



POLICY AND PROCEDURE

No. 15-01

MONTGOMERY COUNTY FIRE AND RESCUE SERVICE

EFFECTIVE DATE:

April 21, 2015

TITLE

Station Management

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MONTGOMERY COUNTY FIRE AND RESCUE SERVICE POLICY

STATION MANAGEMENT

Issued by: Fire Chief

Policy No. 15-01

Authority: Montgomery County Code Section 21-2 (d)(4)

Effective Date: April 21, 2015

- Section 1. **Purpose:** To establish a Station Management program that facilitates the appropriate and effective use of station, staffing, and records resources that meet Montgomery County Fire and Rescue Service (MCFRS) goals and objectives.
- Section 2. **Applicability:** This policy applies to all MCFRS personnel.
- Section 3. **Definitions:**
- a. **Battalion Line-Up.** A document created, maintained, and controlled by each Battalion, on a daily basis, that identifies specific personnel assigned to specific riding assignments on apparatus.
 - b. **Collateral Activity Period.** An activity period specifically designated to give personnel the flexibility to meet individualized training requirements, conduct performance appraisals, counsel personnel, and maintain or perform station-related duties
 - c. **Fire and Rescue Station (Station).** The apparatus and facilities, including all buildings and other real property, and all related vehicles and vehicle equipment, that are or can be used to house or provide fire, rescue, or emergency medical services, as defined at Montgomery County Code Section 21-1 (c).
 - d. **Log Book.** The official, complete, and accurate daily record of the activities, both emergency and non-emergency, of a fire and rescue station.
 - e. **Pass-On Book.** A hardcopy or electronic document that contains information that is shared by station personnel from one shift to the next, regarding issues affecting the station, facility, apparatus, or surrounding community, other than issues related to personnel or incidents.
 - f. **Personnel.** All members of Montgomery County Fire and Rescue Service, both career and volunteer, including members of a Local Fire and Rescue Department.



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- g. **Station Commander.** The MCFRS Captain designated by the Operations Chief to facilitate readiness and support of the facility, apparatus, and personnel at his or her assigned station.
- h. **Station Officer.** For the purpose of this policy, "Station Officer: refers to the senior MCFRS officer, Captain or below, on-duty at a Fire Rescue Station.

Section 4. **Policy:**

MCFRS is committed to maintaining the operational readiness of its personnel, facilities, records, and apparatus, while ensuring a safe and healthy work environment. This Policy and Procedure applies to all personnel.

All personnel must comply with the provisions of this Station Management policy. Exceptions to, or postponement of, scheduled activities may be made due to call load or operational reassignment by supervisors. These changes must be documented in the logbook, including pass-on information. Station Management policy objectives must be implemented in a manner that supports:

- Readiness for response
- Training
- Map and preplan maintenance, and area familiarization
- Facility maintenance, repairs, and supplies
- Fire prevention and community outreach
- Maintenance of apparatus and supplies
- Maintenance of small tools and equipment
- Physical fitness training

Each day, Station Officers must schedule four Daily Activity Periods unless otherwise designated by the Station Commander, Battalion Chief, or the Duty Operations Chief (or Local Fire and Rescue Department (LFRD) Duty Officer for stations with LFRD staffing). The four periods are: daily apparatus checks, morning, afternoon, and evening. Each of the four Activity Periods must be for one to two hours in duration. Apparatus checks must be a priority at the beginning of each shift. The other three Daily Activity Periods may include PT, drills, fire prevention, public education, apparatus maintenance, training, station maintenance, and those that would occur during a Collateral Activity Period.

Section 5. **Responsibilities:**

a. **The Station Commander must:**

1. Establish, plan, and assign duties to ensure a high level of operational readiness of the station, apparatus, and personnel. Where applicable, these duties shall be in cooperation with the LFRD leadership.



