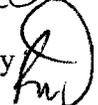


PS COMMITTEE #1&2
April 13, 2015
Worksession

MEMORANDUM

April 9, 2015

TO: Public Safety Committee

FROM: Essie McGuire, Senior Legislative Analyst 
Robert H. Drummer, Senior Legislative Attorney 

SUBJECT: **Worksession – Recommended FY16 Operating Budget, Montgomery County Fire and Rescue Service, and Collective Bargaining Agreement with the MCVFRA**

Today the Public Safety Committee will begin its review of the County Executive's Recommended FY16 Operating Budget for the Montgomery County Fire and Rescue Service (MCFRS). The Committee will also review the Collective Bargaining Agreement with the MCVFRA.

The following individuals are expected to participate in today's worksession: Acting Fire Chief Scott Goldstein and other representatives of MCFRS; Bruce Meier, Office of Management and Budget; and Marcine Goodloe, President, and Eric Bernard, Executive Director, Montgomery County Volunteer Fire and Rescue Association (MCVFRA).

OVERVIEW

The Executive's recommended FY16 operating budget for MCFRS totals \$222.3 million, a decrease of \$2.9 million or -1.3% from the approved FY15 level. The Executive's recommended budget for MCFRS is attached at circles 1-10. The table below shows the MCFRS budget history from FY11 through the FY16 recommendation.

MCFRS Budget History							
	FY11 App	FY12 App	FY13 App	FY14 App	FY15 App	FY16 Rec	% change FY15-16
Expenditures							
Fire Tax District	182,148,330	179,769,870	204,946,888	217,018,693	224,302,381	222,299,388	-0.9%
Grant Fund	477,100	243,590	130,200	1,621,723	917,155	0	-100.0%
Total Expenditures	182,625,430	180,013,460	205,077,088	218,640,416	225,219,536	222,299,388	-1.3%
Positions							
Full-time	1,277	1,264	1,254	1,279	1,283	1,296	1.0%
Part-time	6	3	3	3	3	3	0.0%
Total Positions	1,283	1,267	1,257	1,282	1,286	1,299	1.0%

In 2012, the Council approved the Emergency Medical Services Transport (EMST) Reimbursement Program. The significant increases in the FY13 and FY14 budgets are primarily due to the budgeted revenue from this program. While the total number of positions continues to increase, the total number of recommended positions in FY16 is less than the FY10 approved number (1,305).

Public Hearing Testimony: The Council's operating budget public hearings begin on April 14. Council staff will bring any MCFRS related testimony to the Committee's attention at its follow up worksession on MCFRS, tentatively scheduled for April 22.

FY16 RECOMMENDED EXPENDITURE CHANGES

I. FIRE TAX FUNDED EXPENDITURES

1. Same Service Adjustments

The tables below summarize elements of the Executive's recommendation that are same service adjustments. The compensation items will be more fully addressed in the Government Operations and Fiscal Policy Committee's review of all agencies' compensation and benefits. **Council staff recommends approval of the elements in the tables below with the exception of the compensation elements.**

Personnel Adjustments	
Compensation Adjustment	7,118,099
Group Insurance Adj	370,007
Annualize FY15 Lapsed Pos	225,329
Labor Contracts--other	-1,004
Annualize FY15 Pers Costs	-446,306
Holiday Pay	-775,000
Retirement Adjustment	-7,190,420
Subtotal Pers Adj	-\$699,295

Operating Adjustments	
Risk Management Adj	2,384,441
SAFER Grant Match	917,155
Occ Health Mgmt System	21,750
Printing and Mail	-127,332
Electronic Patient Reports	-130,000
Apparatus Master Lease	-414,940
Motor Pool Rate Adj	-209,482
Subtotal Op Adj	\$2,441,592

Risk Management: This is the third consecutive year that MCFRS has had an increase of over \$2 million in its Risk Management adjustment. The Department of Finance provided the following explanation:

In FY 2014 the new billing methodology created a larger increase for FRS than was billed. A transitional amount was billed so the increase would be less by using a smoothing method over 3 years. The bill for FY 2015 was increased incrementally according to the 3-year smoothing method. Unfortunately, FRS payroll was reclassified nationally with a much higher risk factor (higher risk rate). The FRS bill was not increased to the highest amount due to consideration of their much improved experience and lower exposure. However, the cost allocation was increased to within \$1 million of the normal actuarial cost allocation for FRS.

If all factors remain steady, it is anticipated that the cost allocation for FY 2016 will not increase more than \$1 million. Beginning in FY 2017 there should be no more adjustments needed to bring the fund up to the statutory levels, or to normalize the cost allocation billing amounts. In other words, there should be no more large swings in the billed amounts. Unfortunately, increases are anticipated to continue based on increases in medical expenses and any potential statutory increases in benefits.

The FRS payroll was reclassified nationally due to the results of the firefighter presumption claims. These claims are beginning to significantly impact firefighter workers' compensation costs in a major way. This is, in part, due to the rising medical costs. For instance, a presumed cancer illness may cost as much as \$20,000 per month for a maintenance drug. Drugs can now be administered that can keep someone alive for years as long as they continue to take the drugs. This can become very expensive and is proving to be so in the venues with presumptive claims.

2. Recruit Classes and Overtime

The Executive recommends a reduction to the MCFRS operating budget of -\$3.8 million associated with funding only one 35 member recruit class and starting that class in May, at the end of the fiscal year. The remaining \$741,422 budgeted for a recruit class in FY16 is supported by EMST funds (discussed more fully below). The FY15 budget included two recruit classes, one of 65 recruits and one of 55.

Circle 11 shows the current attrition chart for MCFRS that reflects the Executive's FY16 recommendation. It shows a positive staffing trend throughout FY16, with possible understaffing beginning in FY17 until the May class graduates. This chart does not anticipate significant personnel issues as a result of the eliminated recruit class.

Council staff concurs with the Executive's recommended savings for FY16, but notes that it may be necessary to resume a second class again in the future. MCFRS had only recently

resumed a two class per year cycle following several years with no class or an abbreviated class. The Committee will continue to monitor staffing trends going forward.

Update on Overtime: MCFRS reports that overtime for FY15 is projected to be \$16.8 million, only slightly over the budget level of \$16.4 million. The FY16 budgeted amount for overtime is \$15.6 million, a reduction of \$800,000 from the FY15 budgeted amount. MCFRS reports that this reduction is associated with the reduced need for recruit instructor overtime in FY16.

Circle 12 shows the MCFRS overtime expenditures for the first half of FY15 by functional area and by percent of County salary. These tables show that overtime trends continue to be concentrated in field operations (79%) and training (15%), and that 93% of MCFRS employees receiving overtime pay receive less than 50% of their total County salary in overtime pay. Of the MCFRS employees receiving overtime pay, 72% received less than 25% of their County salary in overtime.

3. Position Civilianization

In recent years MCFRS has been identifying uniformed positions that can be transitioned to a civilian position, which reduces cost and can free up uniformed personnel for other operational work. The FY16 budget identifies two captains in the Public Safety Training Academy (PSTA) to civilianize at a savings of \$100,000:

The first Captain position that is planned for civilianization handles the scheduling of all training classes and all training space. The plan is to replace this position with a Program Manager II. The Program Manager would take over the duties of scheduling classes and space. The incumbent Captain will be transferred to a vacancy in the Operations Division. The second Captain position (currently vacant) subject to civilianization is assigned to the Driver Training Program. The plan for this position is to replace the Captain with a Program Manager II. The Program Manager II will assume the duties of manager of the MCFRS Driver Training program.

Council staff concurs with the Executive's recommendation to civilianize these two positions.

Code Compliance Update: MCFRS anticipates completing the civilianization of the Code Compliance unit by the end of FY15. This effort was initiated in the FY14 operating budget. There are currently two remaining uniformed employees who will exit the DROP program in March and June of this year, at which time the remaining personnel complement will be entirely civilian employees. The unit is led by a Manager III position.

Emergency Communications Center (ECC): The MCFRS budget includes a reduction of -\$26,423 associated with civilianization of functions at the ECC. This net reduction results

from creating nine civilian public safety communication specialists and eliminating nine uniformed dispatch positions. As Committee members may recall, the ECC is undergoing a major transition to become a consolidated function in the Department of Police. The Committee will discuss this MCFRS FY16 budget element in the context of other ECC recommendations in the Department of Police budget at a later worksession.

4. Operational Reductions

The Executive has recommended several operational reductions to the MCFRS budget to meet affordability constraints. These are listed below with detail of the impact of the reduction. Council staff notes that the facility maintenance reduction in particular affects an area of long standing concern and high need, and that delaying equipment replacement can affect gear availability over time. **The Committee may want to monitor these areas over the next fiscal year to track any further operational impact.**

- **Training for new officers (-\$200,000)**
Due to an unusually high number of retirements in FY14, there has been an increased pace of promotions into supervisory positions. This line-item funded a one-week training academy course that prepared newly-promoted front-line supervisors for their new roles. This cut eliminates that training for FY16.
- **Facility Maintenance (-\$220,000)**
MCFRS relies on the EMST-funded facilities budget to identify and address long-standing fire station repair and maintenance issues, particularly in the older stations. This reduction in funding would delay needed repairs and maintenance.
- **PPE Replacement (-\$220,000)**
This is a reduction in funding to replace the backup set of PPE for field personnel. The reduction would extend the time it would take the department to replace each responder's set of backup PPE. This set is used when the first set of PPE has been contaminated, compromised, or is undergoing yearly required cleaning, inspection and repair.
- **SCBA replacement (-\$220,000)**
The reduction will reduce the department's ability to replace all face pieces. At this point, each employee will receive one face piece, whereas in the past, certain personnel, such as PSTA instructors and float officers received two face pieces. The department also needs new voice amplifiers that are compatible with the new face pieces. This reduction will eliminate the funding to buy these voice amplifiers for all officers and chiefs.

II. EMST REIMBURSEMENT PROGRAM REVENUES AND EXPENDITURES

The Executive's Recommended FY16 Operating Budget includes a total of \$17.5 million in estimated revenue from the EMST Reimbursement Program. This is an increase of \$1.9 million over the FY15 budgeted level of \$15.6 million.

Revenues

In FY14 the EMST Reimbursement revenue was budgeted to be \$17.6 million. The FY14 actual revenue was \$22.7 million. OMB expects that this amount was high due to the late start up and subsequent carry over billing from FY13. The FY16 projection is closer to the current FY15 revenue projection of \$16 million, which is just slightly over the FY15 budgeted amount of \$15.6 million.

A list of the final FY14 EMST funded expenditures is attached on circle 13. This list shows that the full amount of FY14 EMST revenue was expended above what had originally been projected during budget review. This use of EMST Revenue allowed the end of year transfer for MCFRS operating expenses to be lower than it would otherwise have been. However, the Council did not review these additional EMST expenditures prior to the end of year transfer action.

At this point in the implementation of the EMST Reimbursement program, it is still unclear what typical level of revenue can be expected year to year. **Council staff recommends that the FY16 operating budget include a provision that specifies the assumed level of EMST Revenue for FY16 and requires the Executive to report to the Council if EMST related expenditures are projected to exceed that assumed level of revenue.** This will allow the Council the opportunity to evaluate the end of year decisions relating to MCFRS and EMST expenditures prior to the end of year transfer action. If the Committee supports this approach, Council staff will draft specific language for Committee review.

Operating Budget Provisions

Bill 7-13, *Emergency Medical Transportation – Use of Revenue – Amendment*, specified that funds must be distributed to LFRDs according to a procedure specified in the annual budget appropriation resolution. The FY15 operating budget provision that outlines this process is attached on circles 14-15.

The MCVFRA has developed policies and procedures that are consistent with the Council's intent for distribution of the EMST funds, and has successfully implemented this process. The operating budget language also specifies the County's responsibilities in the distribution, and again, the process has been successful in that respect as well.

Council staff recommends that the FY15 budget language be repeated in the FY16 operating budget resolution as the procedure for distribution of funds.

There is also a provision (circle 14) requiring bi-annual reports on health data in addition to call and transport data. The most recent report, submitted January 1 for the period June 1- November 30, 2014, is attached at circles 16-17. It shows that calls for emergency medical services continue to increase over the same period prior to implementation of the EMST Reimbursement Program. The reports continue to state that the health data is not readily available from current hospital reporting practices. **The Committee may want to clarify if the health data reporting should be continued as currently required.**

Recommended FY16 EMST Supported Expenditures

The table below shows the Executive’s proposed expenditures for the FY16 EMST Reimbursement Program Revenue.

Program Costs	Personnel	Operating	Total
Third Party Billing		\$831,250	\$831,250
Administrative Specialist	\$111,020		\$111,020
Manager III	\$109,159		\$109,159
Accountant	\$105,418		\$105,418
Patient Advocate	\$65,295		\$65,295
Other program expenditures		\$10,000	\$10,000
Sub Total	\$390,892	\$841,250	\$1,232,142
Non-Program Costs	Personnel	Operating	Total
Apparatus Replacement		\$5,213,400	\$5,213,400
Fuel		\$1,054,641	\$1,054,641
Apparatus Maintenance		\$1,068,400	\$1,068,400
Apparatus Maintenance second shift	\$387,687		\$387,687
Sandy Spring upstaffing	\$344,000		\$344,000
Payment to LFRDs		\$2,440,179	\$2,440,179
Travilah Staffing	\$1,800,000		\$1,800,000
Four Person Staffing for 3 Paramedic Engines	\$1,050,000		\$1,050,000
Recruit class funding	\$356,422	\$385,000	\$741,422
Facility Maintenance Improvements		\$478,129	\$478,129
PPE replacement		\$410,000	\$410,000
SCBAs and AEDs		\$410,000	\$410,000
EMS Supervisors	\$610,000		\$610,000
Fire/Rescue EMS Equipment		\$90,000	\$90,000
Senior Citizen Fire/Life Safety Educators		\$100,000	\$100,000
Background Investigators	\$70,000		\$70,000
Sub Total	\$4,618,109	\$11,649,749	\$16,267,858
Grand Total	\$5,009,001	\$12,490,999	\$17,500,000

The Committee will discuss the proposed expenditures for apparatus replacement at its next Committee worksession in the context of a proposed CIP Amendment for Apparatus Replacement.

