



MONTGOMERY COUNTY FIRE AND RESCUE SERVICE

Isiah Leggett  
*County Executive*

Richard R. Bowers  
*Interim Fire Chief*

MEMORANDUM

November 12, 2008

**TO:** All MCFRS Volunteer Certified Chief Officers  
**FROM:** Division Chief Alan Hinde  
**SUBJECT:** Command Competency Laboratory Evaluations

Fire Chief's Order # 07-15 Revised that was dispatched to the field on October 9, 2007 requires all Certified Chief Officers to take a Command Competency Laboratory Practical Exercise Evaluation by March 1, 2009. To facilitate the opportunity to achieve this goal, these exercises will be offered Tuesday Evenings from 17:00 Hours until 20:00 hours and on Saturdays from 08:00 hours until 14:00 hours.

To schedule your appointment for your laboratory practical evaluation, please send the following information to Ruthie Wills at: [ruthie.wills@montgomerycountymd.gov](mailto:ruthie.wills@montgomerycountymd.gov)

Name:  
FRSID:  
Requested Dates/Times:

If you fail to receive a confirmation on your evaluation appointment date via email within 5 business days of submittal, contact Ruthie Wills at 240.777.2462. After you receive confirmation on your appointment it will be posted on a county wide appointment tracker that is posted on a common web address where you can check your personal appointment or LFRD Chiefs can monitor progress of their Chief Officers for compliance to meeting the goal. The web address for this appointment tracker will be:

<http://spreadsheets.google.com/cc?key=pEdjEFh7L7j6sjl1G8mooOg&inv=lfrd.chiefofficer@gmail.com>

User Name: **lfrd.chiefofficer@gmail.com**  
Password: **competency**

To open this document, just click the link above. Use the user ID and password and this link to view the Command Competency Training Roster will come up with available dates. You can not change this document.

**Office of the Fire Chief**

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101 Monroe Street, 12<sup>th</sup> Floor, Rockville, Maryland, 20850-2589 240/777-2486, FAX 240/777-2443

*Serving with dedication, courage and compassion*

If you have a need to reschedule your appointment please contact Ruthie Wills @ [ruthie.wills@montgomerycountymd.gov](mailto:ruthie.wills@montgomerycountymd.gov) or via phone @ 240.777.2462, at least 24 hours in advance so the roster can be changed and the peer evaluators will be informed. Remember the peer evaluators are giving up their Tuesday Evenings and Saturdays for you. Please do not wait for the last moment in February to schedule as these available appointments will dry up. We are offering 8 appointments per week for 14 weeks; that is approximately 112 appointments available for approximately 80 volunteer certified chief officers.

Each exercise is expected to last approximately one and one-half hour in length and the Chief Officer being evaluated will receive comments and a rating at the conclusion of their session from the peer evaluation team. Should a serious issue with the evaluation occur, the LFRD Chief of the officer taking the evaluation will be notified. Please bring the vehicle you would normally run duty in with you to the evaluation laboratory. This vehicle should have everything needed to command an incident here in Montgomery County. If the vehicle is not available one will be provided for you to work out of and time will be allotted to familiarize yourself with the vehicle.

It is important to be on time as this affects others behind you if you are late and cause your time frame to be delayed.

All Chief Officers are reminded if you did not take the online knowledge evaluation; you may not proceed to the laboratory practical evaluation.

Thank you for your cooperation in this matter.

WAH:rewb

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