

M E M O R A N D U M

UPDATED - April 30, 2008

To: Volunteer Fire and Rescue Personnel
From: Division Chief Wm. Alan Hinde
Subject: Annual Physicals

I am pleased to report that the Fire and Rescue Service has successfully made it through the initial wave of periodic medical exams. Volunteer fire and rescue personnel are now being scheduled for their second yearly physical based on the date that the initial screening was conducted or assigned month due. This memorandum provides information to make this process as easy as possible.

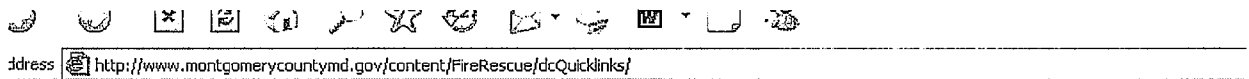
The safety and health of every fire and rescue provider in the Montgomery County Fire and Rescue Service is of paramount concern to your peers, the leadership of the local fire and rescue departments, Chief Carr and myself. I trust that you will continue to embrace the annual physical program since it is a benefit to you. This has been clearly demonstrated by a number of cases in which career and volunteer personnel have identified serious health issues early that could have resulted in a compromise to their quality of life if they had not been discovered. Keeping you healthy so you can continue to volunteer is a benefit to you and to Montgomery County.

It is important to mention that the FROMS process is managed using the principles of strict medical confidentiality. With the exception of scheduling of appointments, and receipt of the final ratings on individuals for distribution to the LFRD Chiefs, the Volunteer Division does not participate in the physical process. All questions about your physical results and follow-up appointments should be directed to FROMS. Under no circumstances should you be sending or discussing medically privileged information with the Volunteer Division office.

The following step-by-step instructions will assist you in scheduling and completing your annual physical:

- Attain a pre-physical package from your LFRD Chief. This package should include five forms in addition to a map to Fire/Rescue Occupational Medical Services: (1) Annual Physical Information Form; (2) Employee Medical History; (3) Interval Medical History Form; (4) Medical Determination of Readiness for Respiratory Fit-Testing; and (5) Tuberculin Skin Test. (If you received this notice electronically they are included as part of this document or as an attachment.)

- Fill out the Annual Physical Information Form and email the form to ruthie.wills@montgomerycountymd.gov or if you don't have email, fax this form only to 240-777-2414. Ruthie Wills will schedule your physical and will email you a confirmation of your assigned appointment. Morning and Saturday appointments fill quickly and may not be available for the times you request. We require 72 hours to cancel an appointment in order to let the remainder of the service know an open appointment has come up in an effort to get the most done with the time we have. The Physical Request form can be found on the quicklinks website (shown below) at: www.montgomerycountymd.gov/firerescue/quicklinks



- Complete all forms in the package to the best of your ability. These forms should be hand carried to FROMS on the day of your physical. The medical history forms are NOT faxed. The FROMS staff will answer any questions about the medical history, fit testing or tuberculin testing paperwork on the day of your physical.
- If possible, go to FROMS (Fire Rescue Occupational Medical Services) to get your blood work done at least two weeks prior to your physical date. No appointment is required. Hours are Monday through Friday 7:30 a.m. to 7:00 p.m. and every other Saturday from 7:00 a.m. to 12:00 p.m. Please plan to arrive at least 30 minutes prior to closing. Remember that you need to fast (except clear fluids) for 12 hours prior to completing the blood work. In

addition, be prepared to give a urine sample during the blood work appointment.

- When you go to FROMS, please be on time and bring a photo ID with you. Parking is available in the garage at 255 Rockville Pike entering off Rockville Pike. During the Monday through Friday hours there is a fee for parking. During Saturday hours there is no charge for parking in the garage. There are also parking meters on the street, as well as a surface lot just behind 255 Rockville Pike on Monroe Place or Middle Lane. After 1700 hours parking meters are free. If personnel are going to FROMS on apparatus you may park on Truck Street just south of FROMS.
- Make sure to clarify with FROMS during your physical appointment if you need to complete any follow-up after the appointment. This could include getting documentation from a personal physician, having a TB test read or possibly returning to FROMS for a follow-up appointment. It is essential that you follow up on any instructions given by FROMS. Failure to do this will result you receiving a rating that does not allow you to ride an apparatus.