Staffing Enhancement: Sandy Spring Station #40

The Executive's budget includes a total of \$344,000 supported by EMST funds to enhance career staffing at Sandy Spring Fire Station #40. The purpose of this recommendation is to guarantee staffing for the four-person engine and the ambulance at that station. **It will increase the minimum staffing for career personnel by one position during the day and three positions on nights and weekends.**

Volunteers will continue to staff units at Station #40 as they are available. Overall, across the County volunteers are responsible for staffing 34 positions on nights and weekends. When volunteers have agreed to be responsible for staffing a position or a unit MCFRS does not budget career personnel to staff the position or unit. This can result in a failure for the unit to respond if volunteers are not available for their designated shifts within the 34 positions. The recommendation to enhance staffing at Station #40 will ensure that career staff are assigned to that station on nights and weekends so that the two primary units can be fully staffed and dispatched.

The recommendation is to take effect mid-year, in January 2016. The Fire Chief will continue to work with Sandy Spring volunteer leadership to provide opportunities for volunteers to staff units when they are available and to monitor call response data from the station.

Council staff concurs with this recommended career staffing enhancement.

Fleet Maintenance

The Executive proposes to use \$387,687 of EMST revenue to support a second shift for apparatus maintenance. This has been an area of high priority for MCFRS for quite some time, as the increased age of the fleet, call volume, and overall complexity of the apparatus have all increased the repair and maintenance workload of the fleet section. MCFRS provided the following explanation of the additional personnel and capacity:

The additional positions include:

- *Program Specialist II – this position will run daily maintenance and repair operations*
- *Emergency Vehicle Maintenance Crew Chief*
- *(2) Emergency Vehicle Maintenance Technician*
- *Senior Supply Technician – this position is responsible for parts. Currently, there is one position that serves 14 maintenance/repair personnel. This enhances parts capability.*

These positions will allow the Fleet Section to focus on road service, have a dedicated staff for preventative maintenance, and may allow for increased contact time for customers. Once all current positions are filled, and the new positions are filled, and everyone is trained (off probation), some form of effective road service can start again. Full staffing will also reduce the amount of PMs that we are sending out to vendors which saves us time and money since generally we have to QC their work anyway which adds another day or more to each PM.

Council staff concurs with the Executive's recommendation for a second apparatus maintenance shift.

III. MCVFRA BARGAINING AGREEMENT

Background

The current structure of the Montgomery County Fire and Rescue Service was established by Bill 36-03, which took effect on January 1, 2005. One of the most innovative changes in Bill 36-03 was the establishment of a process for Local Fire and Rescue Departments (LFRD's) to select an authorized representative to represent their interests, and a requirement for the Fire Chief to negotiate in good faith with the authorized representative on certain issues affecting LFRD's and their volunteers. The rules for the selection of the representative and the direct negotiation process are included in County Code Section 21-6. The process was intended to be similar to collective bargaining with career employees.

The LFRD's selected the Montgomery Volunteer Fire and Rescue Association (MCVFRA) as their representative. On January 30, 2007, the Council approved the first agreement between the County Government and MCVFRA.

Council Review

Code Section 21-6(p) requires the Executive to submit to the Council any element of an agreement that requires an appropriation of funds, may have a future fiscal impact, is inconsistent with any County law or regulation, or requires the enactment or adoption of any County law or regulation. Section 21-6(q) directs the Council to notify the parties within 60 days if it disapproves an agreement in whole or in part. The Council may by resolution extend the time for action.

On April 1, 2015, the Executive submitted a negotiated agreement between the Executive and the MCVFRA, effective July 1, 2014 through June 30, 2017, for Council review and action. Although FY16 is the second year of the 3-year Agreement, those provisions that require an appropriation of funds in FY16 are subject to review and approval by the Council. Pursuant to County Code §21-6(i), the Council may accept or reject any provision of the Agreement. If the Council rejects a provision, the LFRD representative and the Executive have 10 days to attempt to renegotiate the rejected provision.

The following provisions are subject to Council review for FY16:

1. *Association Operating Funds.* The Agreement required the County to transfer \$235,000 to the MCVFRA to serve as the LFRD's authorized representative on July 1, 2014. The Agreement requires the transfer of \$238,525 in FY16 to the MCVFRA on July 1, 2015.
2. *Upgraded Uniforms and Equipment.* The Agreement requires the County to provide uniforms and equipment for volunteers at an estimated cost of \$69,000. MCFRS Policy No. 06-10 (circles 35-44) specifies standard issue uniforms and equipment issued to all volunteer personnel with County funds. This item in the Bargaining Agreement provides enhancements or additional items that are not standard issue under the MCFRS policy.
3. *Nominal Fee.* Article 12 of the Agreement raises the nominal fee payable to each eligible volunteer in FY16 from \$300 to \$350 for tier 1 and \$500 to \$600 for tier 2. OMB estimated the cost of the nominal fee in FY16 at \$543,740, an increase of \$87,196 over the FY15 amount of \$456,544.
4. *Volunteer Basic Orientation Course.* Article 22 of the Agreement requires the County to fund a volunteer basic orientation course in FY16 at a total cost of \$18,000.
5. *Training.* Article 16 of the Agreement requires the County to provide \$15,000 for volunteer training in FY16.
6. *LOSAP.* Article 25 of the Agreement requires the Executive and the MCVFRA to bargain over changes to the Length of Service Awards Program beginning on June 1, 2015.

In total, the FY16 budget includes a total of \$1.986 million in County funding specifically designated for the MCVFRA and other volunteers. Of this amount, \$1.1 million is for the Length of Service Awards Program (LOSAP). The rest is detailed in the table below:

Association Operating Funds	\$238,525
Uniforms & Equipment	\$69,000
Nominal Fee	\$543,740
Volunteer Basic Orientation Course (VBOC)	\$18,000
Training and Pro Board Education	\$15,000
Total	\$884,265

What other County funding is available to the MCVFRA?

At this juncture, the LFRDs have two steady and significant sources of publicly funded revenue: the EMST funding and the State Senator Amoss Grant funds. Between the two, the LFRDs as a group receive approximately \$4.0 million per year. As noted above, the FY16 budget also includes a total of nearly \$2 million in County funds earmarked for volunteers. The practice of MCFRS budgeting for these items predates the EMST Reimbursement Program law and the subsequent distribution to the LFRDs. It is important to note that in addition to these designated funds, County general funds support station operations, such as fuel, utilities, and vehicle maintenance, and basic personal gear and equipment needs, regardless of personnel status.

LFRD EMST funding

Bill 7-13, enacted by the Council on May 14, 2013, signed into law by the Executive on May 23, 2013, and effective on August 22, 2013, required that the LFRDs receive a portion of the net revenues received by the County from the Emergency Medical Services Transport Insurance Reimbursement Program (EMST). The law requires:

15% of the net Emergency Medical Services Transport Insurance Reimbursement Program revenue must be allocated under a procedure specified in the annual operating budget resolution for the benefit of local fire and rescue departments for:

- (i) replacement or augmentation of apparatus owned by a local fire and rescue department;
- (ii) facilities owned by a local fire and rescue department;
- (iii) training for volunteers;
- (iv) gear and equipment for volunteers;
- (v) administrative staff to support a local fire and rescue department;
- (vi) volunteer recruitment and retention; and
- (vii) volunteer stand-by support.

The FY16 EMST funding table above assumes a payment of \$2.44 million to the LFRDs. The law specifies that the LFRDs receive 15% of actual receipts, net, of program implementation costs, so this amount is a budget estimate only.

MCFRS reports each October and April on the EMST distributions to the LFRDs as well as the projects and expenditures and encumbrances for each LFRD. The April report is due on April 15. The most recent report from October 2014 (attached at circles 18-24) details projects for a total of \$1.85 million EMST funds distributed as of that report. Council staff tallied the funded projects according to categories:

Project category	% of funds
Command & Utility Vehicles	26%
Administrative staff	21%
Facilities	21%
Apparatus & Equipment	15%
Standby food	7%
MCVFRA	7%
EMS Supplies	1.6%
PPE & Equipment	0.2%

Council staff notes that over one-third, approximately 36%, of the EMST funds are supporting apparatus and facilities, which benefit the infrastructure of the fire service as a whole. The other categories of expenditure address issues more specific to operations of the LFRDs and the volunteer personnel, such as expenditures for administrative staff, the MCVFRA, and standby food.

Should the Council approve full funding for the agreement in addition to the EMST revenue earmarked for the LFRDs?

The Executive’s transmission of the Agreement this year did not explain why he agreed to increase the MCVFRA funding in the Agreement for FY15 by 40.7% over FY14 and again by 8% in FY16. In light of the additional projected \$2.44 million earmarked for LFRDs from the EMST revenue in FY16, the funding under the agreement is more difficult to understand. The associated County funding is slated to increase again in FY17 for the MCVFRA expenses and the Nominal Fee, in addition to the requirement to bargain over LOSAP in FY16.

This is the second year of a 3-year agreement with the MCVFRA and the second full year of earmarked EMST revenue for the LFRDs. **The Committee may want to discuss how the recurring EMST revenue earmarked for the LFRDs should affect the funding decisions under the collective bargaining agreement.** The agreed-upon funding for uniforms, training, the nominal fee, and the Association operating funds would be useful public safety expenditures. The relevant question is the appropriate source for these funds – the EMST revenue, the County general fund, or a combination of the two.

In light of ongoing fiscal constraints and other reductions in the MCFRS budget, Council staff recommends that the Committee ask MCVFRA to begin to address some of the items recommended for County funding through the upcoming EMST distribution. Council staff offers the following options for steps to begin this transition:

Options:

1. **Retain all recommended funding at this point** and ask the MCVFRA and the Executive to restructure the County funding in the next bargaining agreement. Council staff cautions that this option would not achieve savings until FY18, and would result in increased County funding in FY16 and FY17, as this is the second year of the three year agreement.
2. **Retain \$1.56 million in County funding in FY16 to support the current LOSAP amount and the FY15 Nominal Fee rates. This would reduce \$427,721 from the Executive's FY16 recommendation**, including the FY16 increase for the Nominal Fee; the MCVFRA funding; uniforms and equipment; and two training items. It is Council staff's expectation that these funding items are consistent with and reasonably accommodated in the EMST distribution to the LFRDs in FY16 and beyond.
3. **Retain \$1.65 million County funding in FY16 to support the current LOSAP amount and the FY16 Nominal Fee rates.** This option is the same as option 2 but funds the FY16 increase in the Nominal Fee and reduces only \$340,525 from the Executive's FY16 budget recommendation.

Council staff recommends option 2, and recommends that the MCVFRA and the Executive work to resolve how to address the anticipated increases in the Nominal Fee and LOSAP through other available resources going forward.

Fire and Rescue Service

MISSION STATEMENT

The mission of the Montgomery County Fire and Rescue Service (MCFRS) is to protect lives, property, and the environment with comprehensive risk reduction programs and safe, efficient and effective emergency response provided by skilled, motivated, and compassionate career and volunteer service providers representing Montgomery County's diverse population.

MCFRS consists of the Office of the Fire Chief; Division of Administrative and Technical Support Services; Division of Operations; Division of Risk Reduction and Training Services; Division of Volunteer Services; the Fire and Emergency Services Commission; and 19 Local Fire and Rescue Departments (LFRD). MCFRS operates 37 fire and rescue stations and several satellite offices.

BUDGET OVERVIEW

The total recommended FY16 Operating Budget for the Montgomery County Fire and Rescue Service is \$222,299,388, a decrease of \$2,002,993 or 0.9 percent from the FY15 Approved Budget of \$224,302,381. Personnel Costs comprise 81.8 percent of the budget for 1,296 full-time positions and three part-time positions, and a total of 1,299.26 FTEs. Total FTEs may include seasonal or temporary positions and may also reflect workforce charged to or from other departments or funds. Operating Expenses account for the remaining 18.2 percent of the FY16 budget.

The Debt Service for the Fire Tax District Fund is appropriated in the Debt Service Fund and is, therefore, not displayed in this section. To pay for the Debt Service, a transfer of funds from the Fire Tax District Fund to the Debt Service Fund of \$7,392,700 for general obligation debt and \$5,213,400 for other debt is required.

LINKAGE TO COUNTY RESULT AREAS

While this program area supports all eight of the County Result Areas, the following are emphasized:

- ❖ *Safe Streets and Secure Neighborhoods*

DEPARTMENT PERFORMANCE MEASURES

Performance measures for this department are included below, with multi-program measures displayed at the front of this section and program-specific measures shown with the relevant program. The FY15 estimates reflect funding based on the FY15 approved budget. The FY16 and FY17 figures are performance targets based on the FY16 recommended budget and funding for comparable service levels in FY17.

ACCOMPLISHMENTS AND INITIATIVES

- ❖ *Increase Sandy Spring Fire Station 40's staffing levels to improve response times beginning in January 2016. Enhanced service levels will include much needed advanced life support (ALS) capabilities, via a paramedic engine company. This collaboration with the Sandy Spring Volunteer Fire Department empowers them to limit potential response failures through additional, diversified riding opportunities for volunteer personnel.*
- ❖ *Improve apparatus availability by implementing a second shift at the apparatus maintenance and repair facility.*
- ❖ *Graduated 186 new recruits which improved staffing availability and reduced dependence on overtime hours.*
- ❖ *Re-accredited by the Commission on Fire Accreditation International. First accredited in 2007, MCFRS is currently one of 186 agencies worldwide with this distinction and is the only internationally accredited fire and rescue department in Maryland and the Washington Metropolitan National Capital Region.*
- ❖ *Implemented a multi-faceted program of High Performance CPR which tripled the save rate from 9% to 30%. Personnel were intensively trained, and new feedback processes were implemented to ensure that this program was successful.*
- ❖ *Opened new/relocated Wheaton Rescue Squad at Georgia and Arcola Avenues.*

- ❖ **Hired a new, part-time senior outreach coordinator to educate senior population about fire risks.**
- ❖ **The Fire-Rescue Training Academy passed its accreditation site inspection by the National Board for Fire Service Professional Qualifications.**
- ❖ **Implemented new version of emergency medical dispatch procedure at the 911 call center with revised questions and streamlined response plans.**
- ❖ **Implemented telecommunications asset management, service request and customer survey programs.**
- ❖ **Relocated Glenmont Station 18 operations to the former Wheaton Rescue Squad station while new Station 18 is being constructed at Georgia Avenue and Mason Street.**
- ❖ **With other stakeholders, planned and implemented a multi-agency Improvised Explosive Device and nerve agent mass casualty drill at the Germantown SoccerPlex.**
- ❖ **Productivity Improvements**
 - **By means of grant funding, upgraded all electrocardiogram (ECG) monitor/defibrillators. This latest technology allows paramedics to perform all necessary ECG and vital sign monitoring and transmit ECGs to all County hospitals.**
 - **Achieved further progress on various civilianization initiatives, which will eventually save millions of dollars annually. Civilianization of 18 code compliance positions is nearing completion; civilianization of all dispatch positions at the Emergency Communications Center is beginning with the training of prospective dispatchers; the hiring of a civilian in fleet will return a uniform position to the field; as will a civilian in the self-contained breathing apparatus section.**
 - **Civilianizing two Captain positions at the Public Safety Training Academy.**
 - **Ongoing statistical analysis of call processing times results in continual improvements to the call-taking and dispatching process.**

PROGRAM CONTACTS

Contact Dominic Del Pozzo of the Montgomery County Fire and Rescue Service at 240.777.2236 or Bruce Meier of the Office of Management and Budget at 240.777.2785 for more information regarding this department's operating budget.

