

MEMORANDUM

TO: Public Safety Committee

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

SUBJECT: **Worksession:** Resolution to indicate Council's intention regarding the actions necessary to implement the Collective Bargaining Agreement with the Montgomery County Volunteer Fire Rescue Association (MCVFRA)

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 4, 2016, 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. The Council must review and act on each provision that requires an appropriation of funds in FY2017.

The following provisions are subject to Council review for FY17:

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, \$238,525 in FY16 to the MCVFRA on July 1, 2015, and \$242,103 for FY17 on July 1, 2016.
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 FY17 from \$350 to \$425 for tier 1 and \$600 to \$625 for tier 2. OMB estimated the cost of the nominal fee in FY17 at \$591,241 or an increase of \$47,501 over the FY16 amount.
4. *Volunteer Basic Orientation Course.* Article 22 of the Agreement requires the County to fund a volunteer basic orientation course in FY17 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 FY17.
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. The parties have not reached an agreement on this provision. LOSAP funding for FY16 was \$1,103,300.

OMB told Council staff that the parties are not yet at impasse over LOSAP negotiations for FY17. However, County Code §21-6 governing negotiations with the MCVFRA says that the timetable for negotiations follows the provisions of the Fire Bargaining Law, Sec. 33-153, unless otherwise indicated. Sec. 33-153 states:

- (e) *During the course of collective bargaining, 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. If the parties have not agreed on a collective bargaining agreement by January 15, an impasse exists by operation of law.*

Therefore, the parties should have already resolved the impasse through arbitration. The Executive's FY17 Recommended Budget includes \$1,103,300 for LOSAP in FY17.

In total, the FY17 budget includes a total of \$2.039 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:

	FY17	Change
Association Operating Funds	\$242,103	+\$3578
Uniforms & Equipment	\$69,000	0
Nominal Fee	\$591,241	+\$47,501
Volunteer Basic Orientation Course (VBOC)	\$18,000	0
Training and Pro Board Education	\$15,000	0
Total	\$935,344	\$51,079

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 FY17 budget also includes a total of more than \$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, 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 Executive's FY17 Recommended Budget estimates EMST funding for LFRDs to increase \$100,000 from \$2.44 million to \$2.54 million. The law specifies that the LFRDs receive 15% of actual receipts, net, of program implementation costs, so this amount is a budget estimate only.

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, by 8% in FY16, and by 2.6% in FY17. **This increase in MCVFRA funding in the Agreement for FY17 comes in a year where the CPI increase used to calculate the Charter limit on property tax is only 0.33%.** In light of the additional projected \$2.54 million earmarked for LFRDs from the EMST revenue in FY17, the funding under the agreement is more difficult to understand.

This is the final year of a three-year agreement with the MCVFRA and the third 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 concerns and other funding needs 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 FY17, as this is the final year of the three-year agreement:

2. **Retain the same County funding in FY17 that the Council approved for FY16. This would reduce \$51,079 from the Executive's FY17 recommendation by eliminating the FY17 increase for the Nominal Fee and the Association operating funds. The MCVFRA funding for uniforms, equipment, and training would remain the same. Under this option, funding for LOSAP would also remain unchanged.**

In light of the increasing distribution of funds to LFRDs from the EMST Program and the 0.33% increase in the CPI over the last year, Council staff recommends option 2. Council staff also 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.

This packet contains:

MCVFRA Memo from County Executive
MCVFRA Proposed Resolution
MCVFRA Agreement
Summary of Agreement
Fiscal Impact Statement

circle #

1
2
4
17
18



OFFICE OF THE COUNTY EXECUTIVE
ROCKVILLE, MARYLAND 20850

Isiah Leggett
County Executive

MEMORANDUM

April 4, 2016

TO: Nancy Floreen, 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 FY17, the MCVFRA Contract calls for nominal fee improvements and Association funding. Additionally, there were reopener negotiations that began June 1, 2015, on modifications to LOSAP that may have a fiscal impact in Fiscal Year 2017.

I have attached a summary of the components of the MCVFRA Contract that would take effect for the first time in FY17 and have a fiscal impact in FY17.