I hope this information has been helpful. I encourage you to address any concerns you have about the process to me through your local fire and rescue department chief. We are always looking for ways to improve this process.

Thank you for everything you do to improve our combination fire and rescue service in Montgomery County, Maryland.

VOLUNTEER PHYSICAL REQUEST FORM

Email to: ruthie.wills@montgomerycountymd.gov (Preferred)

OR FAX TO: Ruthie Wills at 240-777-2414

Annual Physical
(You must be on the IECS or Provisional IECS List)

LFRD Fire Dept:			
Last Name:		First Name:	
Middle Name:		Maiden Name:	
Address:			
City, State, Zip			
Home Phone:		Cell Phone:	
Date of Birth:		Work Phone:	
Email Address:			
Fire Service ID#:			
Membership Date:			

Physicals are offered during the following times:

Mondays, Tuesdays, Wednesdays and Fridays: 10:00 a.m., 1:30 p.m., 2:00 p.m., 3:00 p.m., 5:00 p.m.
 Thursdays: 10:00 a.m., 1:30 p.m., 2:00 p.m., 3:00 p.m., 5:00 p.m., 6:00 p.m., 6:30 p.m.
 Every Other Saturday: 7:30 a.m., 8:00 a.m., 9:00 a.m., 9:30 a.m., 10:00 a.m.

Please list five prioritized dates and times you are requesting:

(We will try to accommodate your request and will email your assigned physical appointment. Please allow approx. 2 weeks lead time. Saturday slots fill quickly, so please provide additional weekdays as well)

First Date Choice:		<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Late Afternoon
Second Date Choice:		<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Late Afternoon
Third Date Choice:		<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Late Afternoon
Fourth Date Choice:		<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Late Afternoon
Fifth Date Choice:		<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Late Afternoon

*Late Afternoon defined as 3:00 p.m. or later

If you have not received a response within 5 business days after you have emailed or faxed this form, please call Ruthie Wills at 240-777-2462.

The electronic version of this form can be found on the Fire Rescue Quicklinks website at: www.montgomerycountymd.gov/firerescue/quicklinks on the Division of Volunteer Services tab.

OFFICE USE ONLY:

Date Assigned: _____

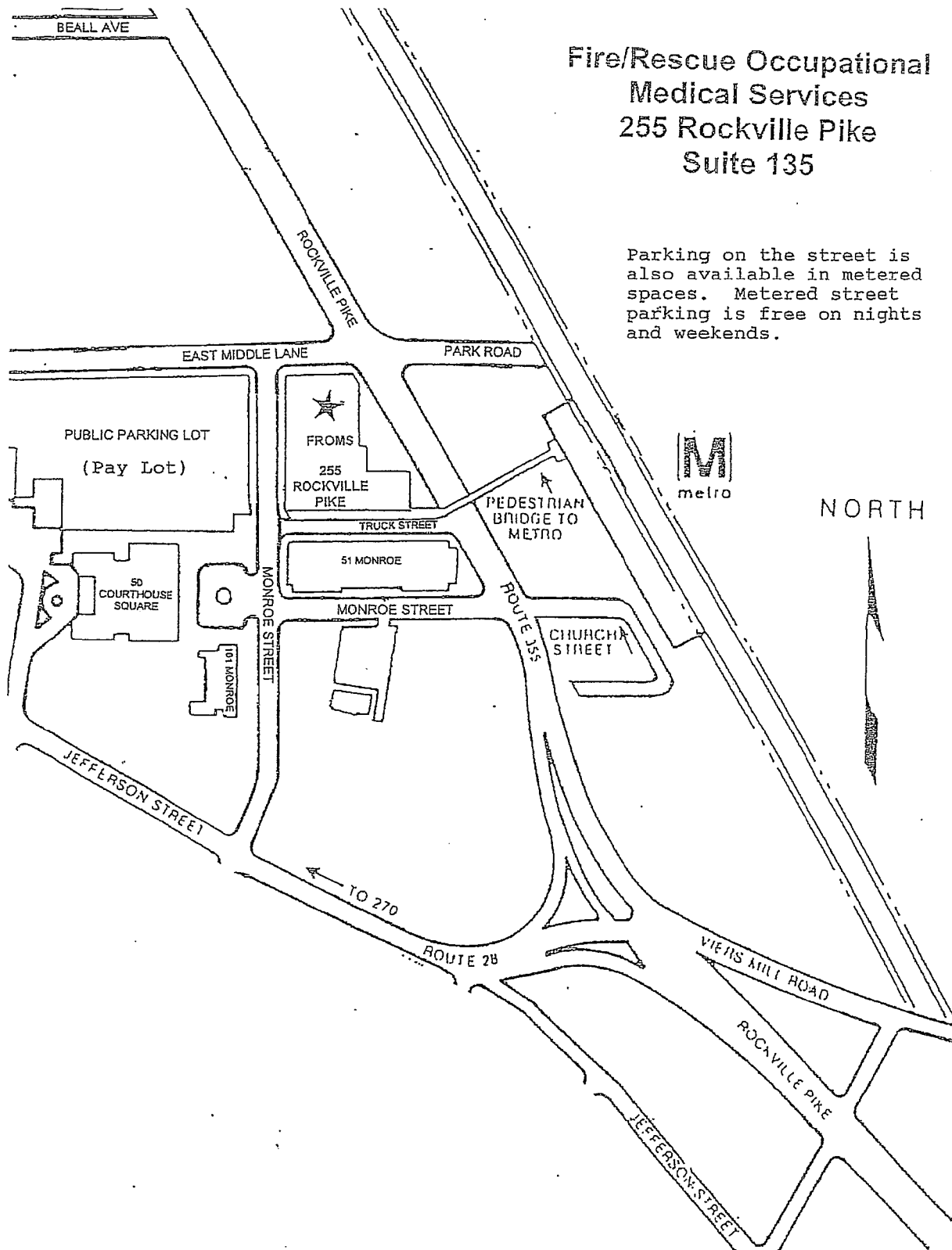
Time Assigned: _____

Email Sent? Yes No

Confirmation Letter Sent: Yes No

Fire/Rescue Occupational
Medical Services
255 Rockville Pike
Suite 135

Parking on the street is
also available in metered
spaces. Metered street
parking is free on nights
and weekends.



Are you currently on any prescribed or over the counter medications or special diets? If yes, complete the following:

Yes	No	Name of Medication or Diet	Purpose	Name and Address of prescribing physician/nurse practitioner:
<input type="checkbox"/>	<input type="checkbox"/>			

Do you have any additional information regarding your health which you wish to make a part of your permanent health record? If yes, give details below:

Yes No

Are you currently in good health to the best of your knowledge and belief? Make any comments below:

Yes No

Are you currently a volunteer for a Montgomery County Fire Corporation?

Yes No

I certify that I have reviewed the foregoing information supplied by me and that it is true and complete to the best of my knowledge. I authorize any of the Health Care Providers, hospitals or clinics mentioned above to furnish the Employee Medical Examiner of Occupational Medical Services a complete transcript of my medical record for purposes of evaluating fitness for duty or other work-related health issues if necessary.

Signature _____ Date _____

Social Security # _____

Physician or Nurse Practitioner Summary and Comments On All Pertinent Data:

Date _____ Signature _____

Montgomery County Government
Fire/Rescue Occupational Medical Services
255 Rockville Pike, Suite 135
Rockville, Maryland 20850
Phone (240) 777-5185
Fax (240) 777-5182

Tuberculin Skin Test

Patient Consent Statement: I certify that I have read the information on this form. I have had an opportunity to ask related questions and my questions were answered to my satisfaction. I believe that I understand the benefits and risks of taking a tuberculin test and I assume the risks. I request that the tuberculin test be given.