PROGRAM DESCRIPTIONS

Office of the Fire Chief

The Fire Chief has the ultimate responsibility for the overall management, direction, planning and coordination of all MCFRS programs and operations. The Office of the Fire Chief manages the overall service needs and delivery requirements of MCFRS including fire and rescue master planning, resource deployment plans, and the overall strategic direction for MCFRS; develops and recommends capital improvement projects; coordinates community outreach and public affairs; manages and integrates information technology into the MCFRS' business processes; and recommends policy initiatives and programs to the County Executive. Included in this program is the Office of Internal Affairs, which investigates complaints and serious violations of the personnel regulations and department policy and conducts procedural background investigations of applicants for firefighters/rescuer positions.

The Fire Chief's office also includes the budget office, which is responsible for the overall management of the MCFRS operating budget; the management and administration of State and Federal funding; and management oversight of the EMS reimbursement program. The budget office is comprised of seven staff members who provide professional advice and guidance on budget preparation, financial analysis, grant administration, and auditing issues and act as a liaison between Federal, State and Local government agencies as well as the 19 Local Fire and Rescue Departments.

FY16 Recommended Changes	Expenditures	FTEs
FY15 Approved	19,042,101	50.00
Increase Cost: Emergency Medical Service Transport Administration	75,250	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	-1,740,324	-2.00
FY16 CE Recommended	17,377,027	48.00

Operations

The Operations Division is the organizational component of the MCFRS that is responsible for the day-to-day delivery of critical EMS, Fire Suppression, and Technical Rescue mitigation to the citizens and visitors of Montgomery County. The Division's personnel also assist the Division of Risk Reduction and Training Services by performing a wide variety of non-emergency services that are focused on public education and community risk reduction.

The overall responsibility for Fire and Rescue Service operations lies directly with the Fire Chief. The Division Chief of Operations is assigned by the Fire Chief to manage the Division. The career and volunteer components of the combined service work in an "Integrated Emergency Command Structure" that defines the authority and responsibility for all members of the service. MCFRS responds to approximately 120,000 emergency incidents annually. Requests for emergency medical assistance comprise the majority of those incidents, approximately 85,000 calls annually resulting in the transport of 67,000 people to local hospitals.

There are 27,000 fire incidents, technical rescue, and hazardous materials incidents annually.

The Operations Division is organized into five major sections, including Field Operations, Emergency Communications Center (ECC), Special Operations, Emergency Medical Service, and Fleet Management.

MCFRS personnel operate from 37 Fire and Rescue stations. Thirty-five engines, 16 aerial units, 6 heavy rescue squads, 18 ALS medic units, and 23 Basic Life Support (BLS) ambulances make up the primary fleet of first response apparatus. There are additional units that can be placed in service with available volunteer or recalled career personnel to increase the MCFRS capability.

Program Performance Measures	Actual FY13	Actual FY14	Estimated FY15	Target FY16	Target FY17
90th Percentile Arrival Time For First Advanced Life Support Unit: Metropolitan	10:55	10:53	10:45	10:40	10:35
90th Percentile Arrival Time For First Engine To Structure Fire: Metropolitan	8:20	7:34	7:30	7:30	7:30
90th percentile time for rural Advance Life Support (ALS) response. Rural baseline goal: 16 mins.	12:20	12:07	12:05	12:05	12:00
90th percentile time for rural structure fire responses. Rural baseline goal: 15 mins.	11:10	10:30	10:30	10:30	10:30
90th percentile time for Suburban Advance Life Support (ALS) response. Suburban baseline goal: 12 mins 30 sec.	11:45	11:59	11:55	11:50	11:45
90th percentile time for suburban structure fire responses. Suburban baseline goal: 10 mins 30 sec.	9:00	8:34	8:30	8:30	8:30
90th percentile time for urban Advance Life Support (ALS) response. Urban baseline goal: 11 mins.	11:00	11:46	11:35	11:25	11:15
90th percentile time for urban structure fire responses. Urban baseline goal: 9 mins	8:20	8:21	8:20	8:20	8:20
Cardiac Care: Percent of STEMI Patients with Door to Balloon Time less than or equal to 90 minutes	93.9%	97.2%	95.0%	96.0%	96.5%
Percent of residential structure fires confined to the room of origin	78%	76%	78%	80%	82%

FY16 Recommended Changes	Expenditures	FTEs
FY15 Approved	163,899,976	1122.50
Shift: Staffing from SAFER Grant	917,155	11.19
Enhance: Apparatus availability - add second shift at maintenance facility	387,687	5.00
Enhance: Emergency response - Sandy Spring - beginning January 2016	344,000	8.00
Decrease Cost: Year two of a four year plan to civilianize dispatch functions at the Emergency Communications Center	-26,423	0.00
Decrease Cost: EMS Equipment deferral	-70,000	0.00
Decrease Cost: Contract for Electronic Patient Care Reports	-130,000	0.00
Decrease Cost: Personal Protective Equipment Replacement	-220,000	0.00
Decrease Cost: Self Contained Breathing Apparatus Backup Replacement deferral	-220,000	0.00
Decrease Cost: Apparatus Master Leases	-414,940	0.00
Decrease Cost: Holiday Pay - due to one less holiday	-775,000	0.00
Shift: Expiration of SAFER grant, staffing funded by the Fire Tax District	-917,155	-11.19
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	305,120	10.00
FY16 CE Recommended	163,080,420	1145.50

Risk Reduction and Training Services

The Division of Risk Reduction and Training Services is responsible for the assessment and mitigation of fire related risks to the community as well as firefighter health, safety and training. The Division is comprised of the following organizational components:

Fire Code Compliance

The Fire Code Compliance section provides inspections of existing commercial, industrial, and residential structures for compliance with applicable County and State fire and life safety codes. Engineering staff provide technical evaluation of complex fire protection needs and recommend systems or processes for appropriate fire protection in all occupancy types within the County. Yearly inspections are conducted at health care, day care, and educational facilities, as well as residential boarding and home-based health care facilities. Fire Code Compliance Inspectors respond to structure fires to determine compliance with the fire and life safety code.

Wellness – Fitness Initiative

The Wellness - Fitness Initiative was adopted by Montgomery County Fire and Rescue on July 1, 2001. The program includes medical, behavioral health, and rehabilitation components.

Medical

Fire Rescue Occupational Medical Section (FROMS) – was implemented in 2001. The intent is to provide a fire-specific focus on MCFRS health needs. Services provided by FROMS include entry level physicals, annual physicals, injury care, return to work exams, fitness for duty exams, vaccinations, and follow-up evaluations as necessary. FROMS also monitors employees injured on the job to ensure appropriate care and timely return to work.

Behavioral Health

This program addresses the behavioral and mental health of MCFRS fire and rescue personnel and their families. A staff psychologist provides direct clinical services to MCFRS personnel and trains and assists with the Critical Incident Stress Management Team (CISM). The staff psychologist also trains and educates fire and rescue personnel on matters relating to behavioral health.

Health and Safety

The Health and Safety section ensures the occupational health and safety of personnel through management, accountability, and enforcement of safety policies and procedures in all aspects of fire and rescue activities. The program develops and promotes proactive prevention initiatives to reduce injuries to personnel and damage to property by engaging in root cause analysis and monitoring performance. The section is responsible for the annual Respiratory Protection Program, personal injury investigations, apparatus/vehicle collision investigations, and near miss and line of duty death investigations. Safety Officers manage apparatus safety, Personal Protection Envelope (PPE)/Self Contained Breathing Apparatus fit testing, station safety inspections, live fire training, special projects, and safety-related training programs.

Fire and Rescue Training Academy

The Fire and Rescue Training Academy is responsible for the development and delivery of all fire, rescue, and emergency medical training for MCFRS personnel. The Training Academy is an accredited institution that provides entry-level and advanced levels of training, education, and certification to MCFRS personnel. All training programs comply with applicable Federal, State, and County requirements. The training is conducted to ensure that each Firefighter/Rescuer has the necessary skills, competencies, and practical experiences required to effectively perform the duties of his/her position within the organization.

Fire and Explosives Investigation

The Fire and Explosives Investigation section investigates all fires involving loss of life, serious injury, substantial property damage, and all suspicious fires, to determine the cause, origin, and circumstances. The Section is responsible for the enforcement of all State and County laws concerning fire, arson, and explosives. This program involves four major elements: (1) fire and explosive origin and cause investigation; (2) investigation of incendiary or explosive devices or materials; (3) hazardous device mitigation (bomb squad); and (4) training and education to businesses, law enforcement agencies, and the general public regarding fire and explosive materials.

Program Performance Measures	Actual FY13	Actual FY14	Estimated FY15	Target FY16	Target FY17
Number of residential fire deaths per 100,000	0.2	0.4	0.4	0.5	0.5
Number of residential fire injuries per 100,000	2.3	6.0	4.5	4.0	3.5

FY16 Recommended Changes	Expenditures	FTEs
FY15 Approved	33,624,022	72.06
Increase Cost: Risk Management Adjustment	2,384,441	0.00
Increase Cost: Occupational Health Management System Annual Maintenance	21,750	0.00
Decrease Cost: Civilianize Two Captain Positions at the Public Safety Training Academy	-100,000	0.00
Decrease Cost: Training for New Officers	-200,000	0.00
Decrease Cost: Reduce Recruit Classes due to lower attrition, budget includes funding for a 35 graduate recruit class beginning in May 2016	-3,831,500	0.00

	Expenditures	FTEs
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	1,521,593	-6.30
FY16 CE Recommended	33,420,306	65.76

Volunteer Services

The Division of Volunteer Services provides support and volunteer advocacy, oversight, mediation, and enforcement of MCFRS policies, coordination and technical assistance, incentives, and administrative services to support the Local Fire and Rescue Departments (LFRD) within MCFRS. This program promotes consistent and balanced integration of the activities of volunteer and career firefighters and rescuers; promotes recruitment and retention of volunteers, assists LFRD's in training, risk management, the formulation and standardization of LFRD/MCFRS business plans, use and maintenance of fire and rescue apparatus, budget preparation, and formulating department-wide policy. The program makes recommendations to the Fire Chief, monitors legislative and regulatory actions involving volunteer activities, and informs the affected groups. The program provides additional opportunities for people to volunteer, including the creation of a Mobile Volunteer Personnel Corps as introduced into Chapter 21 by Bill 36-03.

FY16 Recommended Changes	Expenditures	FTEs
FY15 Approved	2,226,539	6.00
Increase Cost: Additional Emergency Medical Service Transport funds to Local Volunteer Fire Rescue departments	269,375	0.00
Increase Cost: Montgomery County Volunteer Fire Rescue Association Bargaining Agreement	66,321	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	175,831	0.00
FY16 CE Recommended	2,738,066	6.00

Administrative and Technical Support Services

The Division of Administrative and Technical Support Services provides central administrative and management service and direction for all administrative functions across the Department. Core services include human resources management, labor, logistics, facilities management, procurement development and administration, planning management, and information technology and management.

Employee Services/Human Resources

The Employee Services/Human Resources section is responsible for all personnel and labor related issues in MCFRS. Responsibilities of the section include conducting promotional exams, hiring and discipline; advising the Chief and Division Chiefs on personnel and labor matters; participating in the collective bargaining process; and representing the MCFRS in mediation, arbitration, alternative dispute resolution, and at the Merit System Protection Board. Staff in the Employee Services Section also act as a department liaison between the County Office of Human Resources and County Attorney's Office.

Workforce Recruiting

The Fire and Rescue Workforce Recruiting component provides all levels of marketing, advertising, and community interaction for the purpose of attracting qualified candidates to staff the Fire and Rescue Service as compensated employees and volunteers. Recruiting staff develop public service announcements and attend job fairs, community functions, and events under the banner of the Montgomery County Fire and Rescue Service.

Logistics

The Logistics Section handles the uniform and protective clothing requirements for career and volunteer personnel in the fire/rescue occupational series. This includes the procurement, order placement, receipt, storage, inventory, and distribution of a wide array of items, as well as related contract and budget administration and invoice processing. The Logistics section coordinates special services such as uniform tailoring and alterations, shoe repair, and protective clothing inspection, cleaning, and repair. The Logistics Section handles daily courier service to fire and rescue worksites.

Capital Projects and Facilities

The Capital Projects and Facilities section is responsible for providing fire and rescue facilities that are properly constructed and maintained to enable all elements of the MCFRS to meet their mission. This includes construction of new stations, renovation of existing facilities, and overall monitoring of the department's infrastructure.

Procurement

The Procurement section provides ongoing support to all MCFRS work units in the identification, acquisition, and acceptance into service of all material resources necessary for the direct delivery of public safety services to the residents and visitors of Montgomery County. This includes initiation and monitoring of all contracts, the County P-Card program, and compliance with all procurement rules and regulations.

Planning Office

The Planning Office analyzes risk and historical emergency incident activity and considers it along with development and growth to project strategic resource needs, facility placement, special operational requirements, and future workforce levels. The Planning Office develops planning documents such as the Fire, Rescue, Emergency Medical Services, and Community Risk Reduction Master Plan and the Montgomery County Fire and Rescue Service's Annual Strategic Plan. In addition, considerable mapping and geographic incident data analysis is provided by the Planning Office.

Information Technology

The Information Technology (IT) section is responsible for development, implementation, and ongoing support of all IT needs for the department. This section ensures compliance with all Department of Technology Services requirements, assists with Computer Aided Dispatch, directs the Data Warehouse, and maintains desktops, and Firehouse reporting and inventory control software.

