

**Montgomery County Fire and Rescue Service  
Division of Volunteer Services**

**FREQUENTLY ASKED QUESTIONS**

**Background/Fingerprinting**

**Question: Do I have to make an appointment for fingerprinting?**

Yes, when you fill out the Volunteer Physical and Fingerprinting Request Form to 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 form and schedule can be found on the Fire Rescue Division of Volunteer Services (DOVS) Quicklinks website at:

<http://www.montgomerycountymd.gov/FireRescue/dovs/QL/QL-dovs.html>

**Question: I am an administrative only member and only need to have my fingerprints done. What do I do?**

Fill out the Volunteer Physical and Fingerprinting Request Form and make a notation on the form that you are an Administrative Member and do not need to schedule a physical. Mark your requested dates for your fingerprinting and email the form to [Ruthie.wills@montgomerycountymd.gov](mailto:Ruthie.wills@montgomerycountymd.gov).

The form and schedule can be found on the Fire Rescue Division of Volunteer Services (DOVS) Quicklinks website at:

<http://www.montgomerycountymd.gov/FireRescue/dovs/QL/QL-dovs.html>

**Question: I'm a Montgomery County Police Officer and I just had my fingerprints done. Can you use those?**

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.

**Question: I've already had my pre-placement physical and still need to have my fingerprints done. What do I do?**

Fill out the Volunteer Physical and Fingerprinting Request Form and make a notation on the form that you have already had your physical. Mark your requested dates for your fingerprinting and email the form to [Ruthie.wills@montgomerycountymd.gov](mailto:Ruthie.wills@montgomerycountymd.gov).

The form and schedule can be found on the Fire Rescue Division of Volunteer Services (DOVS) Quicklinks website at:

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**Question: My employer does background and fingerprinting, can I have my fingerprints done at my job?**

No, you must go through the Office of Internal Affairs to have your fingerprints taken.

**Question: Where do I go for my background check?**

The Office of Internal Affairs at 15825 Shady Grove Road, Suite 150, Gaithersburg. **Do not use Mapquest because it gives the wrong location. Please note that some GPS units give the wrong location as well.**

**Blood-work**

**Question: Do I need to make an appointment with FROMS for my blood-work?**

Annual Physical: 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.

Pre-placement physical: Bloodwork is done at your physical. Do not go in two weeks prior.

**Question: How long do I have to fast for the blood-work?**

10 to 12 hours before the scheduled lab work time.

Pre-placement physicals: If your physical is in the morning, please fast 10 to 12 hours before your appointment. If your physical is in the afternoon, you may have a light breakfast, light lunch and bring a snack with you to your appointment.

**Question: Do they screen for drugs and alcohol?**

Yes, all applicants will be required to take a drug screening exams

**Question: FROMS didn't have my blood-work results back at the time of my physical and I want to talk to the doctor.**

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.

**Question: I just got blood-work done at my private doctor, is that acceptable?**

No, we test for other items that aren't included in normal blood-work procedures.

**Question: What are the days/hours I can get my blood-work done?**

Monday - Friday, 7:30 am to 4:00 pm, on Saturdays call FROMS at 240-777-5185 for availability. The document that shows what Saturdays FROMS is open can be found on the Fire Rescue Division of Volunteer Services (DOVS) Quicklinks website at:

<http://www.montgomerycountymd.gov/FireRescue/dovs/QL/QL-dovs.html>

**Question: Where do I go for my blood-test?**

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.

## Fit Test

### **Question: Is the fit test done during my annual physical?**

Yes, the fit test will be done at your annual physical.

### **Question: 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 Physical Appointments

### **Question: 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

### **Question: 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.

### **Question: How do I get my medical records from FROMS?**

By submitting a signed Records Release Form which is available at FROMS.

## General

### **Question: How can I get a County Volunteer ID tag?**

Call Eric Houston at the Office of Internal Affairs at 240-777-2254. You must be on the IECS list in order to receive an ID.

### **Question: 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 email Ruthie Wills at [Ruthie.Wills@montgomerycountymd.gov](mailto:Ruthie.Wills@montgomerycountymd.gov).

## Physical

### **Question: How long does the physical take?**

Please allow 2-3 hours for your physical.

**Question: 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 (N/A) in the appropriate area.

**Question: How often is a chest x-ray done?**

Every 5 years or as requested by the doctor.

**Question: 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)

**Question: 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](mailto:ruthie.wills@montgomerycountymd.gov) to schedule your physical.