Name _____ Date of Birth _____

Address _____

County Job Title _____ Social Security Number _____

Have you ever tested positive to a tuberculin skin test in the past? _____ If yes, when? _____

If yes, please complete the FROMS TB Symptom Checklist

Signature of person to receive test _____ Date _____

For Clinic Use Only

Test # 1 - Skin Test PPD 5TU 0.1 ml

Manufacturer _____ Lot # _____ Expiration Date _____

Date Given _____ Right Forearm / Left Forearm (Circle One)

Date Read _____ Result _____ mm

Signature/Title of Person Giving Test _____

Signature/Title of Reader _____

Test # 2 - Skin Test PPD 5TU 0.1 ml

Manufacturer _____ Lot # _____ Expiration Date _____

Date Given _____ Right Forearm / Left Forearm (Circle One)

Date Read _____ Result _____ mm

Signature/Title of Person Giving Test _____

Signature/Title of Reader _____

Montgomery County
Office of Human Resources
Occupational Medical Services

Medical Determination of Readiness for Respirator Fit-Testing Form

Employee Name: _____ SS#: _____

Department: _____ Position: _____

To the Health Care Provider completing this form, check the appropriate items below:

_____ I certify that I have reviewed the 'Medical History Form for Assessing Readiness For Respirator Mask Fitting Form'

After completing the review of the above form, I certify:

_____ The above named employee has been medically certified to wear a positive pressure self-contained breathing apparatus pending successful fit testing.

_____ The above named employee *is not cleared* for wearing a respirator at this time. Further medical evaluation is necessary to make a final determination.

_____ The above named employee may wear a negative pressure breathing apparatus with a tight full fit face piece pending successful fit testing.

_____ The above named employee is not recommended for *any* respirator use.

_____ The employee has been provided with a copy of this form.

The 'Medical History Form for Assessing Readiness For Respirator Mask Fitting Form' has been:

_____ Filed in the employee's Occupational Medical Services medical record

_____ Returned to the employee for his/her personal records

Employee Medical Examiner/other Provider Printed Name

Provider's Signature

Date of Signature



Office of Human Resources
FIRE & RESCUE OCCUPATIONAL MEDICAL SERVICES
 255 Rockville Pike, Suite 135, Rockville, MD 20850 • 240-777-5185



EMPLOYEE MEDICAL HISTORY

EMPLOYEE NAME: _____ DFRS ID NO.: _____

MALE FEMALE POSITION: _____ DOB: _____

I. MEDICAL HISTORY	NEVER HAD	HAD BUT DO NOT HAVE NOW	NOW HAVE	DO NOT KNOW	I. MEDICAL HISTORY	NEVER HAD	HAD BUT DO NOT HAVE NOW	NOW HAVE	DO NOT KNOW
HEALTH CONDITIONS					HEALTH CONDITIONS				
CARDIOVASCULAR					EYES AND VISION				
Elevated Blood Pressure					Detached retina				
Episodes of chest pain, tightness, discomfort					Eye Injury				
Palpitations or irregular heartbeat					Eye Surgery				
Swelling of both feet, ankles or legs					Eye Disease/Blindness				
Heart Attack or Angina					EARS AND HEARING				
Enlarged Heart					Pressure in ears				
Heart Bypass surgery, angioplasty or blood vessel surgery					Ringling in ears				
Stroke					Ear injury				
Heart Murmurs					Ear aches				
Elevated Cholesterol					Ear infections				
Rheumatic Fever					Ear drainage				
Other Heart Condition					Hearing loss				
					Change in hearing				
RESPIRATORY SYSTEM					PSYCHOLOGICAL OR MOOD				
Persistent or severe cough					Persistent or severe difficulty sleeping				
Coughing up blood					Stress related disorder/Anxiety				
Shortness of breath					Suicidal/attempted suicide				
Tuberculosis					Persistent or severe depression/worry				
Pneumonia					MUSCULO-SKELETAL (bones/joints)				
Asthma					Swollen or painful joints				
Emphysema					Neck or upper back problem				
Sinus, hay fever, seasonal allergies					Low back pain or problem				
Sleep Apnea					Shoulder pain or problem				
					Wrist/hand/elbow pain or problem				
ENDOCRINE SYSTEM					Knee pain or problem				
Diabetes					Foot/ankle pain or problem				
Hypoglycemia (low blood sugar)					Gout				
Thyroid condition					Osteoporosis				
Unexplained Weight Gain					GENITRO-URINARY				
Unexplained Weight Loss					Breast mass/Cyst				
					Testicular Mass				
GASTROINTESTINAL SYSTEM					Enlarged lymph nodes				
Recurrent indigestion/heartburn					OTHER				
Jaundice					Anemia				
					Hernia				