Program Performance Measures	Actual FY13	Actual FY14	Estimated FY15	Target FY16	Target FY17
Commission on Fire Accreditation International (CFAI) Core Competencies Met During FY14-18 Accreditation Cycle	N/A	98.8%	98.8%	98.8%	100.0%

FY16 Recommended Changes	Expenditures	FTEs
FY15 Approved	6,426,898	36.00
Decrease Cost: Facility maintenance	-220,000	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	-523,329	-2.00
FY16 CE Recommended	5,683,569	34.00

BUDGET SUMMARY

	Actual FY14	Budget FY15	Estimated FY15	Recommended FY16	% Chg Bud/Rec
FIRE					
EXPENDITURES					
Salaries and Wages	115,042,818	120,132,188	119,284,546	121,587,705	1.2%
Employee Benefits	61,919,950	64,222,544	67,002,532	60,360,847	-6.0%
Fire Personnel Costs	176,962,768	184,354,732	186,287,078	181,948,552	-1.3%
Operating Expenses	45,940,432	39,947,649	42,747,209	40,350,836	1.0%
Capital Outlay	0	0	0	0	—
Fire Expenditures	222,903,200	224,302,381	229,034,287	222,299,388	-0.9%
PERSONNEL					
Full-Time	1,256	1,271	1,271	1,296	2.0%
Part-Time	3	3	3	3	—
FTEs	1,258.56	1,275.37	1,275.37	1,299.26	1.9%
REVENUES					
Automation Enhancement Fee	108,775	120,000	120,000	120,000	—
EMS Reimbursement-Ambulance Fee	22,738,993	15,600,000	16,000,000	17,500,000	12.2%
Fire Code Enforcement Permits	481,953	600,000	481,953	600,000	—
Insurance Proceeds	0	0	357,000	0	—
Investment Income	25,424	27,440	46,760	46,760	70.4%
Miscellaneous Revenues	41,402	10,000	0	10,000	—
Occupancy Permits	1,006	0	0	0	—
Other Licenses/Permits	250	0	0	0	—
Parking Fees	-4	0	0	0	—
Property Tax	210,945,363	234,329,822	233,700,696	206,867,464	-11.7%
State Fire/Rescue 508 Funds	1,299,252	0	1,523,263	0	—
Other Charges/Fees	714,972	700,000	700,000	715,000	2.1%
Fire Revenues	236,357,386	251,387,262	252,929,672	225,859,224	-10.2%
GRANT FUND MCG					
EXPENDITURES					
Salaries and Wages	1,721,082	485,697	485,697	0	—
Employee Benefits	778,617	431,458	431,458	0	—
Grant Fund MCG Personnel Costs	2,499,699	917,155	917,155	0	—
Operating Expenses	3,798,962	0	0	0	—
Capital Outlay	0	0	0	0	—
Grant Fund MCG Expenditures	6,298,661	917,155	917,155	0	—
PERSONNEL					
Full-Time	23	12	12	0	—
Part-Time	0	0	0	0	—
FTEs	23.00	11.19	11.19	0.00	—
REVENUES					
Federal Grants	5,283,766	917,155	917,155	0	—
Miscellaneous Revenues	7,761	0	0	0	—
State Grants	34,842	0	0	0	—
Grant Fund MCG Revenues	5,326,369	917,155	917,155	0	—
DEPARTMENT TOTALS					
Total Expenditures	229,201,861	225,219,536	229,951,442	222,299,388	-1.3%
Total Full-Time Positions	1,279	1,283	1,283	1,296	1.0%
Total Part-Time Positions	3	3	3	3	—
Total FTEs	1,281.56	1,286.56	1,286.56	1,299.26	1.0%
Total Revenues	241,683,755	252,304,417	253,846,827	225,859,224	-10.5%

FY16 RECOMMENDED CHANGES

	Expenditures	FTEs
FIRE		
FY15 ORIGINAL APPROPRIATION	224,302,381	1275.37
<u>Changes (with service impacts)</u>		
Enhance: Apparatus availability - add second shift at maintenance facility [Operations]	387,687	5.00
Enhance: Emergency response - Sandy Spring - beginning January 2016 [Operations]	344,000	8.00
<u>Other Adjustments (with no service impacts)</u>		
Increase Cost: FY16 Compensation Adjustment	7,118,099	0.00
Increase Cost: Risk Management Adjustment [Risk Reduction and Training Services]	2,384,441	0.00
Shift: Staffing from SAFER Grant [Operations]	917,155	11.19
Increase Cost: Group Insurance Adjustment	370,007	0.00
Increase Cost: Additional Emergency Medical Service Transport funds to Local Volunteer Fire Rescue departments [Volunteer Services]	269,375	0.00
Increase Cost: Annualization of FY15 Lapsed Positions	225,329	0.00
Increase Cost: Emergency Medical Service Transport Administration [Office of the Fire Chief]	75,250	0.00
Increase Cost: Montgomery County Volunteer Fire Rescue Association Bargaining Agreement [Volunteer Services]	66,321	0.00
Increase Cost: Occupational Health Management System Annual Maintenance [Risk Reduction and Training Services]	21,750	0.00
Decrease Cost: Labor contract - assignment pay differentials	-1,004	0.00
Decrease Cost: Year two of a four year plan to civilianize dispatch functions at the Emergency Communications Center [Operations]	-26,423	0.00
Decrease Cost: EMS Equipment deferral [Operations]	-70,000	0.00
Decrease Cost: Civilianize Two Captain Positions at the Public Safety Training Academy [Risk Reduction and Training Services]	-100,000	0.00
Decrease Cost: Printing and Mail	-127,332	0.00
Decrease Cost: Contract for Electronic Patient Care Reports [Operations]	-130,000	0.00
Decrease Cost: Training for New Officers [Risk Reduction and Training Services]	-200,000	0.00
Decrease Cost: Motor Pool Rate Adjustment	-209,482	0.00
Decrease Cost: Facility maintenance [Administrative and Technical Support Services]	-220,000	0.00
Decrease Cost: Personal Protective Equipment Replacement [Operations]	-220,000	0.00
Decrease Cost: Self Contained Breathing Apparatus Backup Replacement deferral [Operations]	-220,000	0.00
Decrease Cost: Apparatus Master Leases [Operations]	-414,940	0.00
Decrease Cost: Annualization of FY15 Personnel Costs	-446,306	-0.30
Decrease Cost: Holiday Pay - due to one less holiday [Operations]	-775,000	0.00
Decrease Cost: Reduce Recruit Classes due to lower attrition, budget includes funding for a 35 graduate recruit class beginning in May 2016 [Risk Reduction and Training Services]	-3,831,500	0.00
Decrease Cost: Retirement Adjustment	-7,190,420	0.00
FY16 RECOMMENDED:	222,299,388	1299.26
GRANT FUND MCG		
FY15 ORIGINAL APPROPRIATION	917,155	11.19
<u>Other Adjustments (with no service impacts)</u>		
Shift: Expiration of SAFER grant, staffing funded by the Fire Tax District [Operations]	-917,155	-11.19
FY16 RECOMMENDED:	0	0.00

PROGRAM SUMMARY

Program Name	FY15 Approved		FY16 Recommended	
	Expenditures	FTEs	Expenditures	FTEs
Office of the Fire Chief	19,042,101	50.00	17,377,027	48.00
Operations	163,899,976	1122.50	163,080,420	1145.50
Risk Reduction and Training Services	33,624,022	72.06	33,420,306	65.76
Volunteer Services	2,226,539	6.00	2,738,066	6.00
Administrative and Technical Support Services	6,426,898	36.00	5,683,569	34.00
Total	225,219,536	1286.56	222,299,388	1299.26

CHARGES TO OTHER DEPARTMENTS

Charged Department	Charged Fund	FY15		FY16	
		Total\$	FTEs	Total\$	FTEs
FIRE					
Emergency Management and Homeland Security	Grant Fund MCG	125,000	1.00	125,000	1.00

FUTURE FISCAL IMPACTS

Title	CE REC.		(\$000's)			
	FY16	FY17	FY18	FY19	FY20	FY21
This table is intended to present significant future fiscal impacts of the department's programs.						
FIRE						
Expenditures						
FY16 Recommended	222,299	222,299	222,299	222,299	222,299	222,299
No inflation or compensation change is included in outyear projections.						
Annualization of Positions Recommended in FY16	0	1,043	1,043	1,043	1,043	1,043
New positions in the FY16 budget are generally lapsed due to the time it takes a position to be created and filled. Therefore, the amounts above reflect annualization of these positions in the outyears for the staffing at Sandy Spring and the remainder of the recruit class that begins on FY16.						
Labor Contracts	0	992	992	992	992	992
These figures represent the estimated annualized cost of general wage adjustments, service increments, and associated benefits.						
Apparatus Master Leases	0	-347	-347	-347	-347	-347
Funding provided in prior year for the purchase of replacement emergency vehicles, and lease costs for duration of the leasing term.						
Consolidation and Civilianization of Emergency Communications Center (ECC)	0	-678	-1,548	-1,990	-1,990	-1,990
In FY16 is year two of a four-year plan to convert thirty-three uniformed FRS positions to civilian positions in the ECC.						
Holiday Pay	0	775	0	775	0	775
Per Collective Bargaining Agreement, in odd-numbered fiscal years two additional holidays occur (Election Day and Inauguration Day).						
MCVFA Bargaining Agreement	0	51	-102	-102	-102	-102
These figures represent cost of negotiated items included in the labor agreement with the MCVFA.						
Subtotal Expenditures	222,299	224,134	222,337	222,669	221,894	222,669

ANNUALIZATION OF PERSONNEL COSTS AND FTES

	FY16 Recommended		FY17 Annualized	
	Expenditures	FTEs	Expenditures	FTEs
Enhance: Emergency response - Sandy Spring - beginning January 2016 [Operations]	344,000	8.00	688,000	8.00
Total	344,000	8.00	688,000	8.00

FIRE AND RESCUE STATIONS

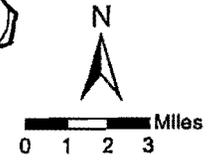
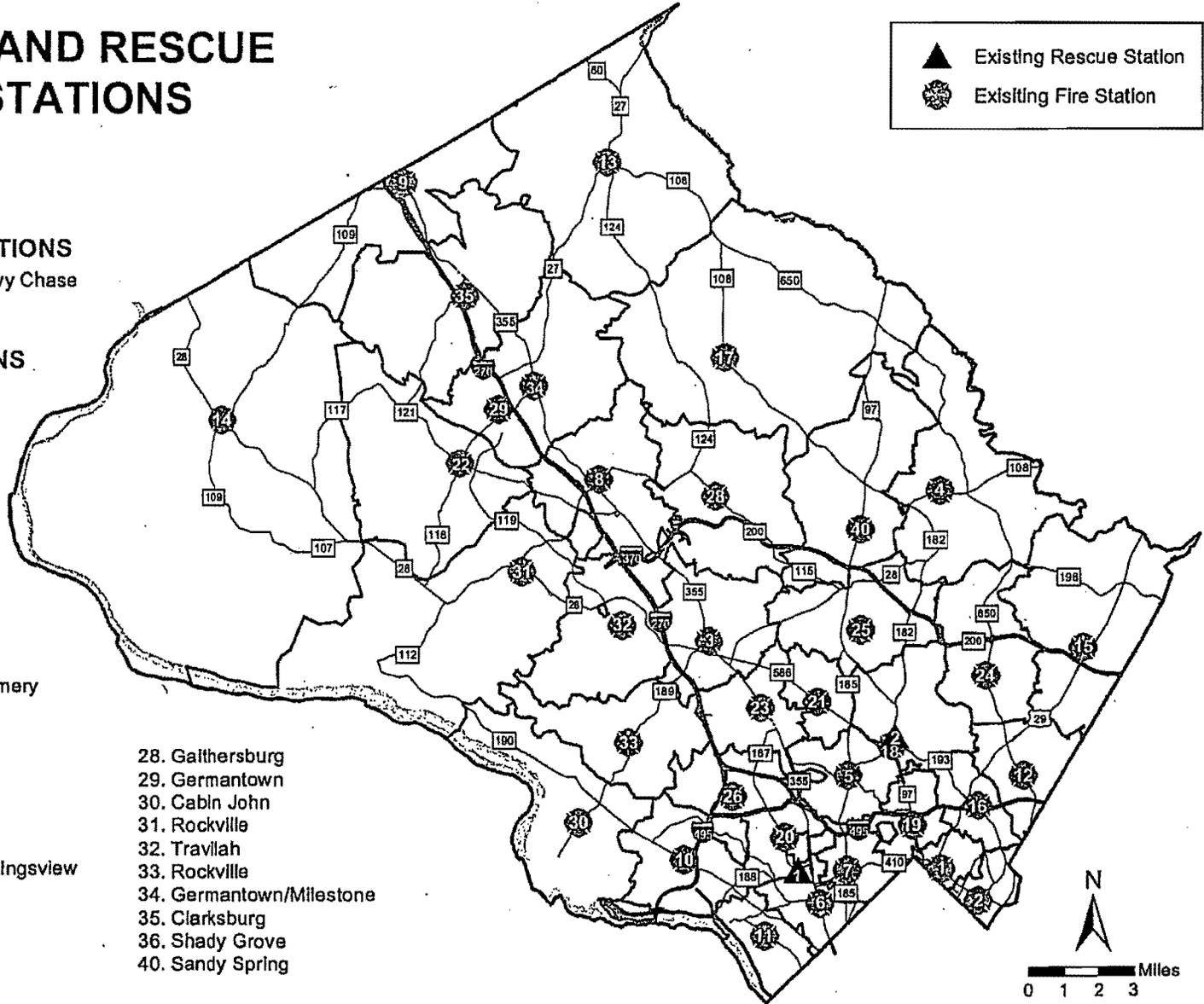
▲ Existing Rescue Station
 ● Existing Fire Station

