

Montgomery County Fire and Rescue Service

FIRE CHIEF'S GENERAL ORDER

NUMBER: 08-13

Rescinded on 10/09/13

August 12, 2008

TO: All MCFRS Personnel

FROM: Fire Chief Thomas W. Carr, Jr. 

SUBJECT: Implementation of EMS Flex Units

This FCGO updates the operational parameters of the EMS flex units as originally outlined in FCGO 07-29.

If it is necessary to hire overtime personnel to fill the flex unit positions, all personnel below the rank of Lieutenant will be eligible, including EMT-Bs, EMT-Is, and EMT-Ps.

Personnel should post their availability to work overtime through Telestaff using the normal procedure. Personnel will be hired **specifically** to staff the flex units, and should **not** be reassigned by the Station Officer.

Due to the individual station capacity, flex units may or may not be housed at the station from which they will operate.

1. Flex unit hours of operation will be defined by the Operations Division.
2. Personnel must report to the station housing the flex unit(s) by the designated starting time, and must inform the Station Officer that they are on duty. The Station Officer must document this in the station log book, recording the name(s) of assigned personnel.
3. Personnel must place the flex unit in a controlled status with ECC when placed in service, and then complete the vehicle and inventory checkout. Flex units will be returned to uncontrolled status at the end of the unit's hours of operation.
4. If needed, the personnel should then move the flex unit to the operating station. On their arrival, they must report to the Station Officer, who will document the unit's status in the station log book.
5. All calls run by the flex unit must be recorded in the operating station's log book.

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6. Personnel must restock supplies for the flex unit throughout the shift in the same manner as with any other unit.
7. Personnel staffing the flex unit must complete reports before going off duty.
8. The unit must be cleaned, stocked, fueled, and left ready for service when the shift is completed. Personnel must follow the local policy for reporting vehicle defects, and for scheduling preventive or corrective maintenance.
9. The Station Officer at the operating station is responsible for supervising the flex unit and the personnel to which it is assigned.

For additional information, please call the Duty Operations Chief office at (240) 773-4790.

