

# Montgomery County Fire and Rescue Service

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

**NUMBER: 05-15**

August 25 2005

**TO: All Volunteer MCFRS Personnel**

**FROM: Fire Chief Thomas W. Carr, Jr.** 

**SUBJECT: Annual Physicals for Volunteer Service Providers**

**On June 21, 2005, the Montgomery County Council adopted Executive Regulation #01-05AM requiring all fire and rescue personnel to complete an annual physical based upon the NFPA 1582 Standard. This order announces the process for volunteer service providers, and outlines the procedure that must be followed.**

### Procedure

#### **Appointments:**

All medical evaluations are conducted at Fire-Rescue Occupational Medical Services (FROMS) located at 255 Rockville Pike, Rockville, Maryland, Suite #135.

Each LFRD Chief has packages containing materials regarding these medical evaluations to provide to their personnel. Each package includes a map indicating FROMS' location; Lab Corp's location (for blood work); and the forms that FROMS requires to be completed before your appointment.

As of July 1, 2005, appointments are available Monday through Friday, from 0700 hours until 1600 hours; Wednesday evenings from 1600 hours until 2100 hours; and on the 3<sup>rd</sup> Saturday of the month from 0800 hours until 1600 hours. These hours of operation may be expanded to meet demand.

Each Volunteer Service Provider must make his/her own appointment by calling FROMS at (240) 777-5185. Personnel are reminded that appointments are made available on a first come, first served basis. If individuals delay making an appointment, it will be more difficult to schedule a convenient appointment.

Failure to make an appointment, or to complete the yearly physical, will result in removal from the Integrated Emergency Command System (IECS).

Personnel must present photo identification at the exam, and bring/wear appropriate clothing for the treadmill test. It is MCFRS' intent to process each LFRD as a group, and although an individual may be unable to complete the physical during his/her LFRD's assigned appointments, **he/she must complete it by July 01, 2006.**

### **Appointment Cancellation**

Each appointment costs approximately \$500.00. Therefore, it is imperative that all appointment cancellations be made at least 72 hours in advance. Failure to report for an appointment will result in discipline, unless there is justifiable cause for the absence, as determined by the Fire Chief. Failure to report for an appointment twice in a 12-month period will result in removal from the IECS list until successful completion of the physical.

### **Post-Physical Requirements**

If issues are discovered during an exam, the FROMS Staff will give the individual a follow-up form to take to his/her personal physician for additional information or testing. If an issue is identified, the individual must follow up and return to FROMS for final clearance, after consultation with his/her personal physician. Follow-up visits do not require an appointment during the Monday through Friday hours, or on Wednesday evenings, or on the third Saturday of the month. Failure to fulfill a FROMS request for additional or follow-up information will result in a finding of an incomplete physical, and will lead to removal from the IECS after 60 days.

### **Blood Work**

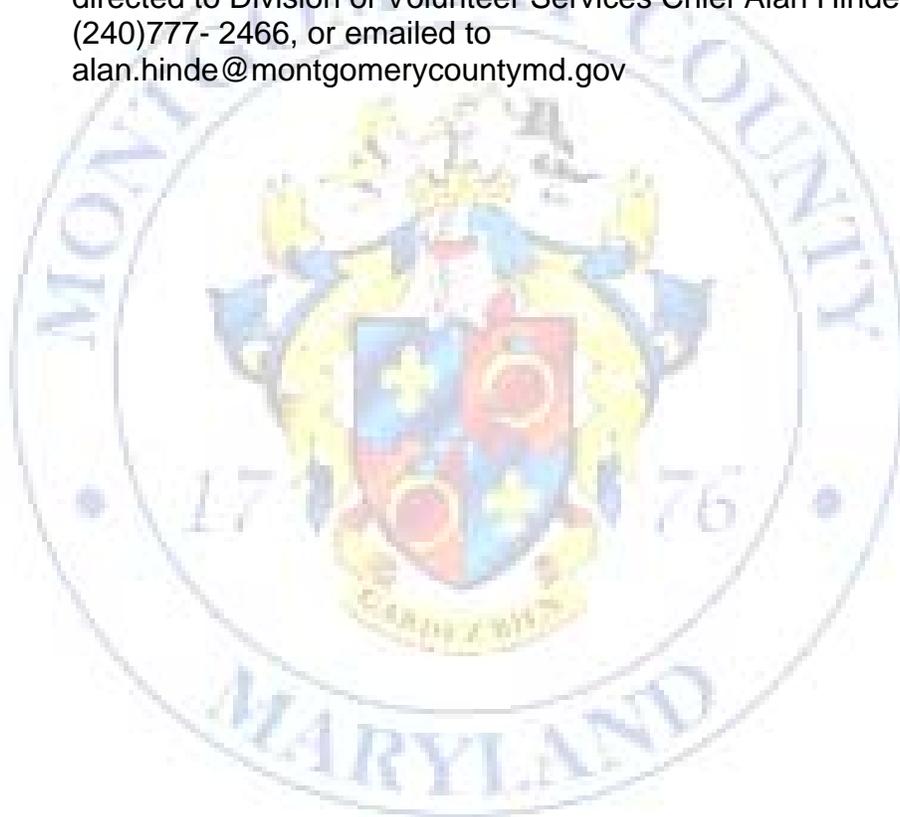
All physicals require blood work to be done as part of a complete exam. All blood work must be completed at a Lab Corp collection site 2 weeks before the physical. A photo ID is required to complete blood work at Lab Corp collection sites. Lab Corp has collection sites located in every battalion area in the County, and personnel may use any Lab Corp location in Montgomery County; no appointment is required for blood work. Reporting to a collection site before 0900 hours will result in faster service; personnel are not charged for this service. A list of the Lab Corp collection sites, including a map and hours of operation, is included in the Annual Physical package; personnel must use a Lab Corp collection site on the list provided.

## **Confidentiality**

All patient records are confidential and are protected by Federal and State law. An individual may review his/her medical record by making an appointment at FROMS for this purpose. Photo identification will be required.

## **Additional Information**

Additional information on this subject is available in Executive Regulation 01-05AM. Questions regarding this process may be directed to Division of Volunteer Services Chief Alan Hinde, at (240)777- 2466, or emailed to [alan.hinde@montgomerycountymd.gov](mailto:alan.hinde@montgomerycountymd.gov)



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