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2. Maintain a **Station Reference Manual**, and ensure that its contents are continually reviewed, updated, and made available to all station personnel. The manual must contain information that is instructional for routine station operations, including, but not limited to: personnel contact and call-back information, LFRD leadership contact information, repair procedures, and maintenance schedules. MCFRS will provide a template for this manual on Quicklinks. The **Station Reference Manual** does not supersede any regulation, policy, or General Order.
3. Post a written schedule of daily and weekly activities.
4. At LFRD-owned or managed stations, coordinate with the LFRD concerning issues involving maintenance, repairs, or improvements of the facility, apparatus, and equipment. As per the current "Right of Entry" agreement between the County and an LFRD, the County must notify the LFRD of vendors entering a station, except for routine deliveries noted in a contract between the County and a vendor (e.g. oxygen, fuel. etc.).
5. Coordinate and designate personnel for collateral duties.
6. Establish and maintain a system to ensure function, compliance, and record keeping for equipment, apparatus, and systems, including, but not limited to, the following:
 - Generator
 - Fuel tanks, oil tanks, and applicable monitoring systems
 - Compressors: SCBA and service air
 - Fire detection and extinguishment
 - Hood and duct
 - HVAC
 - Septic Tank
 - Grease Trap
 - Elevator
 - Apparatus check out sheets, daily SCBA checks and fuel logs
 - SCBA
 - Hose testing
 - Maps
 - Ropes
 - Apparatus snow chains
 - Small tools
 - Metering devices
 - Ground ladders



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The Station Commander's responsibility is to coordinate maintenance of the parts of the facility that directly support operations and the delivery of service.

7. Ensure the ordering, receipt, storage, and reconciliation of station supplies including, but not limited to:

- Janitorial/Housekeeping
- Apparatus/Fleet
- Administrative/Office
- Oxygen
- EMS supplies
- Bottled water
- Public education
- Foam

The Station Commander's responsibility is to maintain supplies that directly support operations and the delivery of service.

b. The Station Officer must:

1. Manage the daily operation, readiness, security, safety, and cleanliness of the station, apparatus, and personnel.
2. Ensure that scheduled personnel have reported for duty and documented their presence via the approved method.
3. Assign riding positions based on service needs, qualifications, and personnel development. The process for assigning riding positions shall comply with any MOU between the County and an LFRD that is in place prior to the effective date of this policy.
4. Complete the relevant portion of the electronic Battalion Line-up using the "S-drive" or other approved information-sharing method or information location. If the Station Officer does not have access to the information location in which Battalion Line-up is stored, he/she must provide riding assignments to the Battalion Chief using another method to share the information.
5. Implement scheduled station duties as assigned by the Station Commander.
6. Check MCFRS and station calendars for scheduled events.
7. Take immediate action to limit damage in the event of a facilities failure. Initiate



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repair and maintenance requests following procedures in the Station Reference Manual, including notification to the LFRD of any significant damage or failure at LFRD owned or managed stations.

8. Check the station and account for the presence of both regular and reserve apparatus.
9. Ensure completion of daily checks of apparatus and portable equipment as agreed upon by the Station Commander and the LFRD or designated Battalion Chief.
10. Ensure that apparatus defects are reported in accordance with current MCFRS procedures.
11. Ensure that subordinates' timecards are up-to-date, and that overtime is properly requested and approved.
12. Ensure that electronic incident/unit/and EMS reports are completed in accordance with current MCFRS procedures.
13. Complete any fuel storage monitoring process as established by the Station Commander.

c. The Local Fire and Rescue Department (LFRD) must:

As applicable, coordinate with the Station Commander regarding issues involving the facility, and its maintenance, repairs, improvements and equipment.

