



MEMORANDUM REPORT

March 16, 2004

TO: County Council

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SUBJECT: **OLO Memorandum Report 2004-5: Comparative Research on the Governance Structure of Fire and Rescue Services in Four Neighboring Counties**

This memorandum report responds to the Council's February 12, 2004 request to conduct some limited comparative research on the organization and governance structure of fire and rescue services in four nearby jurisdictions: Anne Arundel County, Baltimore County, Prince George's County, and Fairfax County. The Council indicated an interest in this information to provide some comparative perspective during worksessions on Bill 36-03, *Fire and Rescue Service- Amendments*.

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Part B, Comparative Observations Across Jurisdictions , summarizes OLO's observations of similarities and differences between Montgomery County and the four other jurisdictions examined.	page 5
Part C, Information by Jurisdiction , presents the information compiled on the organization and governance structure of fire and rescue services in Montgomery County, Anne Arundel County, Baltimore County, Fairfax County, and Prince George's County.	page 22

The **Appendix** contains selected source documents from each of the counties, e.g., relevant excerpts from the law, copies of regulations, department policies. The Appendix is printed and available as a separate document.

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PART A: THE ASSIGNMENT

The Council asked the Office of Legislative Oversight (OLO) to obtain specific information on the organization and governance structure of fire and rescue services from four nearby jurisdictions: Anne Arundel County, Baltimore County, Fairfax County, and Prince George's County. The Council asked that, to the extent possible, OLO also compare the information obtained from these places to Montgomery County Fire and Rescue Services.

In addition to compiling basic factual data about each jurisdiction's fire and rescue services (e.g., total population, land area served, annual budget, numbers of career and volunteer personnel, vehicle data, and incident and response time data), the Council requested OLO to obtain comparative information on the following issues:

- An organizational chart of the jurisdiction's Department of Fire and Rescue Services;
- The responsibility and authority of the Department head;
- Information on the roles of volunteers in the service, how the volunteers are organized, and description of the formal mechanism (if any) for involvement of volunteers in departmental governance; and
- The authority relationship between the career and volunteer components of the service.

OLO selected the following sub-topics to examine the authority relationship between the career and volunteer components in each jurisdiction:

- The emergency and non-emergency chain of command;
- The acquisition and transfer of apparatus; and
- Training and experience standards, and the promotion process.

Methodology and Acknowledgements

The assignment from the Council acknowledged that OLO would obtain information through review of formal written documents (e.g., law, regulation, policies) and through interviews.

OLO worked with MCFRS personnel to compile the relevant documents and information about practices in Montgomery County. OLO especially thanks the Fire Administrator, Gordon Aoyagi; Division of Fire and Rescue Services Chief, Tom Carr; Division of Volunteer Rescue and Services Chief, Fred Welsh; Deputy Chief Phil Guercio; Deputy Chief Randy Wheeler; and Andy White, President, Kensington Volunteer Fire Department and Chair of the Montgomery County Fire Board.

For comparative information, OLO conducted interviews with the Fire Chiefs from each of the four jurisdictions:

- Chief Roger C. Simonds, Anne Arundel County Fire Department
- Chief John J. Hohman, Baltimore County Fire Department
- Chief Michael P. Neuhard, Fairfax County Fire and Rescue Department
- Chief Ronald D. Blackwell, Prince George's County Fire/Emergency Medical Services Department

OLO also conducted interviews with the following representatives from the volunteer components of the four jurisdictions:

- Jackie Olson, Volunteer Liaison, Anne Arundel County Fire Department, and Past President of the Anne Arundel County Volunteer Firefighters Association
- John McCrea, President, Baltimore County Volunteer Firefighters Association
- Bob Mizer, Volunteer Liaison, Fairfax County Fire and Rescue Department
- Donald Strine, Chair, Prince George's Volunteer Fire Commission
- James McClelland, Volunteer Major, Prince George's County Fire/Emergency Medical Services Department

In addition, OLO obtained documents and consulted with other career and volunteer personnel as needed to compile the information requested by the Council.

OLO circulated final drafts of the individual county sections (Part C) to the Department staff and volunteer representatives interviewed. This final report incorporates the technical edits received.

PART B: COMPARATIVE OBSERVATIONS ACROSS JURISDICTIONS

This section summarizes the Office of Legislative Oversight's observations of similarities and differences in the organization and governance structure of the fire and rescue service in Montgomery County compared to the four counties surveyed. Highlights of OLO's comparative observations are followed by more detailed observations on each of the topics for which information was compiled.

The name of the department that delivers fire, rescue, and emergency medical services and the terms most often used to reference volunteer fire companies differ across the jurisdictions. (See Table 1, below.) For purposes of writing comparative observations, OLO uses the generic titles of "fire/rescue department" and "volunteer fire company."