MONTGOMERY COUNTY FIRE AND RESCUE SERVICE

Isiah Leggett
County Executive

Thomas W. Carr, Jr.
Fire Chief

MEMORANDUM

To: COB Parking Garage Representative

From: Battalion Chief Mike Close, Wellness Chief
Wellness – Fitness Center

Subject: MCFRS Personnel Parking

This MCFRS employee/member will be conducting County business at the Fire & Rescue Wellness - Fitness Center for approximately four (4) hours. They may, however, be delayed for reasons beyond their control and may not complete their business within four (4) hours (on rare occasions).

Please admit this employee to park, free of personal charge, in this parking facility.

Your cooperation and attention to this matter are greatly appreciated.

Attention MCFRS Employee/Member: COB Parking Garage

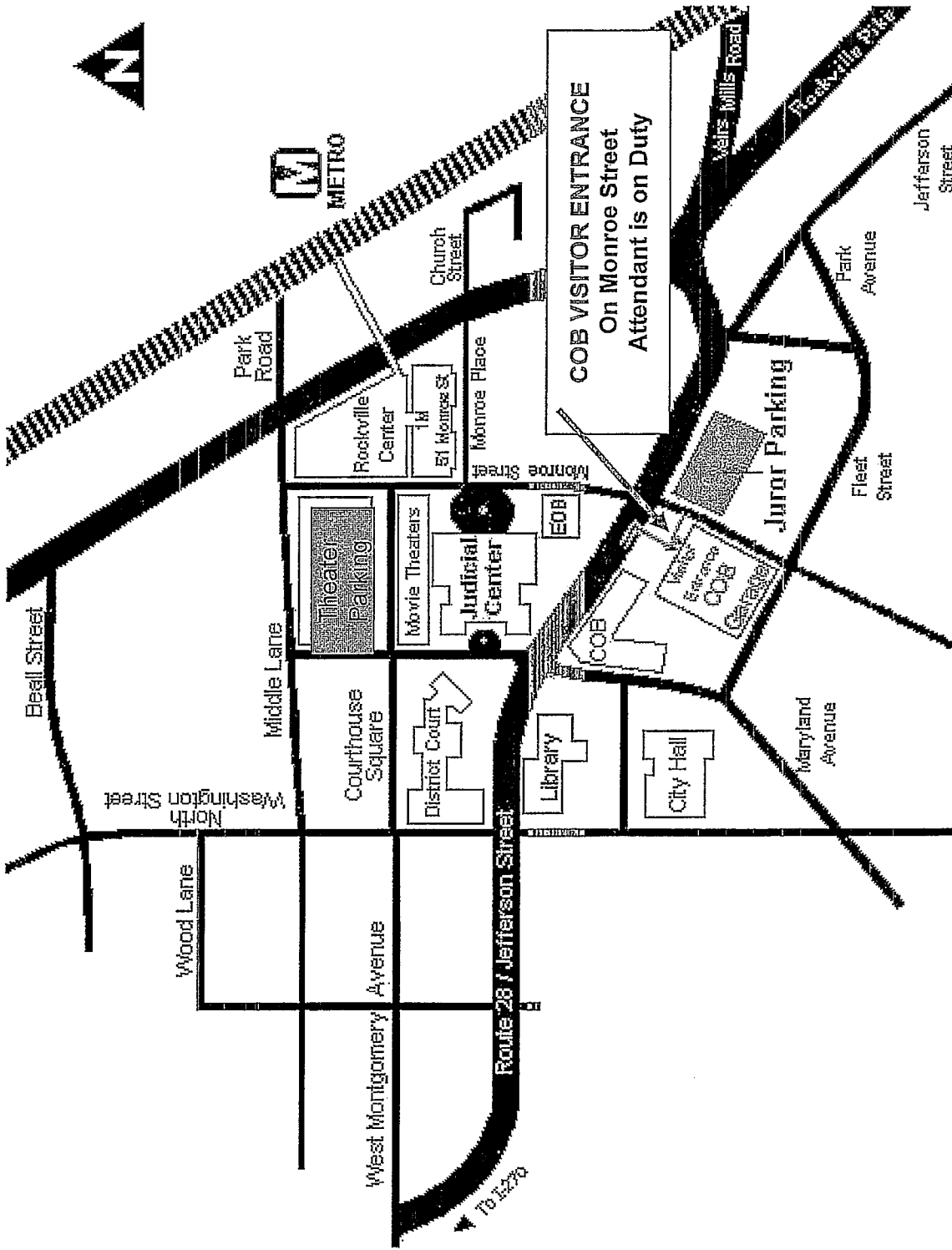
- With Fire/Rescue identification, you may park in the COB parking garage free of charge for four hours.
- If you go beyond the four hour limit while at the Wellness - Fitness Center, present this letter to the parking attendant.
- Should you have any difficulties with the parking attendant, please contact Erin Bauer, Planning Specialist, DPWT – Division of Operations, at 240.777.6041.