Section 6. Procedures:

- a. When personnel report for duty, or provide early relief, they must place their personal protective equipment in their assigned riding position.
- b. When the Station Officer reports for duty, he or she must exchange relevant information with the off-going Station Officer
- c. At 0700 hours, and at other times, when there are significant personnel changes at the Fire Station, the **Station Officer** must conduct a Line-up and review the following information:
 - riding position assignments for all personnel
 - activities planned for the day



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- station maintenance area assignments for all personnel known apparatus defects
 - recently approved Fire Chief's General Orders, Directives, Policies and Procedures, Information Bulletins, and applicable LFRD documents
 - systems and hydrants in or out of service
 - streets closed
 - other pertinent information.
- d. A Line-up board must document riding assignments, and activities planned for the day/shift.
- e. Daily checks of apparatus must include ensuring the presence of radios, cardiac monitors and computer equipment (MDC's, ePCR's, etc).
- f. Daily check-out sheets must be signed or initialed by the personnel that performed the check-out on the apparatus or equipment.
- g. The **Station Officer** must use any unscheduled time to complete activities that were interrupted by incidents or unexpected events.
- h. Any event or activity that will make apparatus unavailable, or that will move apparatus outside the station's first due area, must be scheduled in advance or coordinated with the on-duty Battalion Chief and comply with the current Special Event Policy.
- i. When station alerting is out of service, the **Station Officer** must designate a station watch. Personnel assigned to station watch must:
1. Remain awake;
 2. Stay in the watch office or common area of the station; and,
 3. Monitor the radio, have the means to write down dispatch information, and alert the personnel in the station when appropriate.
- j. Log Book Requirements and Procedures. A securely-bound log book must be maintained at each fire and rescue station, to accurately document the day's activities. Personnel must make log book entries regarding all events, as assigned by the Station Officer, including, but not limited to: incidents, activities, injuries, changes in apparatus or apparatus inventory, security issues, property damage, station alerting outages, and visits by vendors, repair personnel, and others. If the Station Commander has designated a Pass-On book for non-incident related information, the events listed above must be entered into the Pass-On book.



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1. All log books must have numbered pages. Pages must not be removed from the log book.
2. A log book day begins at 0001 hours and ends at 2400 hours. A new page must be started each day at 0001 hours. At 2400 hours, an entry must indicate the end of the day, and a diagonal line must be drawn through the unused spaces on the page.
3. The day and date must be entered on the first line of each new page.
4. Each day, at the beginning of a shift, the Station Officer or designee must make an entry in the log book indicating the on-duty shift.
5. On-duty personnel must enter both their arrival for duty, and departure from duty, unless another approved log is maintained.
6. All log book entries must be legible, and must include the Fire Department ID (FDID) of the person making the entry.
7. Blank lines must not be left between entries. "Late Entry" must be written at the left of the time of entry for any entry that is not in chronological order.
8. If an error is made, a single horizontal line must be drawn through the incorrect entry. The corrected entry must be made and initialed by the individual making the correction. Erasures and the use of correctional fluid or tape are prohibited.
9. Fire and rescue incident entries must be printed in red ink. All other entries must be printed in black or blue ink.
10. Incident entries must use the format below:

Time out	Incident number	Run # (if used)	Address	Dispatched for
Time in	Actual incident type	Unit/OIC, Unit/OIC, etc.		FDID entry

11. No individually identifiable health information about a patient or incident may be recorded under any circumstances.
12. A formal Pass-On book, or electronic document, may be substituted for an entry in the log-book for issues unrelated to personnel or incidents. The resulting formal pass-on book or electronic document must be accessible by all station personnel.
13. Both the current and most recently retired log books must be available at each station. The Station Commander, in coordination with the LFRD Department Head



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must maintain the current log book and secure log books that are no longer in current use.

14. Log books are not to be removed from the station without the knowledge of, and approval by, the Station Commander or LFRD Department Head.

Section 7. **Suspension:** The activities outlined in this Policy may be modified or suspended by the MCFRS Fire Chief on holidays, or at other times, at the Fire Chief's discretion.

Section 8. **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 9. **Effective Date:** This policy is effective on April 21, 2015

Section 10. **Revocation:** This policy supersedes and replaces DFRS Policy and Procedure 240 "*Station Management*" and FRC Policy 01-05 "*Standardized Station Log Book Policy*".

Approved:

Handwritten signature of Scott E. Goldstein in black ink.

Scott E. Goldstein, Acting Fire Chief

Date April 7, 2015

Montgomery County Fire and Rescue Service