TABLE 1
TERMS USED IN THE JURISDICTIONS SURVEYED

County	Name of County department that delivers fire, rescue and emergency medical services	Term(s) that County uses for a fire company incorporated by volunteers
Montgomery	Fire and Rescue Service	Local Fire and Rescue Department
Anne Arundel	Fire Department	Volunteer Fire Company
Baltimore	Fire Department	Volunteer Fire Company
Fairfax	Fire and Rescue Department	Volunteer Fire Department
Prince George's	Fire/Emergency Medical Services Department	Volunteer Fire Company or Volunteer Fire Corporation

HIGHLIGHTS OF COMPARATIVE OBSERVATIONS

OLO's research identified similarities, differences, and distinct characteristics across the counties. The current organization and governance structure of each jurisdiction's fire and rescue service, both on paper and in practice, rests upon many years of history. The structure in each county most likely results from multiple factors, including the jurisdiction's service demands, demographics, fiscal realities, and political environment. Individual leaders (elected and otherwise) in decision-making positions have also shaped both the history and the governance structures found today in Montgomery County as well as in the four neighboring counties surveyed.

Similarities between Montgomery County and the other four counties

Similar to Montgomery County:

- The other four counties operate combination fire departments, meaning that a combination of career and volunteer firefighters deliver fire, rescue, and emergency medical services.
- Career and volunteer personnel in the other four counties acknowledge that there are both benefits and challenges in combination fire departments.
- The County Executives in the other four counties appoints the head of the department that delivers fire, rescue, and emergency medical services.
- The contributions from the volunteer fire companies in the other four counties include: responding to incidents, fundraising, community education, purchasing apparatus and equipment, and providing various types of administrative support and station management.
- The other four counties have non-profit organizations that include elected representatives from the volunteer fire companies located in the county. These associations have been formed over the years to speak on behalf of the volunteer fire companies' interests.
- The other four counties have a mixture of stations and frontline vehicles owned by the County Government and the volunteer fire companies.
- The other four counties have procedures and policies governing the chain of command at emergency incidents. All of the jurisdictions have rules for determining who the Incident Commander is, and procedures for assuming and transferring command at an incident.
- The other four counties have minimum performance requirements for new apparatus; and a process for the review and approval of newly purchased apparatus before it is placed in service and used to respond to incidents.
- In emergency situations, all apparatus (regardless of ownership) can be transferred. In non-emergency situations, the other counties similarly report that volunteer-owned apparatus is less likely to be transferred compared to County-owned apparatus.
- The other four counties have training and experience standards established by rank, and report that the minimum standards are essentially the same for career and volunteer personnel. Another similarity is that the promotion process for career personnel is not identical to the promotion process for volunteer personnel.

Key differences between Montgomery County and the other four counties

- In Montgomery County, local law establishes the Montgomery County Fire and Rescue Service. In Anne Arundel, Baltimore, and Prince George's Counties, the County Charter as well as local law establish the fire/rescue department. In Fairfax County, it is State law that authorizes the County to establish a fire department.
- In Montgomery County, the head of the fire/rescue department is a Fire Administrator, who is charged (by law) with implementing the policies established by a Fire and Rescue Commission. In the other four counties, the head of the fire/rescue department is a Fire Chief, who is provided (by Charter and/or law) broad authority to administer and direct all fire and rescue operations.
- In Montgomery County, the law specifies that the Fire Administrator is the non-uniformed department head of the Montgomery County Fire and Rescue Service (MCFRS). Although not required by law, the appointed Fire Chiefs in the other four counties all have backgrounds as career firefighters.
- In Montgomery County, the Fire and Rescue Commission issues the formal regulations, policies, and procedures that apply to operations across MCFRS. In the other four counties, the Fire Chief issues department directives, orders, or other type of policy documents that apply to all fire and rescue operations in the County.
- In Montgomery County, the highest ranked officer in the emergency incident chain of command is a Fire/Rescue Chief. The Chief of the Division of Fire and Rescue Services, the Chief of the Division of Volunteer Fire and Rescue Services, and 18 Local Fire and Rescue Department Chiefs can all be operationally certified as a Fire/Rescue Chief. In the other four counties, it is the single Fire Chief who is the highest ranked officer in the jurisdiction's emergency incident chain of command.

Other attributes identified in each of the four counties

In Anne Arundel County:

- The Fire Chief reports directly to the County Executive. (Before 2002, the Fire Chief reported to the County Executive through the Chief Administrative Officer.) In addition, the appointment of the Fire Chief does not require confirmation by the County Council.
- The County Charter section that establishes the function and duties of the Fire Department also specifies that the Fire Chief is not permitted "to participate in the corporate affairs of any volunteer fire department."
- In order to be operationally certified, all volunteer command officers at the rank of Lieutenant and above must meet certain education and experience requirements (established by the Fire Department) and be appointed by the Fire Chief.

In Baltimore County:

- There is no combined staffing of career and volunteer personnel at individual stations. Career personnel staff the County-owned stations, and volunteer fire companies staff the volunteer-owned stations.
- The law does not establish a formal advisory fire board or commission to represent the interests of the volunteer fire companies. In practice, the Baltimore County Volunteer Firemen's Association (BCVFA) serves as the primary point of contact between the Fire Chief and the volunteers. BCVFA's constitution requires the organization to establish standards for apparatus, equipment, staffing, and training for its member companies.
- At incidents where both career and volunteer personnel respond, the Fire Department's policy is that the highest ranked career officer on the scene is the official Incident Commander. However, interviews with the Chief and President of the BCVFA confirm that, in practice, if a volunteer company officer is the initial Incident Commander, an arriving career officer will only insist that command be transferred if he/she is not satisfied with how the incident is being managed.
- A recent collaboration between the Fire Chief and the BCVFA resulted in the creation of the Volunteer Incentive for Attended Program. In sum, the County agreed to provide a grant to the BCVFA, which in turn distributes the funds among the volunteer fire companies based upon the number of hours each month that medic units operating out of their stations that are ready to respond.