cc: Battalion Chief Charles Patullo
File

Office of the Fire Chief

101 Monroe Street, 12th Floor, Rockville, Maryland, 20850-2589 240/777-2446, FAX 240/777-2443

Serving with dedication, courage and compassion



Frequently Asked Questions - Updated 4/30/08

Question	Answer
<p>Regarding</p> <p>Background</p> <p>Do I have to make an appointment for fingerprinting?</p>	<p>Yes, when you schedule your pre-placement physical, you will also request a date for fingerprinting. Fingerprinting is only done on certain scheduled days at the Office of Internal Affairs, 15825 Shady Grove Road, #150, Gaithersburg, MD. The schedule can be found on the Fire Rescue Quicklinks website at www.montgomerycountymd.gov/firerescue/quicklinks</p>
<p>Background</p> <p>I am an administrative only member and only need to have my fingerprints done. What do I do?</p>	<p>You may call Ruthie Wills at 240-777-2462 to schedule your fingerprint appointment.</p>
<p>Background</p> <p>I'm a Montgomery County Police Officer and I just had my fingerprints done. Can you use those?</p>	<p>We can only use them if they can provide both the State of MD and FBI results AND if they are from within the last year. Otherwise, you must go through our process.</p>
<p>Background</p> <p>I've already had my pre-placement physical and still need to have my fingerprints done. What do I do?</p>	<p>You may call Ruthie Wills at 240-777-2462 to schedule your fingerprint appointment.</p>
<p>Background</p> <p>My employer does background and fingerprinting, can I have my fingerprints done at my job?</p>	<p>No, you must go through the Office of Internal Affairs to have your fingerprints taken.</p>
<p>Background</p> <p>Where do I go for my background check?</p>	<p>The Office of Internal Affairs at 15825 Shady Grove Road, Suite 150, Gaithersburg.</p>
<p>Blood-work</p> <p>Do I need to make an appointment with FROMS for my blood-work?</p>	<p>No appointment is required for your blood-test. You may go in to FROMS (255 Rockville Pike, Suite 135) as a walk-in two weeks prior to your Annual Physical. For a pre-placement physical, bloodwork is done at your physical.</p>
<p>Blood-work</p> <p>Do they screen for drugs and alcohol?</p>	<p>Yes, all applicants will be required to take a drug screening exams</p>
<p>Blood-work</p> <p>FROMS didn't have my blood-work results back at the time of my physical and I want to talk to the doctor.</p>	<p>Yes, you can still talk to the doctor. This is handled the same as a follow-up exam -- please call FROMS at 240-777-5185 to schedule a follow-up.</p>
<p>Blood-work</p> <p>I just got blood-work done at my private doctor, is that acceptable?</p>	<p>No, we test for other items that aren't included in normal blood-work procedures.</p>
<p>Blood-work</p> <p>What are the days/hours I can get my blood-work done?</p>	<p>Monday - Friday, 7:30 am to 4:00 pm, on weekends call FROMS at 240-777-5185 for availability.</p>
<p>Blood-work</p> <p>Where do I go for my blood-test?</p>	<p>Blood-work is to be done 2 weeks prior to your annual physical. You may go in to FROMS (255 Rockville Pike, Suite 135) as a walk-in for your blood-work. Their hours are 7:30 a.m. to 4:00 p.m.</p>
<p>Fit Test</p> <p>Is the fit test done during my annual physical?</p>	<p>Yes, the fit test will be done at your annual physical.</p>