RESCUE STATIONS

1. Bethesda- Chevy Chase
2. Wheaton

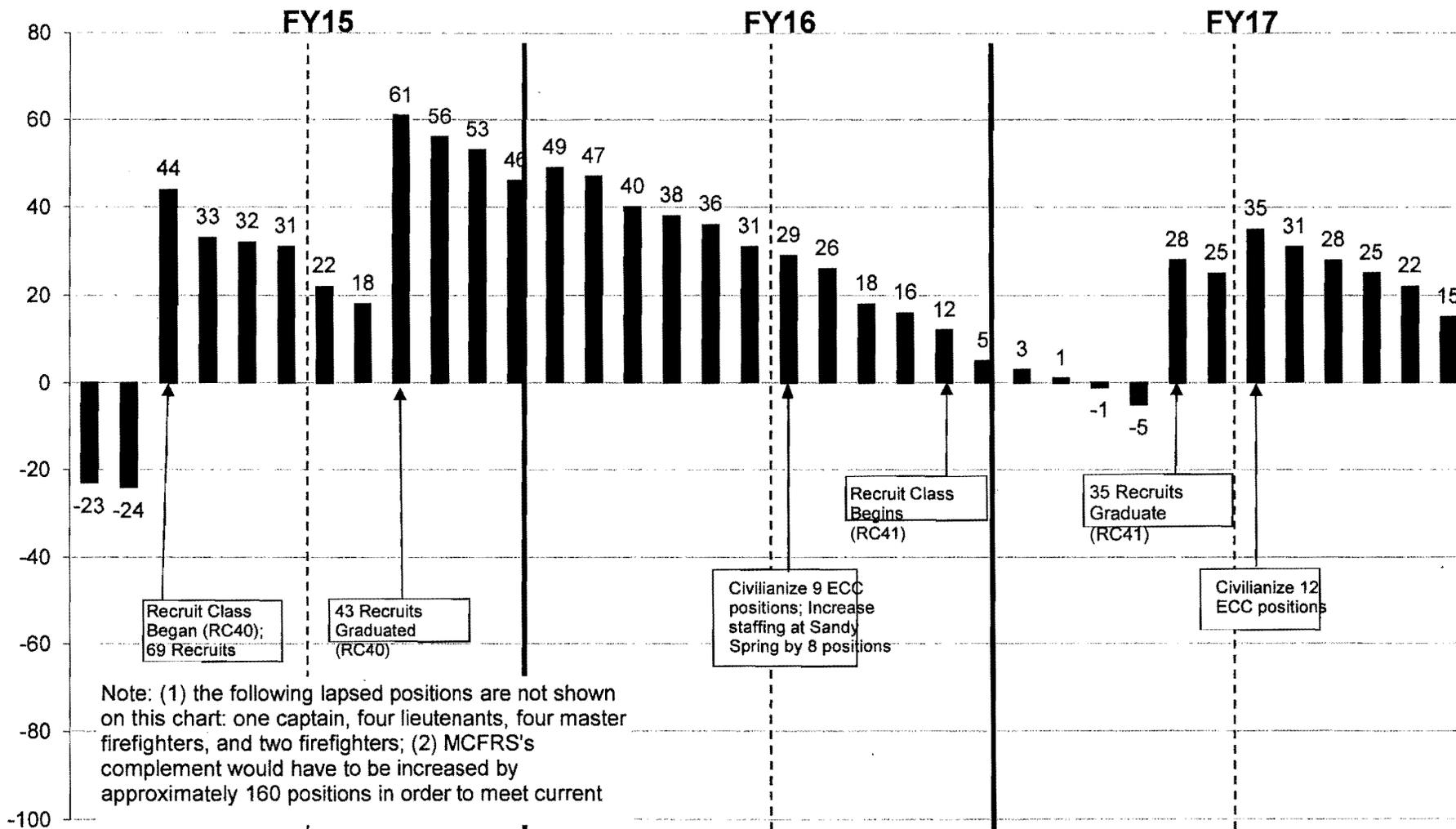
FIRE STATIONS

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Silver Spring 2. Takoma Park 3. Rockville 4. Sandy Spring 5. Kensington 6. Bethesda 7. Chevy Chase 8. Gaithersburg 9. Hyattstown 10. Cabin John 11. Glen Echo 12. Hillandale 13. Damascus 14. Upper Montgomery 15. Burtonsville 16. Silver Spring 17. Laytonsville 18. Kensington 19. Silver Spring 20. Bethesda 21. Kensington 22. Germantown/Kingsview 23. Rockville 24. Hillandale 25. Kensington 26. Bethesda | <ol style="list-style-type: none"> 28. Gaithersburg 29. Germantown 30. Cabin John 31. Rockville 32. Travilah 33. Rockville 34. Germantown/Milestone 35. Clarksburg 36. Shady Grove 40. Sandy Spring |
|---|---|



MCFRS Attrition Chart

Number of Uniform Personnel Minus Number of Funded Uniform Positions



CATEGORY	OT Hours	OTP	Percent
Firefighter Backfill	59,170	\$2,039,679	21%
Paramedic Backfill	33,883	\$1,386,210	15%
Officer Backfill	19,571	\$1,149,648	12%
PSTA Instructor	19,656	\$1,042,883	11%
Primary Driver Backfill	21,850	\$933,428	10%
Emergency Communications Center	15,705	\$827,583	9%
Other Field Operations	14,797	\$771,967	8%
PSTA Student	8,140	\$413,489	4%
Risk Reduction and Training	5,931	\$293,368	3%
Fire and Explosive Investigations	2,841	\$183,062	2%
Special Detail or Event	3,641	\$164,527	2%
Administrative and Technical Support Services	2,566	\$138,068	1%
Fleet	1,833	\$87,321	1%
Office of the Fire Chief and Community Outreach	1,819	\$86,492	1%
Code Compliance	601	\$29,151	0%
	212,004	\$9,546,876	100%

MCFRS Overtime Pay as a Percent of Total County Salary Paid Through First Half of FY15		
Range	No. of Employees	Percent of Employees
0-25%	909	72%
26-50%	267	21%
51-75%	66	5%
76+%	16	1%
Total Employees	1258	

**Montgomery County
Ambulance Reimbursement
EMST Fund Statement
FY14**

Available Funds

FY 14 Receipts	19,641,072.17
FY13 Unencumbered balance	\$ 907,709.18
FY13 Encumbrance carryover	
Other Public Safety Supplies/Equip	178,445.11
Fire Trucks	1,210,314.00
	<u>21,937,540.46</u>

Direct Program Cost

Billing Contractor payments	\$ 743,878.48
Personnel	323,398.73
Training	8,140.42
Other Direct Program Cost	3,679.15
Total Direct Program Cost	\$ 1,079,096.78
	\$ 20,858,443.68

Non-Program Expenses

Apparatus replacement	7,663,454.60
Payment to LFRDs (for receipts covering January 2013 to December 2013)	1,845,137.30
Travillah expenses	2,090,000.00
Recruit class expenses	1,400,000.00
Four-person staffing for three paramedic engines (overtime)	1,050,000.00
Facility maintenance and improvements	42,462.68
Vehicle Maintenance and other professional services	1,749,563.75
Medical Equipment repairs	60,000.00
EMS supervisors (five captains)	610,000.00
Drugs and Medicine	450,000.00
Public Safety Supplies/Equipment	1,735,886.46
SAFER grant match (to cover cost of 4 MFFs and 3 LTs)	323,374.77
Background investigators	70,000.00
Personnel Cost - Emergency Pay	591,564.12
Motor Vehicles Supplies and equipment	1,177,000.00
	<u>20,858,443.68</u>

Fund Balance

\$

EMST-related provisions from Council Resolution 17-1111, Approval of and Appropriation for the FY 2015 Operating Budget of the Montgomery County Government

41. The Fire Chief must submit a report to the Council not later than January 1, 2015 that includes for the period June 1 through November 30, 2014, and a second report not later than June 30, 2015 that includes for the period December 1, 2014 through May 30, 2015, the following data collected in collaboration with area hospitals.
 - (a) The number of 911 calls for emergency medical services during the reporting period and a comparison to the number in this reporting period for the prior year;
 - (b) The number and type of emergency medical services provided during the reporting period;
 - (c) The mortality rates for County hospital for STEMI incidents, and a comparison to the rates in this reporting period for the prior year;
 - (d) The number of patients arriving in hospital emergency rooms complaining of heart attack or stroke symptoms who did not arrive by ambulance and a comparison to the number in this reporting period for the prior year.
 - (e) The number of invoices issued to collect revenue under this program and the average amount charged.
 - (f) The number of EMS transports of out-of-County residents;
 - (g) The number of hardship waivers requested and the number granted; and
 - (h) The number and type of calls received by the Patient Advocate.

42. As required by County Code §21-23A(h)(3)(A), the County Fire and Rescue Service (MCFRS) must use the following procedure to allocate for the benefit of local fire and rescue departments (LFRD's) 15% of the net Emergency Medical Services Transport (EMST) Insurance Reimbursement Program revenue (after deducting costs of implementing the Reimbursement Program) appropriated in this resolution for the purposes authorized in §21-23A(h)(3)(A):
 - a. Each LFRD may apply for funds under an application process conducted by the Montgomery County Volunteer Fire and Rescue Association (MCVFRA). MCVFRA must forward the results of that process to the Fire Chief by a date set by the Fire Chief. In any disagreement between the MCVFRA and the Fire Chief about LFRD allocations and projects, both the MCVFRA President and the Fire Chief must take reasonable steps to resolve their disagreements before funds are distributed. The Fire Chief must approve the final allocation for each LFRD and project.
 - b. By October 15, 2014, MCFRS must distribute to LFRD's 15% of the actual amount of revenue received in the restricted EMST Reimbursement account attributable to FY 2013 (after deducting EMST Reimbursement Program implementation costs), as calculated by the Department of Finance.

- c. By April 15, 2015, MCFRS must distribute 15% of the actual amount of revenue received in the restricted EMST Reimbursement account attributable to FY 2015 from July 1, 2014 to December 31, 2014 (after deducting EMST Reimbursement Program implementation costs), as calculated by the Department of Finance after a mid-year reconciliation of the funds in the account.
- d. Any funds distributed under this procedure must be spent or encumbered by each LFRD to which funds are assigned no later than one calendar year after the last date funds are distributed (respectively, October 15, 2015 or April 15, 2016). Any funds that an LFRD does not encumber or spend by these dates automatically revert to MCFRS on October 15, 2015 or April 15, 2016 respectively. The Fire Chief must reallocate any funds reverted under this provision, consistent with this provision, §21-23A, and other applicable State and County laws, regulations, policies, and guidelines.
- e. The Fire Chief must report to the Council no later than October 15, 2014 and April 15, 2015: the total amount of funds in the restricted account; the total amount to be distributed to the LFRD's; each project and LFRD allocation; and the amounts distributed to and spent or encumbered by each LFRD to date, by project and fiscal year.
- f. Any EMST Reimbursement Revenue attributable to FY 2015 that is not spent or encumbered by MCFRS by June 30, 2015, must remain in the restricted account and must not be spent unless re-appropriated for a use allowed under County Code §21-23A.

Emergency Medical Services Transport Insurance Reimbursement Program Report for the period June 1 to November 30, 2014

As part of the FY15 Budget Resolution, the Montgomery County Fire and Rescue Department is required to provide a report to Council on some specific areas of the operations of the Emergency Medical Services Transport Insurance Reimbursement Program.

The areas the resolution requires to be addressed are:

a. Calls for Emergency Medical Services

During the reporting period of June 1, 2014 to November 30, 2014, there were a total of 42,847 calls for emergency medical services compared to 41,531 calls during the same period in 2013.

b. Number and types of Emergency Medical Services

A total of 33,685 calls for emergency medical services resulted in transports to the hospital during the reporting period of June 1, 2014 to November 30, 2014. The breakdown of the type of emergency medical services for these transports was: 14,304 were dispatched as ALS level calls and 19,381 were BLS level calls.

c. Mortality Rates for STEMI incidents (County Hospitals)

This data is not readily available from area hospitals due to the variables involved in the patient's presenting condition. The Department is currently working on transitioning to a new Patient Care Report in a few months. We hope this new system would give us the ability to track patient outcomes for these incidents. This however requires hospitals to buy into the feedback program for the new system (eMEDs). The Department is currently working with the hospitals to obtain their cooperation.

d. Patient with Heart Attack or Stroke Symptoms at Emergency Departments that were not transported by Ambulance

This data is not directly required by the regulators and is therefore not mined by the hospitals. The department would not be able to obtain this information.

e. Number of invoices issued and average amount charged

During the reporting period, a total of 31,441 invoices were processed with an average charge per transport of \$487.50

f. Out-of-County Residents EMS Transports

A total of 3,561 transports were for out-of-county residents. This represents about 11% of all EMS transports billed during the reporting period.

g. Hardship Waiver Requests

There had been no hardship waiver requests.

h. Calls to Patient Advocate

There were a total of 64 calls to the Patient Advocate during the reporting period. 53% (34 calls) of the calls were EMS record requests that were redirected to the Montgomery County Fire and Rescue Service; 31% (20 calls) were related to EMS reimbursement correspondence and concerns, 6% (4 calls) were for non county EMS transports while the balance (6 calls) covered varied miscellaneous matters.

Montgomery County Fire and Rescue Service

Emergency Medical Services Transport Insurance Reimbursement Program Report

The Fire Chief must report to the Council not later than October 15, 2014 and April 15, 2015: the total amount of funds in the restricted account; the total amount to be distributed to the LFRD's; each project and LFRD allocation; and the amounts distributed to and spent or encumbered by each LFRD to date, by project and fiscal year.

As part of the legislation establishing the program, 15% of net program revenue must be allocated and distributed to the local fire and rescue departments (LFRDs) to be used to replace or augment apparatus owned and staffed by local fire and rescue departments and training, gear, and equipment for the local fire and rescue departments. The Emergency Medical Services Transport Insurance Reimbursement Program has processed 90,869 transports from inception in January 1, 2013 to June 30, 2014.

As of June 30, 2014, the EMST program had a net revenue of \$21,572,655. Of this amount, \$3,235,898 was allocated and available for distribution to the LFRDs. The first distribution for \$451,599 went to the LFRDs in March 2014, the second distribution for \$729,679 was made in May 2014 and another \$663,859 was distributed in June 2014. The remaining \$1,390,761 will be distributed in the coming weeks after additional projects are approved and agreements are signed.

Period	Transports Processed	Gross Revenue	Program Expenses	Net Revenue	15% Allocation to the Local Fire Departments
FY13 (Jan to June 2013)	15,300	\$ 3,431,187	\$ 420,507	\$ 3,010,680	\$ 451,602
FY14	75,569	\$ 19,641,072	\$ 1,079,097	\$ 18,561,975	\$ 2,784,296
	90,869	\$ 23,072,259	\$ 1,499,604	\$ 21,572,655	\$ 3,235,898

The following table shows projects for which agreements were signed and funding distributed. For each project, the table shows the month the EMST Revenue was distributed, the amount distributed, the amount spent/encumbered as of June 30, 2014 and the amount remaining unspent/unencumbered as of June 30, 2014.