In Fairfax County:

- All stations in the County are staffed 24/7 by career personnel.
- To be operationally certified, a volunteer chief must meet annual qualifications and training requirements established by the Fire and Rescue Department, and be approved by the Fairfax County Volunteer Fire Commission and the Fire Chief. There are currently six certified Volunteer Company Chiefs.
- The Fire and Rescue Department requires volunteer fire companies to "commit to place in service one engine company and one EMS unit each weekend." The Department's goal is to utilize all-volunteer frontline units 1,000 times a year. The Department reached this goal in FY 03.
- 160 of the 300 operationally certified volunteers in the County are EMT-only qualified. The primary duties of the operational volunteers are to: back fill for career units that are out-of-service for scheduled training or other assignments; provide coverage for scheduled public events; augment minimum career staffing on all front-line units; and serve as command assistants for career Battalion Chiefs and EMS supervisors.

In Prince George's County:

- Volunteers entirely staff many of the County's fire/rescue stations during the evenings (beginning at 3:00 PM on Monday through Friday), on weekends, and on public holidays.
- The Fire Chief appoints a Volunteer Major who carries the same command authority as a career Major (two ranks below the Fire Chief). The Volunteer Major's responsibilities include: coordinating the administration of volunteer personnel to resolve operational issues; and providing the volunteer perspective to the departmental leadership on operational matters.
- The Fire/EMS Department's General Order on the emergency incident chain of command includes the following guidelines for assuming command: "The highest ranking officer (career or volunteer) on the scene may assume command of the emergency incident and may relinquish command of the emergency scene to a subordinate officer after the situation is 'under control.' Ranking officers should consider the value of taking an advisory role as opposed to assuming command, in those situations where the scene is already under control, or well on the way to being under control."
- The County Charter establishes the Fire Commission, composed of nine members elected by the volunteer fire companies. The Commission's duties include maintaining the list of operationally certified volunteers and allocating public funds to the volunteer fire companies.

OLO's more detailed comparative observations on each of the topics for which information was compiled begins on the next page.

GENERAL CHARACTERISTICS

Population, Land Area, and Number of Incidents

Table 2 (below) reports each jurisdiction's population, land area, annual incident workload, and number of unit responses. The data show that:

- More people live in Montgomery County than in the other counties except for Fairfax County;
- Montgomery County's land area is larger than the other counties except for Baltimore County;
- There are more fire, rescue, and EMS incidents in Montgomery County compared to Anne Arundel and Fairfax Counties, but fewer compared to Baltimore and Prince George's Counties; and
- All of the jurisdictions report a substantially larger number of unit responses than incidents because more than one vehicle is often dispatched to a single incident.

**TABLE 2
POPULATION, LAND AREA, NUMBER OF INCIDENTS, AND UNIT RESPONSES**

County	Population (2002 Census)	Land Area (square miles)	Number of Fire, Rescue, and EMS Incidents FY 03	Number of Unit Responses FY 03
Montgomery	910,156	496	101,518	225,713
Anne Arundel	503,388	416	66,002	160,160
Baltimore	770,298	599	107,353	176,837
Fairfax	1,007,800	395	87,621	213,075
Prince George's	833,084	485	133,644	284,064

Approved FY 04 Budget and Number of Operationally Certified Career Staff

Table 3 (page 11) reports each jurisdiction's approved FY 04 fire/rescue department budget, indicates whether the budget includes funding for employee benefits, the 9-1-1 call center, and apparatus. Table 3 also reports the number of operationally certified career staff. The data show that:

- Department-level budget data cannot easily be compared accurately across the counties because of the different approaches taken to including or excluding funding for significant items (e.g., employee benefits, the 9-1-1 call center, and apparatus purchases) directly in the fire/rescue department or elsewhere in the county's budget.
- Although not identical across the counties in terms of hours worked per year, the number of operationally certified career staff in Montgomery County (933) is comparatively higher than the numbers of certified career staff in Anne Arundel and Prince George's Counties, but lower than the numbers in Baltimore and Fairfax Counties.

**TABLE 3
FY 04 BUDGET AND NUMBER OF OPERATIONALLY CERTIFIED CAREER STAFF**

County	FY 04 Budget for Fire/Rescue Department (in millions)	Fire/Rescue Department budget includes funds for employee benefits, 9-1-1 center, & apparatus	FY 04 Number of Operationally Certified Career Staff
Montgomery	\$119	Yes	933
Anne Arundel	\$66	Yes	632
Baltimore	\$66	No	1,033
Fairfax	\$119	No	1,201
Prince George's	\$74	No	696

Number of Volunteer Companies, Volunteer-owned Stations, and Volunteers

For each jurisdiction, Table 4 (page 12) lists the number of: volunteer fire companies, number of volunteer-owned stations. The data show that:

- Montgomery County has more volunteer fire companies than Prince George's County, but fewer than Anne Arundel, Baltimore, and Fairfax Counties.
- Montgomery County has more volunteer-owned stations than Fairfax and Anne Arundel Counties, but fewer than Baltimore and Prince George's Counties. As a percent of all stations, the number of volunteer-owned stations in Montgomery County is relatively high (see Table 4, page 12).