Regarding	Question	Answer
Fit Test	Is the fit test done during my initial pre-placement physical?	No. You need to be cleared for your initial pre-placement physical. After you have received the letter with your complete physical rating you may go to the SCBA shop to have your fit test done.
Follow-up Phys.	I need to schedule a second TB test.	Any follow-up exams are scheduled at the front desk of FROMS at 240-777-5185.
FROMS	Does FROMS issue CDL cards?	Yes, after completing a physical. If you need a CDL card, you must notify FROMS at your Annual Physical. MCFRS has directed the FROMS contractor to only process CDL medical certificate requests with the scheduled annual physical and at no other time.
FROMS	How do I get my medical records from FROMS?	By submitting a signed Records Release Form which is available at FROMS.
General	Can I refuse to provide my social security number to you?	Yes, you can refuse to provide us with your social security number. We will use your Fire Service ID.
General	How can I get a County Volunteer ID tag?	Call Eric Houston at the Office of Internal Affairs at 240-777-2254
General	I want to volunteer at one of the fire stations.	You may contact the membership chair at the station of your choice. If you need further information, you may call Ruthie Wills at 240-777-2462.
Physical	How do I fill out the Respirator form.	All questions must be answered. No items can be left unmarked. If a question can't be answered or doesn't apply, then indicate that in the appropriate area.
Physical	How long do I have to fast for the blood-work?	10 to 12 hours before the scheduled lab work time
Physical	How often is a chest x-ray done?	Every 5 years or as requested by the doctor
Physical	How often is the treadmill test done? Is it done every year?	Age dependent 40 and above (yearly), 30-39 (every 2 years), 20-29 (every 3 years)
Physical	I need to schedule an annual physical, but I'm not on the IECS list. What do I do?	You can not schedule an annual physical if you are not on the IECS list. You should talk with the Chief of your department to have him send the proper forms to George Giebel on the 12th floor. Once you are on the IECS list as a 'recruit/candidate', you may fill out the "Volunteer Physical Request Form" and email it to ruthie.wills@montgomerycountymd.gov to schedule your physical.
Physical	I need to schedule my annual physical. What do I need to do?	Fill out the "Volunteer Physical Request Form" and email it to ruthie.wills@montgomerycountymd.gov along with 5 prioritize dates and approx. times you could schedule OR you may fax it to 240-777-2414. We will email you back with your appointment time and the appropriate forms.