Department	Project	EMST Funds Distributed	Distribution Period	Amount Spent/ Encumbered as of June 30, 2014	Balance Unspent/ Unencumbered as of June 30, 2014
Bethesda Fire Department	Fund administrative staff	\$15,000	March and May 2014	\$5,734	\$9,266
	Fund administrative staff	\$10,000	June 2014	\$0	\$10,000
	Station 20 Renovations	\$10,000	June 2014	\$0	\$10,000
		\$35,000		\$5,734	\$29,266
Bethesda-Chevy Chase Rescue Squad	RS741 loan payment	\$28,444	June 2014	\$0	\$28,444
	Administrative staff	\$32,500	June 2014	\$0	\$32,500
	EMS supplies	\$15,000	June 2014	\$0	\$15,000
	Fire/rescue equipment	\$10,000	June 2014	\$0	\$10,000
	Standby food	\$3,567	June 2014	\$0	\$3,567
	Corp. owned vehicle maintenance	\$50,000	June 2014	\$0	\$50,000
		\$139,511		\$0	\$139,511
Burtonsville Volunteer Fire Department	Fund administrative staff 1 year	\$32,000	March and May 2014	\$31,966	\$34
	Replace Amkus hydraulic rescue tools on RS715	\$19,000	March and May 2014	\$7,284	\$11,716
	Standby food	\$8,000	March and May 2014	\$8,000	\$0
	Fund administrative staff	\$15,000	June 2014	\$0	\$15,000
	Upgraded PPE (gloves, leather helmets, Pro Boots)	\$3,000	June 2014	\$0	\$3,000
		\$77,000		\$47,250	\$29,750
Cabin John Park Volunteer Fire Department	Replace command vehicle	\$50,000	March and May 2014	\$0	\$50,000
	Fund administrative staff	\$20,000	March and May 2014	\$3,337	\$16,663
	Standby food (Board addition)	\$5,000	March and May 2014	\$0	\$5,000
	Admin. Staff and accounting services	\$12,500	June 2014	\$0	\$12,500
		\$87,500		\$3,337	\$84,163

Department	Project	EMST Funds Distributed	Distribution Period	Amount Spent/ Encumbered as of June 30, 2014	Balance Unspent/ Unencumbered as of June 30, 2014
Chevy Chase Fire Department	Fund administrative staff	\$7,500	March and May 2014	\$4,000	\$3,500
	Replace worn and broken window shades	\$5,500	March and May 2014	\$0	\$5,500
	Fund administrative staff	\$9,000	June 2014	\$0	\$9,000
		\$22,000		\$4,000	\$18,000
Damascus Volunteer Fire Department	Build out building for storage	\$5,000	March and May 2014	\$0	\$5,000
	Surveillance camera purchase and installation	\$2,500	March and May 2014	\$0	\$2,500
	Fund part-time administrative staff	\$20,000	March and May 2014	\$0	\$19,989.46
	(5) Garmin GPS for apparatus	\$1,000	March and May 2014	\$0	\$1,000
	Standby food	\$5,000	March and May 2014	\$0	\$5,000
	Door replacement, new drain, repair retaining wall	\$5,500	June 2014	\$0	\$5,500
	New AED	\$1,500	June 2014	\$0	\$1,500
	Administrative staff	\$10,000	June 2014	\$0	\$10,000
	Standby food	\$2,500	June 2014	\$0	\$2,500
	\$53,000		\$0	\$53,000	
Gaithersburg-Washington Grove Vol. Fire Dept.	Replace A708C	\$70,000	March and May 2014	\$0	\$70,000
	Standby food (Board addition)	\$5,000	March and May 2014	\$0	\$5,000
	Ambulance payments	\$20,000	June 2014	\$0	\$20,000
		\$95,000		\$0	\$95,000
Germantown Volunteer Fire Department	Replace staff vehicle	\$47,000	March and May 2014	\$0	\$47,000
	Stand-by food - 12 months	\$8,000	March and May 2014	\$0	\$8,000
	Administrative Staff	\$12,500	June 2014	\$0	\$12,500
		\$67,500		\$0	\$67,500

Department	Project	EMST Funds Distributed	Distribution Period	Amount Spent/ Encumbered as of June 30, 2014	Balance Unspent/ Unencumbered as of June 30, 2014
Glen Echo Fire Department	Fund Administrative Staff	\$15,000	March and May 2014	\$0	\$15,000
	Station renovations	\$41,000	March and May 2014	\$0	\$41,000
		\$56,000		\$0	\$56,000
Hillandale Volunteer Fire Department	Fund administrative staff	\$15,000	March and May 2014	\$4,497	\$10,503
	Standby food (Board addition)	\$3,000	March and May 2014	\$1,604	\$1,396
	Fund administrative staff	\$10,000	June 2014	\$0	\$10,000
	Standby food	\$1,500	June 2014	\$0	\$1,500
		\$29,500		\$6,101	\$23,399
Hyattstown Volunteer Fire Department	Administrative support Staff	\$5,000	March and May 2014	\$2,645	\$2,355
	Standby food	\$1,000	March and May 2014	\$0	\$1,000
	Administrative Staff (office)	\$9,000	June 2014	\$0	\$9,000
	Command Vehicle Replacement	\$45,000	June 2014	\$0	\$45,000
		\$60,000		\$2,645	\$57,355
Kensington Volunteer Fire Department	Command vehicles (2) loan payoff	\$66,365	March and May 2014	\$25,371	\$40,994
	Replace utility 705 pick-up	\$45,000	March and May 2014	\$17,204	\$27,796
	Fund administrative staff	\$35,000	March and May 2014	\$35,000	\$0
	Standby food (Board addition)	\$8,000	March and May 2014	\$0	\$8,000
	Fund administrative staff	\$10,000	June 2014	\$0	\$10,000
	Loan payment, new engine	\$50,000	June 2014	\$0	\$50,000
		\$214,365		\$77,575	\$136,790

Department	Project	EMST Funds Distributed	Distribution Period	Amount Spent/ Encumbered as of June 30, 2014	Balance Unspent/ Unencumbered as of June 30, 2014
Laytonsville District Volunteer Fire Department	Renovation/addition to station 17	\$100,000	March and May 2014	\$7,233	\$92,767
	Volunteer stand-by support	\$8,000	March and May 2014	\$0	\$8,000
	Renovation/addition/furnishings Station 17	\$50,000	June 2014	\$0	\$50,000
	Volunteer stand-by support	\$4,000	June 2014	\$0	\$4,000
		\$162,000			\$7,233
Rockville Volunteer Fire Department	Command vehicle replacement	\$47,820	March and May 2014	\$0	\$47,820
	Administrative staff	\$15,000	March and May 2014	\$216	\$14,784
	Stand-by food (Board increased by \$4,500)	\$18,000	March and May 2014	\$0	\$18,000
	Command vehicle replacement	\$47,820	March and May 2014	\$0	\$47,820
	Training props	\$10,000	March and May 2014	\$0	\$10,000
	New roof S-33	\$20,000	March and May 2014	\$0	\$20,000
	AED purchase (10)	\$14,000	March and May 2014	\$0	\$14,000
	Stand-by food	\$13,000	June 2014	\$0	\$13,000
	Roof Replacement (section 1) Station 33	\$35,000	June 2014	\$0	\$35,000
	Administrative staff	\$10,000	June 2014	\$0	\$10,000
		\$230,640			\$216
Sandy Spring Volunteer Fire Department	Stand-by food - vol support (Board added \$2,000)	\$10,000	March and May 2014	\$0	\$10,000
	Station 40 (addition) payment	\$25,000	June 2014	\$0	\$25,000
	Administrative Staff	\$10,000	June 2014	\$0	\$10,000
	Replace kitchen cabinets (Station 40)	\$7,500	June 2014	\$0	\$7,500
		\$52,500			\$0

Department	Project	EMST Funds Distributed	Distribution Period	Amount Spent/ Encumbered as of June 30, 2014	Balance Unspent/ Unencumbered as of June 30, 2014
Silver Spring Fire Department	Clean, treat and paint St-16 engine bays	\$29,000	March and May 2014	\$2,772	\$26,228
	Replace St-16 kitchen cabinets	\$10,800	March and May 2014	\$0	\$10,800
	Standby food (Board addition)	\$3,000	March and May 2014	\$0	\$3,000
	Administrative Staff	\$5,000	June 2014	\$0	\$5,000
		\$47,800			\$2,772
Takoma Park Volunteer Fire Department	Lighting for chief's vehicle	\$3,573	March and May 2014	\$0	\$3,573
	Standby Food (Board addition)	\$5,000	March and May 2014	\$0	\$5,000
	Standby Food	\$1,250	June 2014	\$0	\$1,250
		\$9,823		\$0	\$9,823
Upper Montgomery County Volunteer Fire Department	Administrative staff support	\$10,000	March and May 2014	\$10,000	\$0
	Regrading of exterior parking lot	\$11,900	March and May 2014	\$0	\$11,900
	Install safety railing on roof of newly constructed addition	\$12,500	March and May 2014	\$12,500	\$0
	Standby food (Board addition)	\$3,000	March and May 2014	\$0	\$3,000
	Administrative staff	\$10,000	June 2014	\$0	\$10,000
	Gear lockers	\$11,500	June 2014	\$0	\$11,500
		\$58,900		\$22,500	\$36,400
Wheaton Volunteer Rescue Squad	Command vehicle replacement	\$43,000	March and May 2014	\$11,688	\$31,312
	Utility vehicle replacement	\$49,000	March and May 2014	\$11,230	\$37,770
	Stand-by food (Board added \$3,000)	\$18,000	March and May 2014	\$6,881	\$11,119
	Administrative staff	\$15,000	March and May 2014	\$0	\$15,000
	New rescue squad chassis	\$75,000	June 2014	\$0	\$75,000
	Administrative staff	\$15,000	June 2014	\$0	\$15,000
		\$215,000		\$29,799	\$185,201

23

Department	Project	EMST Funds Distributed	Distribution Period	Amount Spent/ Encumbered as of June 30, 2014	Balance Unspent/ Unencumbered as of June 30, 2014
MCVFRA	Tuition assistance program for fire suppression or EMS training	\$50,000	March and May 2014	\$0	\$50,000
	Volunteer Basic Orientation Course (VBOC) support	\$10,000	March and May 2014	\$0	\$10,000
	Administrative support staff	\$10,000	March and May 2014	\$0	\$10,000
	Rent for recruiting center	\$12,000	March and May 2014	\$0	\$12,000
	Recruiter vehicle	\$35,000	March and May 2014	\$0	\$35,000
	Administrative staff	\$10,000	June 2014	\$0	\$10,000
	Recruiting Station rent	\$5,098	June 2014	\$0	\$5,098
		\$132,098			\$0
TOTAL		\$1,845,137		\$209,162	\$1,635,975
Funds available for distribution		\$3,235,898			
Balance to be Distributed in October 2014		\$1,390,761			



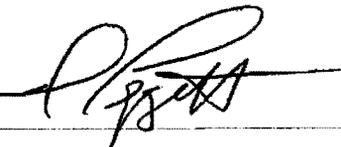
OFFICE OF THE COUNTY EXECUTIVE
ROCKVILLE, MARYLAND 20850

Isiah Leggett
County Executive

MEMORANDUM

April 1, 2015

TO: George Leventhal, President
Montgomery County Council

FROM: Isiah Leggett, County Executive 

SUBJECT: Current Collective Bargaining Agreement between the County and
MCVFRA

I have attached for the Council's review the current collective bargaining agreement between the Montgomery County Government and the Montgomery County Volunteer Fire and Rescue Association (MCVFRA) for the years July 1, 2014 through June 30, 2017 (MCVFRA Contract). For FY16, the MCVFRA Contract calls for nominal fee improvements and Association funding. Additionally, there will be reopener negotiations beginning June 1, 2015, on modifications to LOSAP that may have a fiscal impact in Fiscal Year 2016.

I have attached a summary of the components of the MCVFRA Contract that would take effect for the first time in FY16 and have a fiscal impact in FY16.

Attachments

cc: Shawn Stokes, Director, Office of Human Resources
Jennifer Hughes, Director, Office of Management and Budget
Marc Hansen, County Attorney, Office of the County Attorney

**MEMORANDUM OF AGREEMENT
BETWEEN
THE MONTGOMERY COUNTY GOVERNMENT
AND THE
MONTGOMERY COUNTY VOLUNTEER FIRE RESCUE ASSOCIATION**

The Montgomery County Government (County) and the Montgomery County Volunteer Fire Rescue Association (MCVFRA) during term bargaining negotiated economic changes for Fiscal Year 2016 listed below to be effective July 1, 2015.

* * *

**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: three hundred (\$300.00) dollars on July 1, 2014, three hundred fifty (\$350.00) dollars on July 1, 2015, and four hundred twenty-five (\$425.00) dollars on July 1, 2016.

OR

- (2) a nominal fee of: five hundred (\$500.00) dollars July 1, 2014, six hundred (\$600.00) dollars on July 1, 2015, and six hundred twenty five (\$625.00) dollars on July 1, 2016; if the active volunteer:

* * *

**Article 16
TRAINING**

* * *

Section Eight. The County agrees to provide funding, up to a maximum of \$5,000 per each year of this agreement, to pay certification fees charged by the Maryland Fire Service Professional Qualifications Board. Individual volunteers must demonstrate that they meet the requirements for certification before certification fees will be paid by the County. The County will pay certification fees on a first come, first served basis to eligible volunteers until the \$5,000 allocation is depleted.

Section Nine.

- a. The County will offer training opportunities that focus on volunteers in order to improve performance, build cohesiveness in the volunteer ranks and advance volunteer promotion in rank.
- b. The training offered may include:
 1. Live firefighting, pulling lines, and throwing of ladders;
 2. Handling mass casualty incidents;
 3. Driver training;
 4. Engine Company operations, Truck Company operations, Rescue Squad operations, and EMS; and
 5. Command officer training to include use of the command competencies lab.
- c. Each training session must meet minimum student participation levels as agreed upon by the Fire Chief, or designee, and the MCVFRA. The training specified herein is in addition to normally scheduled and funded courses and is specific to volunteer needs and hours. This training will be coordinated by the MCVFRA and Fire Chief, or designee. All efforts will be made to use qualified volunteer instructors.
- d. Total expenditures will be limited to a maximum of \$10,000 per year of this agreement to fund the training opportunities required by this section.

* * *

Article 22

VOLUNTEER BASIC ORIENTATION COURSE

Section One. The County agrees to fund the Volunteer Basic Orientation Course \$9,000 on July 1 each year of the agreement. Additional funding not to exceed \$9,000 would be available for reimbursement, for a total available funding of \$18,000 each year. The funding requests will be submitted to the fire chief and/or designee for reimbursement each quarter with appropriate cost documentation.

* * *

**Article 25
LOSAP**

Section One. The parties agree to begin bargaining on or before June 1, 2015 on length of service modifications. If no agreement is reached by July 31, 2015, the parties shall utilize the impasse procedure as per the Montgomery County Code Section 21-6.