Table 4 also lists the number of total and “active” volunteers reported by each county. Similar to Montgomery County, the number of “active” volunteers in the other four counties is a subset of the total number of volunteer fire company members. However, data on volunteer participation are difficult to compare accurately across the counties because each jurisdiction defines, tracks, and reports the number of volunteers somewhat differently.

**TABLE 4
NUMBERS OF VOLUNTEER FIRE COMPANIES, VOLUNTEER-OWNED STATIONS, AND
VOLUNTEERS**

County	Number of Volunteer Fire Companies	Number of Volunteer- Owned Stations	Reported Number of Volunteers*	Reported Number of “Active” Volunteers*
Montgomery	19	28	1,500	379**
Anne Arundel	24	12	1,625	600
Baltimore	35	33	3,091	1,204
Fairfax	38	11	641	318
Prince George’s	12	36	1,100	500

*These data are not easily compared accurately across jurisdictions because of the different approaches taken to defining, tracking, and reporting the total number of volunteers and “active” volunteers. The individual write-ups of each county contained in Part C of this report contain more details on the specific way each county measures volunteer participation.

**379 represents the number of volunteers in Montgomery County that achieved maximum categorical points under LOSAP in the response category in 2002. This number does not count the additional volunteers who respond to calls, but do not achieve the maximum number of LOSAP points in the response category during the year.

Stations and Frontline Fleet

Table 5 (page 13) lists the number of fire/rescue stations and number of vehicles in the frontline fleet of each jurisdiction. It also shows the percent of stations and percent of the frontline fleet owned by volunteer fire companies/departments. The data show that:

- The number of fire/rescue stations in Montgomery County is similar to the numbers in Anne Arundel and Fairfax Counties, but notably fewer than the numbers in Prince George’s and Fairfax Counties.

- The percent of all stations owned by volunteer companies in Montgomery County (85%) is most similar to the percent owned by volunteer companies in Prince George’s County (78%), but higher than the percent owned by volunteer companies in the other three counties.
- Montgomery County’s frontline fleet of 174 vehicles is comparatively larger than the frontline fleets in three of the four other counties; only Prince George’s County has a larger frontline fleet with 195 vehicles.
- In Montgomery County, 26% percent of the frontline fleet is owned by the LFRDs. Comparatively, this is a smaller than the percent of frontline vehicles owned by the volunteer fire companies in the other four counties. In Baltimore County and Prince George’s County, the volunteer fire companies own more than half of the frontline fleet.

TABLE 5
STATIONS AND FRONTLINE FLEET: NUMBER AND VOLUNTEER OWNERSHIP

County	Total Number of Fire/Rescue Stations	Percent of Stations Owned by Volunteer Companies	Number of Vehicles in Frontline Fleet*	Percent of Frontline Fleet Owned by Volunteer Companies
Montgomery	33	85%	174	26%
Anne Arundel	30	40%	117	37%
Baltimore	58	57%	156	58%
Fairfax	35	31%	156	36%
Prince George’s	46	78%	195	53%

*For all counties, the frontline fleet includes aerial ladder trucks, ambulances, engines, and heavy rescue squads. Montgomery County’s frontline fleet also includes engine tankers and tankers.

Assignment of Career and Volunteer Personnel to Stations

- In Montgomery County, career personnel are assigned to all stations in the County, including County-owned and volunteer-owned stations.

Similar to Montgomery County, Anne Arundel and Fairfax Counties also have career personnel assigned to all stations in the County.

Unlike Montgomery County, there is no combined station staffing in Baltimore County. Career personnel staff County-owned stations and volunteer companies staff volunteer-owned stations. No career staff are assigned to volunteer-owned stations.

In Prince George's County, many stations are entirely staffed by volunteer personnel in the evenings (after 3:00 PM Monday through Friday), weekends, and on public holidays. During other hours, 38 of 46 stations are staffed with a combination of career and volunteer personnel; five are fully staffed by volunteers, and three are fully staffed by career personnel.

STRUCTURAL LOCATION OF DEPARTMENT AND AUTHORITY OF DEPARTMENT HEAD

Establishment of Fire/Rescue Department and Reporting Structure

- In Montgomery County, local law (County Code Chapter 21) establishes the Montgomery County Fire and Rescue Service (MCFRS).

Unlike Montgomery County, in Anne Arundel County, Baltimore County, and Prince George's County, the fire department is established both in the County's Charter and local law. In Fairfax County, it is State law that authorizes the County to establish a fire department.

- In Montgomery County, MCFRS is an Executive Branch department. The head of the department reports to the County Executive through the Chief Administrative Officer.

Similar to Montgomery County, the head of the fire/rescue departments in Baltimore, Fairfax, and Prince George's Counties report to the County Executive through the Chief Administrative Officer. In Anne Arundel County, a 2002 Charter amendment changed the reporting structure such that the Fire Chief now reports directly to the County Executive.

Designation and Appointment of Department Head

- In Montgomery County, local law designates the Fire Administrator as the department head of MCFRS.