**Question: I need to schedule my annual physical. What do I need to do?**

Send an email to [ruthie.wills@montgomerycountymd.gov](mailto:ruthie.wills@montgomerycountymd.gov) and type the following information into the body of the email:

1. Your Name
2. Mailing Address with City, State, Zip
3. Home Phone
4. Cell Phone
5. Work Phone
6. FRSID
7. LFRD Fire Department
8. Please list 5 requested dates and approximate times. We will try to accommodate your request and will email your assigned physical appointment. Please allow approx. 2-3 weeks lead time. Saturday slots fill quickly, so please provide additional weekdays as well. We have 5 business days to respond to your request and when you are scheduled, we will email you back with your appointment time and the appropriate forms.

**Question: I need to schedule my pre-placement physical. What do I need to do?**

Download and fill out the "Pre-placement Physical and Fingerprinting Request Form" and email it to [Ruthie.Wills@montgomerycountymd.gov](mailto:Ruthie.Wills@montgomerycountymd.gov). The form and schedules can be found on the Fire Rescue Division of Volunteer Services (DOVS) Quicklinks website at:

<http://www.montgomerycountymd.gov/FireRescue/dovs/QL/QL-dovs.html>

After we confirm with the Membership Chair at your station that you are allowed to schedule your physical and fingerprinting, we can schedule you and send a confirmation email. We have 5 business days to respond to your request.

**Question: If I have my bloodwork done 2 weeks before my annual 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 and your appointment is in the morning, you will need to fast. If your appointment is in the afternoon, you may have a light breakfast, light lunch and bring a snack with you.

**Question: 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.

**Question: 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.

**Question: I'm joining one of the specialty teams (i.e.- USAR) and I need to schedule a physical and fingerprinting. I'm not affiliated with one of the LFRD's. What do I do?**

Download and fill out the "Pre-placement Physical and Fingerprinting Request Form" and email it to [Ruthie.Wills@montgomerycountymd.gov](mailto:Ruthie.Wills@montgomerycountymd.gov). The form and schedules can be found on the Fire Rescue Division of Volunteer Services (DOVS) Quicklinks website at: <http://www.montgomerycountymd.gov/FireRescue/dovs/QL/QL-dovs.html>

After we confirm with your team leader that you are allowed to schedule your physical and fingerprinting, we can schedule you and send a confirmation email. We have 5 business days to respond to your request.

**Question: I'm sick and my physical is tomorrow, should I reschedule?**

Yes, you should reschedule your appointment by sending an email to [Ruthie.Wills@montgomerycountymd.gov](mailto:Ruthie.Wills@montgomerycountymd.gov) and calling the front desk at FROMS at 240-777-5185 to cancel your appointment.

**Question: 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.

**Question: What do they do during the physical? What should I expect?**

It is an extensive core examination that tests various items like vision, hearing, and range of motion.

**Question: 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.

**Question: 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.; **Every Other Saturday:** 7:30 a.m., 8:00 a.m., 9:00 a.m., 9:30 a.m., 10:00 a.m.

**Question: 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.; **Every Other Saturday:** 7:30 a.m., 8:00 a.m., 9:00 a.m., 9:30 a.m., 10:00 a.m.

**Question: Where do I get a pre-placement physical packet?**

You may obtain the pre-placement physical packet from the Membership Chair at your station or you can download them from the Fire Rescue Division of Volunteer Services (DOVS) Quicklinks website at: <http://www.montgomerycountymd.gov/FireRescue/dovs/QL/QL-dovs.html>

**Question: Where do I get an annual physical packet?**

The annual physical packets should be available at the stations or you can download them from the Fire Rescue Division of Volunteer Services (DOVS) Quicklinks website at: <http://www.montgomerycountymd.gov/FireRescue/dovs/QL/QL-dovs.html>

**Question: Where do I go for my physical?**

Fire Rescue Occupational Medical Services at 255 Rockville Pike, Suite 135, Rockville Maryland. The number to the front desk at FROMS is 240-777-5185.

**Question: (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 affect your test results. You should reschedule for another time.

## **Results**

**Question: FROMS has rated my physical as "Medical Attendant Only". How can I get that rating upgraded?**

Call Janet Ardam at 240-777-5185 to request that your physical be re-evaluated to become rated "Fit for Duty as FF/R"

**Question: How long does it take to get my physical results back from FROMS?**

Approximately 2-3 weeks after your physical as long as you have completed all of the requirements. Please be sure to do any follow-up appointments that is requested by FROMS.

**Question: I need my physical results.**

You may send an email to [Ruthie.Wills@montgomerycountymd.gov](mailto:Ruthie.Wills@montgomerycountymd.gov) 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."

**Question: Who can I talk to at FROMS regarding my incomplete results?**

Call Janet Ardam at 240-777-5185

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