



POLICY AND PROCEDURE

MONTGOMERY COUNTY FIRE AND RESCUE SERVICE

NO. 06-08

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09/15/2008

MONTGOMERY COUNTY FIRE CORPS

MONTGOMERY COUNTY FIRE AND RESCUE SERVICE POLICY

MONTGOMERY COUNTY FIRE CORPS

Issued by: Fire Chief

Authority: Montgomery County Code Secs. 21-2.(d)(4), 21-3.(d)(5)

Policy No. 06-08

Effective Date: September 15, 2008

Section 1. Purpose: To establish a volunteer service program titled the *Montgomery County Fire Corps* ("MCFC," or "Fire Corps"). This policy provides guidelines for the direction, scope of duties, and limitations of this non-emergency component of the Montgomery County Fire and Rescue Service, which will operate under the general direction of the Volunteer Services Division Chief.

Section 2. Applicability. This policy applies to all Montgomery County Fire and Rescue personnel, and to applicants and members of the Montgomery County Fire Corps.

Section 3. Definitions.

- a. **Local Fire and Rescue Department (LFRD).** An individual fire or rescue squad corporation authorized under Section 21-5 of the Montgomery County Code to provide fire and rescue services as a component of the Montgomery County Fire and Rescue Service (MCFRS).
- b. **Montgomery County Fire Corps ("Fire Corps," or "MCFC").** Individuals who have been approved by the Chief, Division of Volunteer Services, who volunteer their time, skills, and abilities to provide non-operational, non-emergency, administrative, and other types of service and assistance to MCFRS and the residents of local communities, in support of the mission and goals of MCFRS. MCFC members will staff programs and provide services similar, but not limited, to those described in Section 4(a) below.
- c. **Montgomery County Fire and Rescue Service (MCFRS).** A department of Montgomery County government consisting of a Division of Volunteer Services, a Division of Fire and Rescue Operations, and other divisions necessary for effective management and administration, as defined in Montgomery County Code Section 21.



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- d. **Non-Operational Volunteer.** A volunteer who is at least 16 years old, who, without salary, performs non-emergency, administrative, or other service and assistance to MCFRS or to residents of local communities, in support of the mission and goals of MCFRS.
- e. **Operational Fire and Rescue Service.** Any fire, rescue, or emergency medical service activity, including providing services related to mitigating hazardous materials incidents, disasters, special rescue operations, and other emergency incidents.
- f. **Volunteer Services Division Chief.** The Volunteer Fire Chief, who, under the direction of the County Fire Chief, serves as the highest-ranking volunteer officer in the County, and coordinates the operations and administration of volunteer personnel and the local fire and rescue departments.

Section 4. Policy Statement. The **MCFC** offers enrolled citizens opportunities to provide a wide variety of **non-operational volunteer** services to the community that will assist **MCFRS** in achieving its mission. **MCFC** volunteer members will support and complement the delivery of certain **MCFRS** programs and services to the community; but they are not required to become **LFRD** members, nor may they provide **operational fire and rescue services**. **MCFC** members will be directly supervised by **MCFRS** personnel, as determined by the **Division Chief of Volunteer Services** or designee.

- a. The non-emergency, non-operational fire and rescue service, that constitute support services that **MCFC** members may provide to **MCFRS**, the **LFRDs**, and the community include, but are not limited to:
 - 1. delivering Cardio-Pulmonary Resuscitation (CPR) instruction to local citizen groups and **LFRD** recruits;
 - 2. helping to recruit **MCFRS** career and/or volunteer personnel;
 - 3. offering initial support service information, and providing timely assistance to victims of fire, rescue, or medical emergency incidents;
 - 4. serving as a foreign language facilitator, translator, or ethnic cultural guide between **MCFRS** personnel and the community;



