

# Montgomery County Fire and Rescue Service

## **FIRE CHIEF'S GENERAL ORDER**

**Rescinded on 7/22/2015**

**NUMBER: 12-07**

**March 27, 2012**

**TO: All MCFRS Personnel**

**FROM: Fire Chief Richard R. Bowers**



**SUBJECT: ALS Riding Requirements**

It is the goal of MCFRS to have all personnel in the rank of Captain or below who maintain Advanced Life Support (ALS) certification, to actively use those skills in a field setting. MCFRS Leadership and our Medical Director, consistent with the national literature on skills maintenance, have a longstanding belief that the best ALS providers keep an active practice in their field despite frequent focus elsewhere in the service. It is their expectation that every ALS provider, notwithstanding assignment, must engage in the complete patient encounter, from initial patient contact, through transfer to hospital staff, to completion of appropriate patient care documentation. Effective April 1, 2012, the ALS requirements below will apply to MCFRS personnel:

MCFRS requires all MCFRS ALS certified personnel in the rank of Captain or below to complete 24 hours/per month on an MCFRS ALS transport unit, unless stipulated below:

Firefighters with seven years or more of continuous MCFRS ALS certification, Master Firefighters, Lieutenants, and Captains with ALS certification assigned to the Division of Operations, who have accumulated at least 96 hours on an MCFRS apparatus designated as a "paramedic" unit type in a given calendar month, will receive credit for meeting their monthly ALS Riding Requirements. Only the MCFRS Fire Chief may authorize the use of the "paramedic" unit type designation on apparatus.

ALS certified personnel who work either a 2080 or 2184 hour work year, and all volunteer ALS providers, must complete 20 hours per month on an MCFRS ALS transport unit, or 80 hours per month on MCFRS apparatus designated as a "paramedic" unit type. This total has been prorated to the shorter work week.

All medic riding times must be entered into the appropriate database by the end of the shift. Instructions for this data entry can be found in **Attachment 1**. The EMS A/C or designee will monitor riding times.

A waiver of this requirement may only be granted by the EMS Medical Director. All waiver requests must be sent to the EMS Medical Director and the requestor's supervisor in the same month for which the waiver is requested. The disposition of the request will be sent to the requestor and the requestor's chain of command. Waivers will be considered for, but not limited to, the following situations: extended illness, injury, leave of absence, administrative or light duty.

Individuals assigned as the MCFRS EMS Quality Assurance Officer will be exempt from the requirement to ride an ALS transport or MCFRS apparatus designated as a "paramedic" unit type.

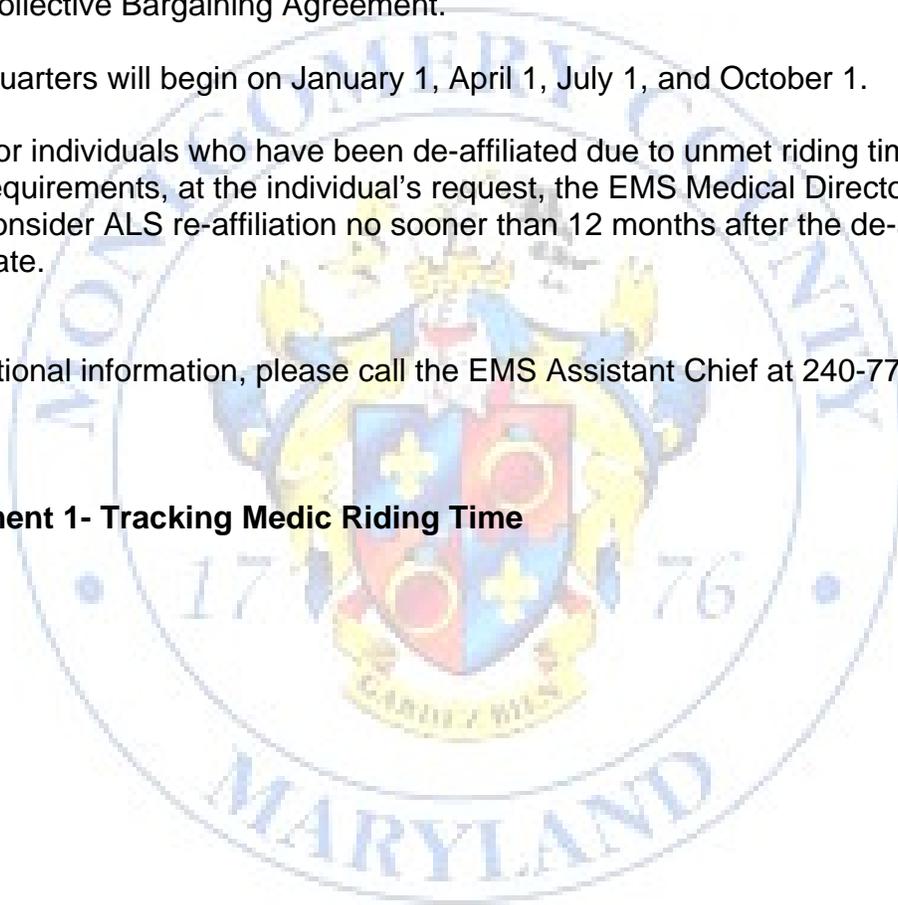
In addition to the above requirements and exemptions, ALS providers and Station Officers must be aware of the following:

- The station officer must assign personnel to guarantee paramedic engine service, unless the Battalion Chief grants him/her permission to deviate from this staffing mandate.
- Any ALS certified personnel may be assigned to ride ALS transport units to meet service needs.
- The Medical Director has the discretion to require the resumption of minimum ALS transport unit riding time for any ALS certified personnel as part of EMS Quality Assurance/Quality Improvement.
- Overtime and career standby (CSB) hours worked on an MCFRS ALS transport unit or MCFRS apparatus designated as a "paramedic" unit type in the month will be credited towards the minimum riding hours.
- Additional work hours over one's minimum hourly requirement will carry over to the next month, but not to the next quarter.
- 96 hours per month assigned to the EMS700 position will meet the monthly requirement for paramedic riding time.
- 24 hours per month of ALS instruction at the MCFRS PSTA, as the primary instructor, will meet the monthly requirement for paramedic riding time.
- To avoid disrupting the work schedules of those personnel assigned to Divisions *other than* Operations or Volunteer Services, the scheduling of these mandatory hours will be the responsibility of the ALS provider's assigned Battalion Chief. Scheduling must be contacted within the first week of each month, and must indicate which dates their personnel will be available to be assigned to an ALS transport unit.

- The Battalion Chief of an operational float officer is responsible to oversee the scheduling of those personnel assigned to their battalion and shift.
- If an ALS provider does not complete the minimum mandatory hours in a month, they will receive notification from the EMS Section that the minimum requirement was not met. The expectation is that the missing hours, as well as the next month's hourly requirements, will be made up by the end of the quarter, unless extra hours were accumulated earlier in the quarter. If the ALS provider fails to meet the minimum mandatory hours in three consecutive months (one quarter), the MCFRS EMS Medical Director will de-affiliate that individual as an MCFRS ALS provider. Loss of pay due to not meeting the minimum riding requirements will be subject to grievance and arbitration provisions as outlined in the Collective Bargaining Agreement.
- Quarters will begin on January 1, April 1, July 1, and October 1.
- For individuals who have been de-affiliated due to unmet riding time requirements, at the individual's request, the EMS Medical Director will consider ALS re-affiliation no sooner than 12 months after the de-affiliation date.

For additional information, please call the EMS Assistant Chief at 240-777-2453

**Attachment 1- Tracking Medic Riding Time**



## Tracking Medic Riding Time

### Procedures for Career personnel:

The Station Officer is responsible for entering the ALS Riding Time for their personnel into Firehouse Software. To enter ALS Riding Time into Firehouse Software, the Station Officer must:

1. Select the Staff Activity under the File Tab
2. Select the appropriate Activity Code for the ALS provider:
  - a. 03 for the Medic Unit
  - b. 04 for the AFRA
  - c. 05 for the EMSDO
  - d. 06 for the Lead Instructor of an ALS course conducted at the PSTA (time is for dedication portion only, not skills stations)
3. Enter the Start Date, End Date, Start Time, and End Time for the period of time the ALS provider is assigned to the paramedic position. Increments of time should be rounded to the closest half hour. The Station Officer does not need to track the time which an AFRA paramedic upgrades an ambulance. Also, if the Station Officer must move the paramedic to another unit for station needs, these changes do not need to be tracked unless the time in question exceeds 2 hours.
4. Enter the Station, Shift, and Unit Assignment for your ALS provider.
5. Select the Add Participant button and enter the Fire Service ID of the paramedic.
6. Captains and Lieutenants acting as the Station Officer can enter their own medic time into Firehouse. ALS Instruction hours will be entered by the MCFRS ALS Training Officer or their designee.
7. Finally, the Officer must "Lock" the report. This information may be entered before the completion of the officer's tour of duty.
8. By locking the report, the Officer is attesting that the information they entered is truthful and correct.

### **ALL PERSONNEL**

**The Firehouse Activity Codes (03, 04, 05, and 06) must not be used in conjunction with Firehouse Unit or Incident Reports; they are used solely to track the hours that a career paramedic is assigned to a Medic Unit, AFRA, EMSDO, or the lead ALS Instructor delivering a dedicate block of instruction .**

### Procedures for Volunteer personnel:

1. Log into Station Activity Management System (SAMS) using members ID.
2. Sign into a position on a Medic Unit or AFRA.
3. If you change apparatus assignments as an ALS provider, you **must** log out of the previous position and log back in on the new unit identifier.
4. When your shift ends, sign out from on-duty status.
5. By entering the report into SAMS, the member is attesting that the information they entered is truthful and correct.