Unlike Montgomery County, the department head of the fire/rescue departments in the other four counties is the Fire Chief. In Anne Arundel, Baltimore, and Prince George's Counties, both the County Charter and local law establish a Fire Chief as the individual responsible for administering the fire department. In Virginia, State law stipulates that the head of the fire department will be known as the Chief.

- In Montgomery County, the County Executive appoints the Fire Administrator, subject to confirmation by the County Council.

Similar to Montgomery County, the County Executives in the four other counties appoint the head of the fire/rescue department, i.e., the Fire Chief. Like Montgomery County, the appointment in Baltimore and Prince George’s Counties is subject to Council confirmation; in Fairfax County, the appointment requires confirmation by the Board of Supervisors. Unlike Montgomery County, the County Executive in Anne Arundel County appoints the Fire Chief and the appointment is not subject to Council confirmation.

- In Montgomery County, local law designates the Fire Administrator as the “non-uniformed” department head of MCFRS.

Unlike Montgomery County, although not legally required, the Fire Chiefs in the other four jurisdictions all have backgrounds as career firefighters. The Anne Arundel Charter requires that the appointment of the Fire Chief be made solely on the basis of the individual’s qualifications. The Prince George’s County Charter requires that the Fire Chief has “at least five years of administrative experience in the field of fire prevention, fire training, or fire suppression.”

Authority and Responsibilities of the Department Head

- In Montgomery County, the law provides the Fire Administrator with “all of the powers of a department director.” The law states that the Fire Administrator “must implement the policies of the Fire and Rescue Commission and effectively administer all fire and rescue services provided in the County.”

The other four counties are different from Montgomery County on this issue. In all four other jurisdictions, a combination of Charter and law articulate the general authority and responsibilities of the Fire Chief. Although the specific legal language varies, the Fire Chief is provided with broad authority to administer fire and rescue services.¹

ESTABLISHMENT AND ROLE OF FIRE BOARD OR COMMISSION

Montgomery County. Montgomery County law establishes a Fire and Rescue Commission with regulatory authority and a Fire Board with an advisory role. The other four counties have formally established boards and commissions that deal with fire and rescue service issues; however, no board or commission in the other counties have a policy-making role similar to that assigned by law in Montgomery County to the Fire and Rescue Commission.

¹ The individual County descriptions in Part C (beginning on page 22) contain the specific language used in each of the counties.

In Montgomery County, the law establishes a Fire and Rescue Commission (FRC) with seven members, who are appointed by the County Executive and confirmed by the Council. The FRC includes two representatives of volunteer firefighters, two representatives of career firefighters, and three representatives of the general public. The Fire Administrator serves as the ex-officio non-voting Chair of the Commission and must implement and enforce all Commission policies.

By law, the FRC must “develop, on behalf of the County, effective, efficient, and equitable fire, rescue, and emergency medical services County-wide, and provide the policy, planning and regulatory framework for all fire, rescue, and emergency medical services operations.” The FRC has broad authority to adopt County-wide policies, standards, procedures, plans, and programs applicable to all fire, rescue, and emergency medical service operations.

Montgomery County law also establishes the Fire Board, which consists of the chief and president of each Local Fire and Rescue Department. The duties and authority assigned by law to the Fire Board include: submitting a list of candidates for appointment to the Fire and Rescue Commission; actively support volunteer participation in fire, rescue, and medical service; and review and advise the Commission on any proposal to adopt policies, regulations, requirements, or standards pertaining to fire and rescue services.

Other Counties. Prince George’s, Anne Arundel, and Fairfax Counties also have a formally established Fire Board or Commission; the composition and roles of these entities are summarized below. Unlike the FRC in Montgomery County, none has a regulatory or policy-making role.

In Prince George’s County, the Charter establishes a Fire Commission that consists of nine members elected by the volunteer fire companies. The Commission has a legally mandated role in the review and allocation of public funds to the volunteer fire companies.

In Anne Arundel County, local law establishes a Fire Advisory Board that consists of nine members with specific representatives of volunteer firefighters (3 members), career firefighters (3 members), and citizens (3 members). By law, the Board advises and consults with the County Executive, Fire Chief and other County officials on a broad range of fire, rescue, and emergency medical services issues.

In Fairfax County, there is a Volunteer Fire Commission established by the Board of Supervisors. The Commission consists of seven members elected by the volunteer fire departments and appointed by the Board of Supervisors. The Commission serves as the volunteers’ formal representative to the Fire Chief and serves in an advisory capacity to the Board of Supervisors. The Commission is also involved with approving the volunteer training curriculum and establishing the minimum specifications for volunteer-owned apparatus.

Baltimore County does not have a formally established fire board or commission. In practice, the Baltimore Volunteer Firemen’s Association serves as the primary point of contact between the Fire Chief and the volunteer fire companies.

OTHER ORGANIZATIONS THAT REPRESENT THE VOLUNTEERS

- In Montgomery County (as explained above), local law establishes the Fire and Rescue Commission and the Fire Board as two formal entities that include representatives from the County's LFRDs. In addition, other non-profit organizations of volunteers in the County have been established, including the Montgomery County Volunteer Fire Rescue Association, the Montgomery County President's Committee, and the Community Fire Rescue Chief Officers Association.

Similar to Montgomery County, staff from the other four other counties report that, in addition to the formal entities established by the local government to represent the volunteer fire companies, there are other non-profit organizations that have been formed over the years to speak on behalf of the volunteer fire companies' interests in the county.