* * *

**Side Letter
ASSOCIATION FUNDING AND VEHICLE**

Marcine Goodloe
President
MCVFRA

Dear President Goodloe:

The County agrees to transfer \$235,000 to the MCVFRA on July 1, 2014. On July 1, 2015 and July 1, 2016, the County agrees to increase the funding to the MCVFRA by 1.5% each year. The MCVFRA agrees to utilize the funds in the payment of expenses related to the Association's fulfillment of its functions as the LFRD authorized representative. The Association agrees to continue to provide the Fire Chief or his designee with a quarterly accounting detailing the expenditure of said funds.

Additionally, funding for a new Association vehicle will not be paid during the length of this contract.

Sincerely,

Steve Lohr
Fire Chief
MCFRS

* * *

**MEMORANDUM OF AGREEMENT
BETWEEN
THE MONTGOMERY COUNTY GOVERNMENT AND THE MONTGOMERY COUNTY VOLUNTEER FIRE
RESCUE ASSOCIATION**

The Montgomery County Government (County) and the Montgomery County Volunteer Fire Rescue Association (MCFVRA) agree that their existing directly negotiated agreement will be amended effective July 1, 2014, through June 30, 2017 with the following agreed upon items.

Please use the key below when reading this document:

<u>Underlining</u>	<i>Added to existing agreement</i>
[Single boldface brackets]	<i>Deleted from existing agreement</i>
* * *	<i>Existing language unchanged by parties</i>

* * *
Article 5

ORGANIZATIONAL SECURITY

Section One. The County agrees to provide [50] 75 copies of the contract in booklet form to be provided to the Association within ninety days of the effective date of this Agreement for each LFRD and the MCFVRA Office. An electronic copy shall also be maintained on the MCFRS and OHR website. The cover page of the Agreement shall be designed by mutual agreement between the parties.

* * *
Article 7

DISCIPLINARY ACTION PROCEDURES FOR LFRD VOLUNTEERS

Section Four. Fire Chief's Discipline.

* * *

b. Discipline must not be applied in an arbitrary or capricious manner and must be for cause.

Section Five. Disciplinary Process.

The parties recognize the importance of completing an IAD investigation in as timely a manner as possible. However, when a volunteer has been the subject of an IAD investigation, and a determination is made not to propose a disciplinary action, the designated proposing official will issue a letter indicating that the volunteer has been cleared or that the investigation has been closed without action. Such letter shall be issued to the volunteer subject to the investigation or proposed disciplinary action as soon as practicable, normally within thirty (30) calendar days of when the case involving the volunteer is closed. The letter will not be placed in the volunteer's MCFRS Operating Record, unless the volunteer indicates in writing that he or she prefers that the letter be contained in his or her MCFRS Operating Record.

a. Statement of Charges.

1. Before taking a disciplinary action, the Fire Chief shall provide the individual a written Statement of Charges that discloses:

* * *

[F. that the individual may be represented by another when responding to the Statement of Charges.]

F. that the volunteer may be represented when responding to the statement of charges; and,

G. that the volunteer has a right to request a Pre-Discipline Settlement Conference.

A copy of the statement of charges shall be forwarded to the LFRD President or designee. The Fire Chief or designee will employ reasonable means to ensure in-hand delivery of [the individual receives] the statement of charges to the volunteer.

* * *

d. Access to Records:

1. upon issuance of a Statement of Charges, the County shall provide the volunteer with:

A. witness and/or complainant statements used in connection with any charge. These statements will be sanitized (address and phone number deleted.)

B. a copy of the investigation file, related to the volunteer's proposed discipline, including any and all transcripts; and,

C. any and all exculpatory information in the possession of the County.

All information shall be provided timely and free of charge.

* * *

Section Nine. Disciplinary Examinations

- a. The member shall be advised of their right for representation [given the opportunity to be represented] at any examination conducted by a representative of the County in connection with an investigation or complaint if:

* * *

- f. The volunteer, and at the volunteer's discretion, their representative, shall be notified by the investigating official in writing of the alleged charges or conduct for which the employee is being investigated upon notification of the interview/examination being scheduled. An email communication is sufficient to meet the writing requirement under this section.

* * *

Section Eleven. MCFRS/ Internal Affairs Division Investigations

- a. The LFRD may request the assistance of IAD through the Fire Chief in conducting an investigation. The IAD shall work with the LFRDs as requested.

1. IAD must maintain strict confidentiality of all investigations.

2. IAD must share all appropriate information with the LFRD before they discipline their member.

Sincerely,

[Thomas W. Carr, Jr.]

Steve Lohr
Fire Chief
MCFRS

* * *
Side Letter

NOTIFICATION OF INVESTIGATIONS

To: President MCVFRA
FROM: Chief Lohr

I will continue my practice of notifying the MCVFRA president of relevant incidents and investigations that involve any LFRD, and where appropriate for as long as I am the MCFRS Fire Chief.

Side Letter

To: President MCVFRA
FROM: Chief Lohr

The County will notify and seek input from the affected LFRDs prior to implementation of provisions collectively bargained with other bargaining units regarding the installation of appliances.

Side Letter

Volunteer Uniform and PPE Advisory Committee

To: President MCVFRA
FROM: Chief Lohr

In order to continue to review the safety of the uniform and PPE worn by volunteers, and to develop facts and information to aid in the revision of policies pertaining to all components of volunteer uniforms and PPE worn by volunteers, the parties agree to create and maintain an advisory committee. The Volunteer Uniform and PPE Advisory Committee shall meet as necessary.

The Volunteer Uniform and PPE Advisory Committee shall consist of no more than two (2) representatives appointed by the President of the MCVFRA and no more than two (2) members appointed by the Fire Chief.

The Volunteer Uniform and PPE Advisory Committee will be given access to proposed specifications for uniforms and PPE worn by volunteers. In addition, the Volunteer Uniform and PPE Advisory Committee may make recommendations regarding policy revisions and new products. Field testing of new uniform or PPE components may be authorized by the MCFRS Safety office. Any committee recommendations shall be submitted to the Fire Chief and the President of the MCVFRA.

Section One. Effective 1/1/2014, the County's Wellness Program has 55 hours annually for wellness-specific product delivery through it's Employee Assistance Program (EAP) contractor, such as one-hour lunch and learn seminars and webinars. Wellness topics include, but are not limited to: healthy living; smoking cessation; the impact of shift work; sleep as an essential component of health and wellbeing; healthy lifestyles; and understanding depression. MCVFRA are currently covered members under the County's EAP.

The County's Wellness Program has developed a specific plan for fire rescue personnel titled "Fire Rescue Functional Fitness," which addresses both cardiovascular and functional fitness. Fire Rescue Functional Fitness will be conducted onsite at the fire stations and will be available to MCVFRA utilizing volunteer friendly hours to the extent possible.

Article 24

Impasse/Fact-Finding

Section One. During the course of negotiating, either party may declare an impasse and request the services of the impasse neutral, or the parties may jointly request those services before declaring an impasse. Except where specified otherwise in Section 21-6, the timetable and process for impasses resolution, including Council review, must follow the timetable and process in Section 33-153.

Article 25

LOSAP

Section One. The parties agree to begin bargaining on or before June 1, 2015 on length of service modifications. If no agreement is reached by July 31, 2015, the parties shall utilize the impasse procedure as per the Montgomery County Code Section 21-6.

* * *

Side Letter

ASSOCIATION FUNDING AND VEHICLE

Marcine Goodloe
President
MCVFRA

Dear President Goodloe:

The County agrees to transfer \$235,000 to the MCVFRA on July 1, 2014. [of each year of the Agreement.] On July 1, 2015 and July 1, 2016, the County agrees to increase the funding to the MCVFRA by 1.5% each year. The MCVFRA agrees to utilize the funds in the payment of expenses related to the Association's fulfillment of its functions as the LFRD authorized representative. The Associations agrees to continue to provide the Fire Chief or his designee with a quarterly accounting detailing the expenditure of said funds.

[The County agrees to transfer \$40,000 to the MCVFRA on July 1, 2010 to purchase a vehicle to be used for Association business.] Additionally, funding for a new Association vehicle will not be paid during the length of this contract.

3. All investigations shall be completed in a timely manner where appropriate.

* * *

Article 11

UNIFORMS AND EQUIPMENT

[Section One. 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.

Section Two. Effective July 1, 2012, the County shall purchase 220 pairs of leather turnout boots. Effective July 1, 2013, the County shall purchase 220 pairs of leather turnout boots. 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 One. Personal Property Replacement

The County shall reimburse volunteers for the replacement of personal items that are lost, damaged or stolen while in the performance of their duties, provided the item(s) is moderately priced, it was reasonable to use the item(s) on duty and the loss, damage or theft was not as a result of negligence. Volunteers are required to immediately report the loss of, or damage to their personal property to the immediate supervisor, and follow the County's procedure for completing any necessary paperwork.

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 forty (\$240) dollars July 1 each year of this agreement;] three hundred (\$300.00) dollars on July 1, 2014, three hundred fifty (\$350.00) dollars on July 1, 2015, and four hundred twenty-five (\$425.00) dollars on July 1, 2016.

OR

(2) a nominal fee of: [400 hundred (\$400)] five hundred (\$500.00) dollars July 1, 2014, six hundred (\$600.00) dollars on July 1, 2015, and six hundred twenty five (\$625.00) dollars on July 1, 2016; if the active volunteer:

* * *

Article 14

DURATION OF AGREEMENT

The term of the agreement will be three (3) years from July 1, [2011] 2014 through June 30, [2014] 2017.

* * *

Article 16

TRAINING

* * *

Section Eight. The County agrees to provide funding, up to a maximum of \$5,000 per each year of this agreement, to pay certification fees charged by the Maryland Fire Service Professional Qualifications Board. Individual volunteers must demonstrate that they meet the requirements for certification before certification fees will be paid by the County. The County will pay certification fees on a first come, first served basis to eligible volunteers until the \$5,000 allocation is depleted.

Section Nine.

- a. The County will offer training opportunities that focus on volunteers in order to improve performance, build cohesiveness in the volunteer ranks and advance volunteer promotion in rank.
- b. The training offered may include:
 - 1. Live firefighting, pulling lines, and throwing of ladders;
 - 2. Handling mass casualty incidents;
 - 3. Driver training;
 - 4. Engine Company operations, Truck Company operations, Rescue Squad operations, and EMS; and
 - 5. Command officer training to include use of the command competencies lab.
- c. Each training session must meet minimum student participation levels as agreed upon by the Fire Chief, or designee, and the MCVFRA. The training specified herein is in addition to normally scheduled and funded courses and is specific to volunteer needs and hours. This training will be coordinated by the MCVFRA and Fire Chief, or designee. All efforts will be made to use qualified volunteer instructors.
- d. Total expenditures will be limited to a maximum of \$10,000 per year of this agreement to fund the training opportunities required by this section.

* * *

Article 22

VOLUNTEER BASIC ORIENTATION COURSE

Section One. The County agrees to fund the Volunteer Basic Orientation Course [each year of the agreement not to exceed \$5,000 per year] \$9,000 on July 1 each year of the agreement. Additional funding not to exceed \$9,000 would be available for reimbursement, for a total available funding of \$18,000 each year. The funding requests will be submitted to the fire chief and/or designee for reimbursement each quarter with appropriate cost documentation.

Article 23

Wellness Program

Summary of Economic Impact Items in the Labor Agreement with MCVFRA Effective FY 2016

No.	Article	Subject	Summary of Change	Requires Appropriation of funds	Present or Future Fiscal Impact	Requires Legislative Change	Requires Regulation Change	Notes
1	12	Nominal Fee	Increase to the nominal fee as follows: July 1, 2015 - Tier One: \$350/ Tier Two: \$600	Yes	Yes	No	No	See fiscal impact statement
2	16	Training	The County agrees to provide up to \$5,000 per each year of this agreement, to pay certification fees charged by the Maryland Fire Service Professional Qualifications Board; to be paid on a first come, first served basis to eligible volunteers until the \$5,000 allocation is depleted.	Yes	Yes	No	No	See fiscal impact statement
3	16	Training	Expenditures for training opportunities to be funded by the County to a maximum of \$10,000	Yes	Yes	No	No	See fiscal impact statement
4	22	Volunteer Basic Orientation Course	Increase funding for VBOC to \$9,000 Additional funding up to \$9,000 will be available upon request	Yes	Yes	No	No	See fiscal impact statement
5	25	LOSAP	The parties will bargain on length of service modifications beginning on or before June 1, 2015 and if necessary declare impasse by July 31, 2015	No	No	No	No	Fiscal impact will be dependent on outcome of negotiations
6	Side Letter	Association Funding and Vehicle	On July 1, 2015 funding will increase by 1.5% to \$238,525	Yes	Yes	No	No	See fiscal impact statement

34

MONTGOMERY COUNTY FIRE AND RESCUE SERVICE

PERSONAL PROTECTIVE EQUIPMENT AND ON-DUTY APPAREL POLICY FOR LFRD PERSONNEL

Issued by: Fire Chief

Policy No: 06-10

Authority: Montgomery County *Code* Section 21-2.(d)(2)

Effective Date:

Section 1. Purpose: To establish a policy and standard procedure for issuing personal protective equipment (PPE) and on-duty apparel to the volunteer personnel/members of the Local Fire and Rescue Departments (LFRDs) of the Montgomery County Fire and Rescue Service (MCFRS). Requirements are also provided for acquiring, marking, maintaining, altering, replacing, and returning the PPE and on-duty apparel.

Section 2. Applicability. This policy and procedure applies to the LFRDs and their volunteer members/personnel. Personal protective equipment also may be purchased using other funding sources, if the PPE meets or exceeds the applicable minimum MCFRS safety specifications available through the MCFRS Logistics Section.



This policy was developed in cooperation with the Montgomery County Volunteer Fire-Rescue Association (MCFRA).

Section 3. Definitions.

- a. **Administrative Personnel.** Individuals, including auxiliary members, who provide non-emergency support to the LFRDs.
- b. **American National Standards Institute (ANSI).** The non-profit organization formed in 1918 by the American Institutes and Societies of: Electrical Engineers; Mechanical Engineers; Civil Engineers; Mining Engineers; and the American Society for Testing and Materials, collectively. [ANSIhttp://en.wikipedia.org/wiki/ASTM International](http://en.wikipedia.org/wiki/ASTM_International) oversees the development of voluntary consensus standards for products, services, processes, systems, and personnel in the United States and internationally, and coordinates them to ensure that the characteristics, performance, definitions and terms of products are consistent, and that products are tested identically.
- c. **Integrated Emergency Command Structure (IECS).** 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.