Regarding	Question	Answer
Physical	I need to schedule my pre-placement physical. What do I need to do?	Fill out the "Volunteer Physical Request Form" and have your membership chair at your station sign and fax it or email it. If you have provided 5 prioritized dates and times, we can schedule you and send a confirmation email.
Physical	If I have my bloodwork done 2 weeks before my physical, do I have to fast for my physical?	You only have to fast for the blood-work. If you have your bloodwork done the day of your physical, you will need to fast.
Physical	I'm a career firefighter in another jurisdiction and just had my physical. Can you accept the results for that physical?	No, because we have different components to our physicals than other jurisdictions.
Physical	I'm a Montgomery County Police Officer and I just had my physical for work. Can you accept the results for that physical?	No, because the components are different and ours is based on a NFPA Standard.
Physical	I'm joining one of the specialty teams (i.e.- USAR) and I need to schedule a physical. I'm not affiliated with one of the LFRD's. What do I do?	You need to have the team leader fax a signed information form to Ruthie Wills at 240-777-2414. We can not schedule a physical without the proper authorization.
Physical	I'm sick and my physical is tomorrow, should I reschedule?	Yes, you should reschedule your appointment
Physical	Is there a waiting list so that I can have my physical sooner?	If you let us know, we will place your name on a waiting list, however, for the most part there are no cancellations.
Physical	What do they do during the physical? What should I expect?	Core examination that test various items like vision, hearing, and range of motion.
Physical	What is considered a 'no show'?	You will be considered a 'no show' if you do not show up to your physical or if you reschedule and do not give at least 72 hours notice.
Physical	When are the physical slots offered for annual physicals?	Mondays: 10:00 a.m., 1:30 p.m., 2:00 p.m., 3:00 p.m., 5:00 p.m.; Tuesdays: 10:00 a.m., 1:30 p.m., 2:00 p.m., 3:00 p.m., 5:00 p.m.; Wednesdays: 10:00 a.m., 1:30 p.m., 2:00 p.m., 3:00 p.m., 5:00 p.m.; Thursdays: 10:00 a.m., 1:30 p.m., 2:00 p.m., 3:00 p.m., 5:00 p.m., 6:00 p.m., 6:30 p.m.; Fridays: 10:00 a.m., 1:30 p.m., 2:00 p.m., 3:00 p.m., 5:00 p.m., 6:00 p.m., 5:00 p.m.; Every Other Saturday: 7:30 a.m., 8:00 a.m., 9:00 a.m., 9:30 a.m., 10:00 a.m.
Physical	When are the physical slots offered for pre-placement physicals?	Mondays: 10:00 a.m., 1:30 p.m., 2:00 p.m., 3:00 p.m., 5:00 p.m.; Tuesdays: 10:00 a.m., 1:30 p.m., 2:00 p.m., 3:00 p.m., 5:00 p.m.; Wednesdays: 10:00 a.m., 1:30 p.m., 2:00 p.m., 3:00 p.m., 5:00 p.m.; Thursdays: 10:00 a.m., 1:30 p.m., 2:00 p.m., 3:00 p.m., 5:00 p.m., 6:00 p.m., 6:30 p.m.; Fridays: 10:00 a.m., 1:30 p.m., 2:00 p.m., 3:00 p.m., 5:00 p.m., 6:00 p.m., 5:00 p.m.; Every Other Saturday: 7:30 a.m., 8:00 a.m., 9:00 a.m., 9:30 a.m., 10:00 a.m.

Regarding	Question	Answer
Physical	Where do I get a pre-placement physical packet?	You may only obtain the pre-placement physical packet from the Membership Chair at your station.
Physical	Where do I get an annual physical packet?	The annual physical packets should be available at the stations or when you call Ruthie Wills at 240-777-2462 to schedule your annual physical, she will mail or email the forms to you with your confirmation.
Physical	Where do I go for my physical?	Fire Rescue Occupational Medical Services at 255 Rockville Pike, Suite 135, Rockville Maryland. 240-777-5185
Physical	Women: I'm going to have my menstrual cycle during the week of my physical. Will that affect any the urine test?	Yes, it will effect your test results. You should reschedule for another time.
Results	FROMS has rated my physical as "Medical Attendant Only". How can I get that rating upgraded?	Call Janet Ardnam at 240-777-5185 to request that your physical be re-evaluated to become rated "Fit for Duty as FF/R"
Results	How long does it take to get my physical results back from FROMS?	Approximately 2-3 weeks after your physical.
Results	I need my physical results.	You may call Ruthie Wills at 240-777-2462 to see if she has received your rating from FROMS. You may also call FROMS directly at 240-777-5185 and say the following "Please pull my chart and tell me if there is anything else I still need to complete."
Results	Who can I talk to at FROMS regarding my incomplete results?	Call Janet Ardnam at 240-777-5185