EMERGENCY AND NON-EMERGENCY CHAIN OF COMMAND

Emergency Incident Chain of Command

- In Montgomery County, the law requires the Fire and Rescue Commission to adopt by regulation an "integrated emergency command structure (IECS)" and requires that the "IECS retain and actively encourage volunteer participation at all levels of the chain of command." A Fire and Rescue Commission Executive Regulation lists the incident chain of command and rules for determining who will be the Incident Commander.

Similar to Montgomery County, the four other counties have rules for determining who the Incident Commander is and rules for how, upon arrival, higher ranking officers can assume command. Unlike Montgomery County, the incident management system and rules for the chain of command are set forth in a fire/department department policy or other directive issued by the Fire Chief.

In Prince George's County, the General Order that outlines the emergency incident chain of command specifies that the highest ranking officer (career or volunteer) may assume command of the emergency scene and may relinquish command of the emergency to a subordinate officer after the situation is "under control." The General Order states that "Ranking officers should consider the value of taking an advisory role as opposed to assuming command, in those situations where the scene is already under control, or well on the way to being under control."

At incidents where both career and volunteer personnel respond, the Baltimore County Fire Department's policy is that the highest ranked career officer on the scene is the official Incident Commander. However, interviews with the Chief and President of the Baltimore County Firemen's Association confirm that, in practice, if a volunteer Company Officer is the initial Incident Commander, an arriving career officer will only insist that command be transferred if he/she is not satisfied with how the incident is being managed.

- In Montgomery County, the highest ranked officer in the emergency incident chain of command is a Fire/Rescue Chief. The Chief of the Division of Fire and Rescue Services, the Chief of the Division of Volunteer Fire and Rescue Services, and 18 Local Fire and Rescue Department Chiefs can all be operationally certified as a Fire/Rescue Chief.

The other four counties are different from Montgomery County on this issue. In Anne Arundel, Baltimore, Fairfax, and Prince George's Counties, it is the single Fire Chief who is the highest ranked officer in each jurisdiction's emergency incident chain of command.

Highest Ranking Volunteer Officer and Appointment of Volunteer Command Staff

- In Montgomery County, volunteer members can serve at all levels in the rank structure.

Unlike Montgomery County, in Prince Georges County, the highest ranking volunteer member is the Volunteer Major, two levels down the Chief. In Anne Arundel and Fairfax Counties, the highest ranked volunteers are the Volunteer Company Chiefs, who are directly below the career Battalion Chiefs.

- In Montgomery County, there are no provisions for the Fire Administrator or Chief of the Division of Fire and Rescue Services to appoint volunteer command staff.

Similar to Montgomery County, the Fire Chiefs in Baltimore and Fairfax County do not appoint volunteer command staff. Unlike Montgomery County, the Fire Chief in Prince George's County appoints one Volunteer Major and eight Volunteer Division Chiefs. In Anne Arundel County, the Fire Chief appoints all volunteer command officers at the rank of Lieutenant and above.

Certification Process and Number of Certified Personnel by Rank

- In Montgomery County, to be certified and considered part of the Integrated Emergency Command Structure (IECS), personnel (both career and volunteer) must meet the Fire and Rescue Commission's current training and experience standards for each rank, and be authorized by the Fire Administrator as eligible to serve at that specific rank.

Similar to Montgomery County, the other counties have minimum training and experience standards by rank and processes in place for certifying individuals as eligible to respond to incidents. In Anne Arundel and Fairfax Counties, the Volunteer Liaison in the fire/rescue department maintains the current list of certified volunteer members. In Prince George's County, the law assigns this task to the Volunteer Fire Commission. In Baltimore County, the Baltimore County Volunteer Firefighter's Association maintains the current list of certified volunteer members.

- In Montgomery County, data on the number of certified personnel by rank show a traditional pyramid authority structure in the career ranks but not in the volunteer ranks.

The other three counties for which comparable data were available are different from Montgomery County on this issue. Specifically, the data from Prince George's County, Fairfax County, and Anne Arundel Counties show a more traditional pyramid authority structure throughout both the career and volunteer ranks.

Non-Emergency Chain of Command

Montgomery County. In Montgomery County, Executive Regulation 44-87 establishes that career personnel assigned to individual fire and rescue stations are supervised by the most senior career officer assigned to that station. In stations that are fully staffed by career personnel, decisions about routine activities are made by the Station Commander, who in turn takes direction from his/her Battalion Chief.

There is no written policy that formally outlines the non-emergency chain of command in stations that are staffed with a combination of volunteer and career personnel. MCFRS staff report that the general practice is for the most senior career and volunteer officers on duty to jointly make decisions about assignments and activities in the fire house.

Other Counties. In Baltimore County, fire and rescue services are provided from stations that are either fully staffed by career personnel or fully staffed by volunteer personnel. In all-career stations, the highest ranked career officer on each shift makes decisions about assignments and activities in the fire house. Similarly, the highest ranked volunteer officer directs activities at the all-volunteer stations.

In the other three counties (Anne Arundel, Fairfax, and Prince George's), written Fire/Rescue Department rules, approved by the Fire Chief, outline the non-emergency chain of command. Similar to Montgomery County, the highest ranking career officer assigned to a station formally supervise career staff in that station.