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5. assisting the **MCFRS** public information personnel in a non-emergency capacity as a media technician, photographer, or videographer, as appropriate;
 6. delivering Community Risk Reduction program services to the public;
 7. assisting as an **LFRD** web site technician, trainer, or computer support technician;
 8. assisting the **MCFRS** Child Car Safety Seat Program Manager, as appropriate;
 9. serving as a Senior Citizen Fire Prevention speaker;
 10. serving as an archivist, compiling photos, news clippings, video, audio, and other historical items, and archiving these materials;
 11. performing other non-emergency services as assigned; and
 12. offering support when requested by an **LFRD** in roles such as, but not limited to:
 - A. accounting;
 - B. fundraising;
 - C. grant writing; or
 - D. office support.
- b. **MCFC** members may work with business or non-profit groups to enhance or supplement **MCFC's** programs on an ad hoc or extended basis, subject to the approval of the Fire Chief.
- c. Additional programs in which the **MCFC** may participate may be implemented with the approval of the Fire Chief as **MCFRS** needs are identified.



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Section 5. Responsibilities.

- a. The Fire Chief or designee will review **MCFRS** program needs, and consider what types of assignments may benefit from **MCFC** member participation.
- b. The Fire Chief or designee may eliminate and/or modify the duties and tasks of an **MCFC** member.
- c. The Fire Chief may discipline an **MCFC** member under Montgomery County Code Section 21-3(g).
- d. The **Fire Corps** Program Coordinator, with the approval of the **Volunteer Services Division Chief**, will:
 1. recruit and assign **MCFC** members;
 2. maintain appropriate personnel records for each **MCFC** member, and record the member's entry/exit status, training, and contact information;
 3. report and budget for **MCFC** program needs; and
 4. oversee the **MCFC** application process, which requires a prospective **MCFC** member to:
 - A. submit a completed Application and Release Form (attached) to the Division of Volunteer Services (DVS);
 - B. participate in an interview with the **Fire Corps** Program Coordinator, DVS Chief, or designee; and
 - C. successfully complete a background check as prescribed by the Fire Chief.
- e. Each **Montgomery County Fire Corps** member must:
 1. comply with all appropriate Montgomery County and **MCFRS** policies, procedures, and regulations;



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2. participate in meetings or training exercises, as determined by the **Fire Corps** Program Coordinator; and
3. acknowledge the receipt of, and review, the **MCFRS Code of Ethics and On-duty Personal Conduct** Executive Regulation before serving as a **Fire Corps** volunteer member.

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 September 15, 2008.

Attachments: *Fire Corps Volunteer Application Form*
Montgomery County Fire Corps Release Form

Approved:

Thomas W. Carr, Jr., Fire Chief
Montgomery County Fire and Rescue Service

9/15/08

Date

APPROVED AS TO FORM AND LEGALITY
OFFICE OF COUNTY ATTORNEY
BY Richard H. Melnick
DATE 8/20/08

Attachment 1

Fire Corps Volunteer Application

The Montgomery County Fire Corps program provides many opportunities for you to help your community. To ensure that your time and talents will be best used, please complete this form and return it to Montgomery County Fire Corps, 101 Monroe Street, 12th Floor, Rockville MD 20850.



Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Numbers: _____

Date of Birth: ____ / ____ / ____ E-mail: _____

Please check all areas of interest to you.

- Administrative
- Language/Translation Skills
- Media
- Grant Writing
- Life Safety Education
- Website Developer
- Fundraising Initiatives
- After-the-Fire Corps
- Special Projects
- CPR
- Other _____

Please list any special talents or skills.

Have you ever been convicted of a crime? No Yes - If yes, please explain:

I have answered all of the questions above truthfully and to the best of my ability.

Signature Date

Parent or guardian signature if applicant is under 18 years of age.

Signature Date



ATTACHMENT 2

MONTGOMERY COUNTY FIRE CORPS RELEASE FORM

I understand the risks associated with participating in Montgomery County Fire Corps activities, and hereby release Montgomery County, Maryland, and its agents, employees, officers, and assignees from any and all claims and liabilities connected with my participation in Fire Corps activities.

Member

Date

Witness

Date