IL: geb

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

Resolution No.: _____
Introduced: April 19, 2016
Adopted: _____

COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND

Lead Sponsor: Public Safety Committee

Subject: **Memorandum of Agreement with Volunteer Fire and Rescue Association
(MCVFRA)**

Background

1. County Code Section 21-6 establishes a process for Local Fire and Rescue Departments (LFRD's) to select an authorized representative to represent their interests, and requires the Fire Chief to negotiate in good faith with the authorized representative on certain issues affecting LFRD's and their volunteers.
2. The LFRD's selected the Montgomery County Volunteer Fire and Rescue Association (MCVFRA) to be their authorized representative.
3. On April 4, 2016, the Council received from the County Executive the attached Memorandum of Agreement between Montgomery County Government and Montgomery County Volunteer Fire and Rescue Association for the period from July 1, 2014, until June 30, 2017.
4. 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.
5. The Public Safety Committee reviewed and made recommendations on each of the portions of the Memorandum of Agreement requiring an appropriation of funds for FY16 on April 21.

Action

The County Council for Montgomery County, Maryland approves the following resolution:

The County Council approves/rejects the following provisions of the Agreement for FY2017:

1. Article 11 – Upgraded Uniforms and Equipment for active volunteers.
2. Article 12 – Option 1 nominal fee of \$425 and an Option 2 nominal fee of \$625 for active volunteers, effective July 1, 2016.
3. Funding for training up to \$15,000.
4. Volunteer Basic Orientation Course funding up to \$18,000.
5. Side letter/MOU - \$242,103 for MCVFRA operating expenses.
6. Length of Service Awards Program (LOSAP).

This is a correct copy of Council action.

Linda M. Lauer, Clerk of the Council

F:\LAW\TOPICS\Collective Bargaining\MCVFRA\FY17 MCVFRA colbar\FY17 MVFRA resolution.docx

**NEGOTIATED ECONOMIC CHANGES
FOR FY17 FROM THE
MEMORANDUM OF AGREEMENT
BETWEEN
THE MONTGOMERY COUNTY GOVERNMENT AND THE MONTGOMERY COUNTY VOLUNTEER FIRE
RESCUE ASSOCIATION
JULY 1, 2014 THROUGH JUNE 30, 2017**

The Montgomery County Government (County) and the Montgomery County Volunteer Fire Rescue Association (MCFVRA) during term bargaining negotiated economic changes for Fiscal Year 2017 listed below to be effective July 1, 2016.

* * *

**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 Associations 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

* * *

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. ANSI [http://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 (MCVFRA), 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.**

Summary of Economic Impact Items in the Labor Agreement with MCVFRA Effective FY 2017

No.	Article	Subject	Summary of Change	Requires Appropriation of funds	Present or Future Fiscal Impact	Requires Legislative Change	Requires Regulation Change	Notes
1	11	Uniforms and Equipment	The parties agree that uniforms and equipment will be issued to volunteers in accordance with MCFRS Policy 06-10: Personal Protective Equipment and On-Duty Apparel Policy for LFRD Personnel	Yes	Yes	No	No	See fiscal impact statement
2	12	Nominal Fee	Increase to the nominal fee as follows: July 1, 2016 - Tier One: \$425/ Tier Two: \$625	Yes	Yes	No	No	See fiscal impact statement
3	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. 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 have begun bargaining on length of service modifications which may have a fiscal impact in FY17.	No	No	No	No	Fiscal impact will be dependent on outcome of negotiations
6	Side Letter	Association Funding and Vehicle	On July 1, 2016 funding will increase by 1.5% to \$242,103	Yes	Yes	No	No	See fiscal impact statement

**Montgomery County Volunteer Fire and Rescue Association
Fiscal Impact Summary***

<u>Article</u>	<u>Item</u>	<u>Description</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>Annual Cost Beyond FY17</u>
5	Printed Contracts	75 printed contracts in FY15	\$300	\$0	\$0	\$0
11	Uniforms & Equipment	Include leather boots and jacket as new gear, provide gear bags in FY15	\$93,100	\$69,000	\$69,000	\$0
12	Nominal Fee	Nominal fee of \$300/\$500 in FY15, \$350/\$600 in FY16, and \$425/\$625 in FY17**	\$114,544	\$201,740	\$249,241	\$0
16	Training	Provide \$10,000 funding for training and \$5,000 for Pro-Board certification	\$15,000	\$15,000	\$15,000	\$0
22	Volunteer Basic Orientation Course	Training fee not to exceed \$18,000 each year of the agreement	\$2,000	\$2,000	\$2,000	\$0
Side Letter	Association Operating Funds	Association funding effective July 1 each year of the agreement	\$11,750	\$15,275	\$18,853	\$0
Total			\$236,694	\$303,015	\$354,094	\$0

* Estimates reflect the impact to all funds.
** Nominal fee paid to eligible volunteers on July 1 of the fiscal year.