Across the jurisdictions, Volunteer Company Chiefs exercise different degrees of authority over non-emergency matters in the fire stations. In Anne Arundel County, both the Charter and law explicitly state that the Fire Chief is not permitted to participate in the corporate affairs of any volunteer fire company.

APPARATUS ACQUISITION AND TRANSFER

Apparatus Acquisition

- In Montgomery County, any proposed acquisition of a vehicle (purchased with either County or LFRD funds) must be reviewed by the Fire Administrator for compliance with the Fire and Rescue Master Plan and to ensure that the vehicle meets minimum performance standards established by the Fire and Rescue Commission.

Similar to Montgomery County, the other four counties require that all apparatus purchased meet minimum performance standards. Montgomery County is different from the other counties in that the standards are established by the Fire and Rescue Commission.

In Fairfax, Anne Arundel, and Prince George's Counties, the fire/rescue department establishes the minimum performance standards for all vehicles. In Baltimore County, the Fire Department (in consultation with the County's Purchasing Bureau) establishes performance standards for County-purchased vehicles; the Baltimore County Volunteer Firemen's Association establishes minimum performance standards for vehicles purchased with volunteer fire company funds.

- In Montgomery County, the Fire and Rescue Commission (FRC) establishes the procedures for the review and approval of all new apparatus, purchased either with County or LFRD funds. The FRC must approve all apparatus before it is placed in service and used to respond to incidents.

Similar to Montgomery County, all four counties have procedures for the review and approval of new apparatus before it is placed in service. Montgomery County is different in that the Fire and Rescue Commission establishes the procedures and has final approval authority.

In the other counties, the fire/rescue department establishes the procedures for the review and approval of new apparatus and the Fire Chief has the final authority to approve apparatus to be used for operations. All four jurisdictions report working with the volunteer fire companies/departments and the various volunteer member organizations on the purchases of apparatus using volunteer company funds.

Apparatus Transfer

- In Montgomery County, the law provides that in emergency situations, "the County Executive may transfer any apparatus purchased in whole or in part with tax funds, including any apparatus titled to a local fire and rescue department." In practice, the authority to transfer apparatus to respond to emergency incidents is exercised through the work of the fire and rescue services section of the County's Emergency Communications Center.

Similar to Montgomery County, all apparatus in the other counties can be transferred in emergency situations. Similarly, it is each jurisdiction's 9-1-1 call center that transfers apparatus in order to respond to emergency incidents.

- In Montgomery County, the law requires the Fire and Rescue Commission (FRC) to adopt and the Chief Administrative Officer to approve policies concerning both short-term and long-term transfer of apparatus. FRC Policy and Procedure 25-04, Non-Emergency Reassignment of Apparatus, establishes procedures for replacing apparatus placed out-of-service due to either a planned activity (e.g., preventive maintenance, training) or an unplanned event (e.g., mechanical failure, damage due to a collision).

The Fire Chiefs from the four other counties report that as part of their overall authority to administer fire and rescue operations, they can transfer both County-owned and volunteer-owned apparatus in non-emergency situations. The Fire Chiefs also report that, in practice, vehicles owned by the volunteer fire companies are less likely (or never) transferred in non-emergency situations.

TRAINING, EXPERIENCE, AND PROMOTION: STANDARDS AND PROCESS

Minimum Training and Experience Standards

- In Montgomery County, the law requires that the Fire and Rescue Commission establish minimum training standards to "...be applied similarly to all personnel engaging in similar duties." FRC Executive Regulation 1-98 AMII, Certification Standards for Training and Experience Requirements, establishes the minimum requirements that apply to all emergency service providers, both career and volunteer.

Similar to Montgomery County, staff from the other four counties report that minimum training and experience standards are established by rank, and that the minimum standards are basically the same for career and volunteer personnel. Unlike Montgomery County where the Fire and Rescue Commission establishes the minimum training and experience standards, the specific requirements for career and volunteer personnel in the other jurisdictions are outlined in different combinations of local law, regulations, and other policies.

- In Baltimore County, Fire Department policies, approved by the Fire Chief, establish minimum training and experience standards for career personnel. The Baltimore County Volunteer Firemen's Association establishes minimum training standards for volunteers.
- In Anne Arundel County, local law establishes minimum training and experience standards for career personnel, while Department Rules and Regulations expand upon the standards for career personnel and establish standards for volunteer personnel at all ranks.

- In Prince George’s County, local law establishes minimum training and experience standards for volunteer personnel. Departmental policies, approved by the Chief, establish minimum training and experience standards for career personnel.
- In Fairfax County, Departmental procedures establish minimum training standards for career and volunteer personnel. The Volunteer Fire Commission, in consultation with the Fire Chief, is involved with approving the volunteer training curriculum.

Promotion Process

Montgomery County. In Montgomery County, a written policy issued by the Division of Fire and Rescue Services (Promotion Procedure, Policies and Procedures 512) establishes additional training and experience requirements for career staff. In sum, the procedure identifies specific education, training, and experience requirements that must be met for promotion to each rank.