- d. **Local Fire and Rescue Department (LFRD).** An individual fire or rescue squad corporation authorized under *Code* Section 21-5 to provide fire or rescue services, and is a component of MCFRS.
- e. **National Fire Protection Association (NFPA).** The trade association whose mission it is to reduce the burden of fire and other hazards on the quality of life. The NFPA researches, establishes, and publishes standards and consensus codes on subjects including building codes and firefighting gear and equipment used/worn for hazmat, rescue, and firefighting responses. The NFPA develops and publishes more than 300 codes and standards intended to minimize the risk, occurrence, and effects of fire.
- f. **Negligence.** An individual's failure to exercise reasonable care, under a given circumstance.
- g. **On-Duty Apparel.** Garments worn by LFRD personnel when they:
 1. are involved with the assigned service, business, activity, or work of MCFRS, or participate at a fire, rescue or emergency medical incident;
 2. act or represent MCFRS in an official capacity, or provide direct emergency care or services to the public;
 3. work during scheduled hours, and are present at, on, or in any MCFRS premises, apparatus/vehicle, or activity; or,
 4. attend any official MCFRS event.
- g. **Personal Protective Equipment (PPE).** Protective clothing and turnout gear ("gear") worn by IECS-certified personnel when engineering controls cannot minimize the risk that exists while they are performing fire suppression, rescue, and emergency medical services. These issued items are indicated in **Appendix B**.
- h. **Personnel/member.** For purposes of this policy, this term refers to a volunteer member of the Local Fire and Rescue Department of the Montgomery County Fire and Rescue Service.

Section 4. Policy. Requirements for PPE and On-Duty Apparel.

All IECS-certified personnel must wear appropriate PPE that meets or exceeds NFPA and ANSI standards, as applicable, when engaged in the delivery of fire suppression, rescue, and emergency medical services (EMS), when hazards exist that could cause harm to them while they perform the activities required to mitigate the incident to which they have responded.

- a. All Montgomery County tax-funded PPE and on-duty apparel will be selected, purchased, issued, and accounted for by the Logistics Section of the MCFRS Administrative Services Division. PPE and on-duty apparel will be selected in consultation with the Montgomery County Volunteer Fire-Rescue Association (MCFVRA), but the final decision on their purchase rests with the Montgomery County Fire Chief or designee.
- b. All PPE must meet or exceed NFPA or ANSI Standards, or both, for that type of garment, as appropriate.

- c. The standard MCFRS' PPE and on-duty apparel complement issue for volunteer LFRD personnel is listed in *Appendix B*.
- d. **Required Marking of PPE and On-duty Uniform Apparel.**
 - 1. **Coat.** All tax-funded PPE firefighting and EMS coats will be marked "MONTGOMERY COUNTY FIRE/EMS" on the top half of the coat back, and the LFRD name will be marked on the center panel, as shown in *Appendix C*. The member's last name will also be marked on a panel and attached with Velcro and a snap panel to the very bottom area of the coat back. The size of the lettering will be proportionate to the space available on that area of the coat. All lettering must be completed and furnished by the approved MCFRS contractor.
 - 2. **Uniform Shirts.** All button-down uniform shirts are issued with *no patch*; the LFRD will provide the shoulder patch. MCFRS will provide tax funding to apply the shoulder patch.
 - 3. **Other Shirts.** All other shirts are provided with the LFRD name/logo (shown in *Appendix D*) imprinted on the left front chest in a single color as a patch, with the LFRD name printed across the back. The LFRD logo may be changed *only* at five-year intervals, or when the LFRD changes its official patch. When this occurs, MCFRS will continue issuing the printed shirts until its stock is exhausted, before shirts with the LFRD's new logo are created and distributed.
- e. All PPE for firefighting activities *must* be a matching set regarding its manufacturer and specifications, i.e., a *Globe Extreme* fire coat *must* be paired with *Globe Extreme* fire pants.
- f. PPE/on-duty apparel will be issued *only* after MCFRS has issued a fire service identification number to the member, and the member has successfully passed the entrance physical examination at FROMS.
- g. At the request of the LFRD, MCFRS' Logistics Section will issue to volunteer personnel, including auxiliary members and administrative personnel, on-duty apparel that displays the LFRD-approved logo.
- h. An LFRD may use another funding source available to it to purchase PPE/on-duty apparel, providing that PPE/on-duty apparel meets or exceeds MCFRS' minimum safety specifications. These safety specifications are available through the MCFRS Logistics Section.
- i. The LFRD may design, purchase, and issue uniform striping, and breast and hat badges for all rank levels for its personnel at the LFRD's expense.
- j. The LFRD will issue and store all LFRD-purchased PPE/on-duty apparel.
- k. MCFRS will issue and store all tax-purchased MCFRS PPE/on-duty apparel.

- I. All IECs-certified minimum staffing volunteers will be issued two sets of PPE, as available. The issuance of the second set of PPE will be phased in at a time to be determined by the MCFRS Fire Chief.

Section 5.A. Procedure. *Obtaining PPE and On-Duty Apparel.*

- a. To obtain PPE/on-duty apparel from the MCFRS Logistics Section, LFRD personnel *must* complete all required sections of the PPE/on-duty apparel *Property Request* form, including rank, affiliation, and MCFRS ID number (see *Appendix A*). The Request Form must then be approved and signed by the LFRD Chief, LFRD President, or other LFRD-authorized designee on file with MCFRS' Logistics Section. The member *must bring the completed and signed* Property Request form when reporting to the Logistics Section.
- b. The LFRD member must report to the Logistics Section to be fitted for PPE/on-duty apparel, and will receive the approved items that are in stock. Personnel must remember that there may be delays in receiving issued items. The Logistics Section will order out of stock items, and will notify the LFRD-authorized designee when they are delivered. The LFRD designee will notify the LFRD member when the items are available, and the member will return to the MCFRS Logistics Section, sign the *Issue Sheet*, and receive the remaining items.
- c. **Photo ID Requirement.** All personnel *must* present a photo identification (MCFRS/LFRD ID, or valid driver's license or any government-issued photo ID) when reporting to the Logistics Section to be fitted for and issued PPE/on-duty apparel.
- d. **Replacement/Loaner Gear.** When PPE becomes contaminated or is condemned while a member is on-duty, MCFRS must ensure that replacement/loaner gear is available immediately, with access to its Logistics Section provided by an authorized MCFRS officer, 24 hours a day, seven days a week.

Section 5.B. Procedure. *Inspecting, Cleaning, and Repairing PPE; Altering and Replacing On-Duty Apparel.*

All PPE must be cleaned, periodically inspected, and repaired as necessary. The cost of repairs is provided for in the LFRDs' County tax-funded budget. The repairs must be reviewed and approved by the MCFRS Logistics Section. However, PPE will *not* be repaired if the cost to repair them is greater than 51% of the cost of a new PPE garment.

- a. **Inspection.** All PPE must be periodically inspected by a trained PPE inspector. The results of the inspection must be documented and sent to the MCFRS Safety Section.
- b. **Cleaning.** All PPE must be cleaned, repaired, or altered only as specified under the authorized MCFRS cleaning and repair contract, with the approval of the MCFRS Logistics Section.
- c. **Replacing and Altering On-Duty Apparel and Dress Uniforms.** On-duty apparel will be replaced 24 months after being issued, or on an as-needed basis after the approval of the LFRD chief, president, or authorized LFRD designee, for personnel who are IECs-

ranked at Firefighter II or EMS Provider I, or higher rank, except for chief officers' dress uniforms. For dress uniforms, sizing adjustments will occur annually. Dress uniform components may be replaced for wear and tear issues, as necessary. Dress uniforms are position-specific; those that are returned in good condition may be cleaned and re-issued. Three season jackets will be issued according to the matrix in appendix B. Three season jackets will be replaced on a case by case basis where the damage to the jacket has exceeded 51% of the cost of a new jacket to make repairs.

- d. The on-duty apparel of auxiliary and administrative members are eligible for replacement at 48-month intervals, or on an as-needed basis, after the approval of the LFRD chief, president, or authorized LFRD designee. Replacement of three season jackets will be done in accordance with paragraph 5.B. c. of this policy.
- e. **Lost, Stolen, or Damaged On-Duty Apparel, Dress Uniforms, or PPE Components.** Members are responsible to safeguard and secure their uniform components. When a member discovers that an item of on-duty apparel, uniform, PPE component, or official equipment has been lost, stolen, or damaged, the member must report it to their supervisor. The supervisor must then notify the appropriate LFRD Chief, who must investigate the circumstances and determine who is responsible. If the loss or damage is the result of a member's negligence, as defined in Sec. 3.e. of this policy, the member must be notified in writing of their responsibility for the expense of replacement. The item must then be replaced at that individual's expense.
- f. The member must complete the "Volunteer Statement" section of the Property Request form if an article of PPE/on-duty apparel is lost, stolen, or damaged. Stolen items valued at \$100 or more must be reported to the police department having jurisdiction. A copy of that report must be attached to the Property Request form (**Appendix A**).

Section 5.C. Procedure. Returning PPE/Uniform Apparel.

When a member terminates their affiliation with an LFRD, they *must return all* PPE/uniform apparel to the issuing agency (i.e., the LFRD or the MCFRS Logistics Section). The MCFRS Logistics Section will issue a return receipt for all property returned by a volunteer member or an LFRD. The LFRD must alert MCFRS, Division of Volunteer Services via the Personnel Information System (PIMS) of any member that terminates with MCFRS and must assure that Uniforms and PPE issued by MCFRS are returned. DVS will audit PIMS monthly and provide Logistics with a list of volunteers who have terminated with MCFRS.

Failure to return these items will result in civil or criminal action.

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. Effective Date. This policy is effective on .

Approved:

Steven E. Lohr, Fire Chief
Montgomery County Fire and Rescue Service

Date

Attachments:

- Appendix A. PPE and On-Duty Apparel: Property Request form:** From MCFRS Quicklinks,
Go to *Division of Volunteer Services*, and click on *Property Request form*
- Appendix B. MCFRS Std. PPE/On-Duty Apparel Complement Issued to Vol. Personnel**
- Appendix C. LFRD Name on Lower Panel of PPE Coat Back**
- Appendix D. LFRD Names/Logos/Emblems**

LFRD PPE-UNIFORM POLICY WH-bf wp 2-25-13

Appendix A- PPE/On-duty Apparel Property Request form

The Property Request form is viewable on MCFRS *Quick Links*.
(Go to the *Office of the Fire Chief* webpage, and click on the
DRAFT Policies and Procedures page. Click again on *Appendix A.*)

* * *

Appendix B- MCFRS Standard PPE and On-duty Apparel Complement Issued to Volunteer Personnel

On-Duty Apparel will be LFRD-specific where Applicable

New Members Complement: Issued *ONCE*

- Two tee shirts
- One polo shirt
- One pair of pants
- Belt

Firefighter I or EMS Provider I Rank through Firefighter III

- Four tee shirts
- Any 4, combination of:
 - long-sleeve button down shirt
 - short-sleeve button down shirt
 - midnight blue polo shirt
- Two pairs of pants, cargo/regular
- One pair of oxford shoes
- [One- three-season jacket]
- Two sweat shirts
- One pair of sweat pants
- One silver or gold name plate, depending on LFRD requirements
- One pair workout shorts
- One set of collar brass

Master Firefighter, Line Officer, Lieutenant and Captain

- Two long-sleeve button down shirts
- Two short-sleeve button down shirts
- Two pairs of pants, cargo/regular
- Gold name plate
- Collar brass
- One gold badge, LFRD specific
- [One- three-season jacket if contract requirements are met.]

Chief-Level Officers/Sr. Admin. Officers- President and Vice President

- Dress uniform
- Three long-sleeve button down shirts
- Three short-sleeve button down shirts
- Four pairs of pants, cargo/regular
- Collar brass
- Name tag
- One gold badge, LFRD specific
- One pair dress shoes
- Belt

Administrative and Auxiliary Members

- Two tee shirts
- One polo shirt
- One pair of pants
- Belt
- One three season jacket after two years of active service in MCFRS

PPE for *New Fire/Rescue Members*

The gear immediately below is issued for the duration of the class and can be used for responses during the class period.

- Red helmet
- Fire coat
- Fire pants
- Protective hood
- Fire gloves
- Utility gloves
- Rubber fire boots
- Eye protection
- Hearing protection
- Suspenders
- Gear bag

Firefighter I:

New Firefighter candidates/recruits will retain the gear issued to them as they progress in rank. However, the initial helmets issued will be exchanged *from red to yellow* when the individual completes the Firefighter I program.

- Yellow helmet
- Fire coat
- Fire pants
- Protective hood
- Fire gloves
- Utility/rescue gloves
- Rubber fire boots

- Eye protection
- Hearing protection
- Suspenders
- Rank rocker

Firefighter II

- One pair of leather boots (if rubber boots were issued by MCFRS they must be returned to Logistics to receive the leather boots)
- One three season jacket

New EMS Provider Member:

- *Red* helmet
- EMS coat
- EMS pants
- Utility/rescue gloves
- Suspenders
- Hearing protection
- Eye protection
- Rank rocker
- Gear bag

EMS Provider I through EMS Provider Master:

- *Blue* helmet
- EMS coat
- EMS pants
- Protective hood
- 6" Side zip-up Station boot
- Rescue gloves
- Suspenders
- Hearing protection
- Eye protection
- Rank rocker
- One three season jacket
- One pair of leather boots (if rubber boots were issued by logistics, they must be returned to get leather boots)

* * *

Appendix C- LFRD NAME ON THE LOWER PANEL OF PPE COAT BACK

- Bethesda = **BETHESDA**
FD
- Burtonsville = **BURTONSVILLE**

- Cabin John = **CABIN JOHN**
VFD
- Damascus = **DAMASCUS**
VFD
- Gaithersburg = **GWGVFD**
- Germantown = **GERMANTOWN**
VFD
- Hillandale = **HILLANDALE**
VFD
- Hyattstown = **HYATTSTOWN**
VFD
- Glen Echo = **GLEN ECHO**
VFD
- Kensington = **KENSINGTON**
VFD
- Laytonsville = **LAYTONSVILLE DIST**
VFD
- Rockville = **ROCKVILLE**
VFD
- Sandy Spring = **SANDY SPRING**
- Silver Spring = **SILVER SPRING**
VFD
- Takoma Park = **TAKOMA PARK**
VFD
- Upper Montgomery = **UMCVFD**
- Wheaton = **WHEATON**
RESCUE

APPENDIX D- LFRD NAMES/EMBLEMS/LOGOS

**Appendix D is viewable from MCFRS Quick Links.
From the *Office of the Fire Chief* webpage, click on the
DRAFT Policies and Procedures page. Click again on *Appendix D*.**