of the item(s). The Supply Division may send out non-sizable clothing.
4. If requested items are not in stock, the Supply Division will notify the member that the items are back ordered and will notify the member when the items are received.
5. Members must return worn or damaged uniforms to the Supply Division to obtain replacements or repairs. If the Supply Division questions the need for replacement or repair of an item, they will refer the request to the Deputy Chief.
6. The Supply Division will replace damaged uniforms as necessary. The Supply Division will replace damaged, worn, or lost protective clothing as necessary.
7. The Supply Division will replace uniforms and protective clothing on a one-for-one basis.
8. Documentation of Loss or Damage
  - a. Personnel who lose or damage issued uniforms or protective clothing shall immediately report such loss or damage in writing to their Station Officer on the back of a Uniform and Protective Clothing Request Form.
  - b. The Station Officer shall sign the "Approved By" section of the request form when the loss or damage is determined to be accidental or from excessive use. If the Station Officer determines that the loss or damage is due to neglect, he shall write his comments on the back of the request form and submit the form to the Deputy Chief.
  - c. The Deputy Chief shall review the request form and investigate the loss or damage to determine if it was caused by the individual's negligence. If the Deputy Chief finds that the loss or damage is accidental or due to excessive use, he will sign the

“Approved By” section of the request form. If the Deputy Chief finds that an individual was negligent in the loss or damage of uniforms or protective clothing, the individual must replace these items at his/her expense.

- d. Uniforms and protective clothing that are worn out or damaged in non-RVFD activities shall be replaced at the individual's expense.
9. Completion of the Uniform and Protective Clothing Request Form
- a. Name -- individual requesting clothing from the Supply Division
  - b. Control Number -- number assigned by the Supply Division
  - c. Rank -- individual's rank within the Department
  - d. Station -- station to which the individual is normally assigned
  - e. Items Requested -- quantity, type, and size of clothing requested
  - f. Date -- date on which form is completed
  - g. Approved By/Date -- signatures of the following personnel, and the date of the signatures
    1. Station Officer -- for the initial issuance of uniforms/protective clothing to volunteer personnel
    2. Station Officer -- for the replacement of clothing, as stated in Section V (F) (8)
    3. Deputy Chief -- for the replacement of clothing, as stated in Section V (F) (8)
  - h. Issued By/Date -- signature of the Supply Officer or his designee, and the date signed
  - i. Received By/Date -- signature of the individual receiving the items, and the date signed
  - j. Back of Form -- comments section, as stated in Section V (F) (8)

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Leonard J. Marco, President

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John T. Ferguson III, Fire Chief