In Montgomery County, volunteer personnel are eligible for promotion as soon as they meet the minimum requirements for each rank, as set forth in the Fire and Rescue Commission’s Executive Regulation. Volunteer personnel are promoted in a variety of ways, including various promotional exams determined by individual LFRDs, appointment by the LFRD Chief, and popular vote within the LFRD.

Other Counties. Similar to Montgomery County, in the other four counties, the promotion process for career and volunteer personnel is not identical. In all four counties, the Fire/Rescue Department manages the promotion process for career personnel, and promotions to the more senior ranks are made on the basis of competitive selection. The promotion process for volunteer personnel varies; for example:

- In Baltimore County, each independent volunteer fire company decides on the promotional requirements for volunteer personnel to serve as officers.
- In Anne Arundel County, individual companies may appoint or elect volunteer officers. However, to be recognized as a “County approved” officer, the person must receive approval from the Fire Chief.
- In Prince George’s County, the law establishes minimum qualifications by rank for all volunteers, including minimum training, medical standards, and continuing education requirements. The law also establishes the Volunteer Fire Service Qualifications Review Board to monitor the volunteer training and promotion process.
- In Fairfax County, the promotional requirements for volunteer personnel are the same as those for career personnel for all ranks below Battalion Chief. Only career staff are eligible for promotion to Battalion Chief and above.

PART C: INFORMATION BY JURISDICTION

This section presents the information compiled on the organization and governance structure of fire and rescue services in Montgomery County, Anne Arundel County, Baltimore County, Fairfax County, and Prince George's County.

JURISDICTION	BEGINS ON PAGE:
Montgomery County	23
Anne Arundel County	41
Baltimore County	52
Fairfax County	58
Prince George's County	68

Each county's chapter begins with a table that presents general data on the county and its fire and rescue services. The other information compiled for each jurisdiction is organized as follows:

- A. Organization charts - the fire/rescue department within the county government and the overall structure of the fire/rescue department itself
- B. Description of the Department Head's Authority and Responsibilities
- C. The Organization of Volunteers and Measures of Volunteer Participation
- D. The Authority Relationship between Career and Volunteer Components
 1. The Chain of Command (emergency and non-emergency)
 2. Apparatus Acquisition and Transfer
 3. Training, Experience, and Promotion: Standards and Process

MONTGOMERY COUNTY FIRE AND RESCUE SERVICE

COUNTY POPULATION AND LAND AREA¹	
Total population	910,156
Land area	496 square miles
SERVICE CHARACTERISTICS: PERSONNEL, STATIONS, VEHICLES, AND FY 04 BUDGET	
<i>Number and ownership of stations</i>	
County-owned	5 stations
Local Fire and Rescue Department-owned	28 stations
<i>Total</i>	33 stations
<i>FY 04 County personnel</i>	
Uniform (operationally certified)	933 positions
Non-uniform	155 positions
<i>Total</i>	1,088 positions
<i>Volunteer personnel²</i>	
Total number of volunteer members	1,500 volunteers
Number operationally certified members	927 volunteers
Number of "active" members (in response)	379 volunteers
<i>Fire and rescue vehicles</i>	
County-owned	305 vehicles (72%)
Local Fire and Rescue Department-owned	119 vehicles (28%)
<i>Total</i>	424 vehicles (100%)
<i>Frontline vehicles³</i>	
County-owned	128 vehicles (74%)
Local Fire and Rescue Department-owned	46 vehicles (26%)
<i>Total</i>	174 vehicles (100%)
<i>FY 04 approved MCFRS budget⁴</i>	\$119 million
FIRE, RESCUE, AND EMS WORKLOAD MEASURES	
<i>CY 03 fire, rescue, and EMS incidents:</i>	
• Fire suppression	1,678
• Emergency medical services	74,513
• Other ⁵	25,327
<i>Total</i>	101,518
<i>Total CY 03 unit responses</i>	225,713

1. Source: Census Bureau data, July 2002.

2. See page 27 for explanation of how volunteer participation is reported.

3. Frontline apparatus includes aerial ladder trucks, ambulances, engines, engine tankers, heavy rescue squads, and tankers.

4. The budget includes funds for employee benefits, Emergency Communications Center, and apparatus.

5. "Other" incidents include responses to non-structure fire and/or miscellaneous alarm calls, e.g., automatic fire alarms

Source: OLO in consultation with MCFRS staff.

FY 03 RESPONSE TIME PERFORMANCE		
<i>Urban Districts</i>	<i>Goal*</i>	<i>FY 03 Actual</i>
Fire incidents within 6-minutes	85%	70%
BLS incidents within 6-minutes	85%	75%
ALS incidents within 8-minutes	95%	85%
<i>Suburban Districts</i>		
Fire incidences within 6-minutes	65%	44%
BLS incidences within 6-minutes	65%	63%
ALS incidences within 8 minutes	90%	77%
<i>Rural Districts</i>		
Fire incidences within 6 minutes	25%	39%
BLS incidences within 6-minutes	25%	48%
ALS incidences within 8-minutes	50%	65%

*The response goals for MCFRS are established by the Fire, Rescue, and EMS Master Plan, most recently amended in 2000. BLS=Basic Life Support unit; ALS=Advanced Life Support unit

A. Organization Charts

The chart on page 40a shows the organizational location of the Montgomery County Fire and Rescue Service (MCFRS) as a department in the Executive Branch of the County Government. The chart on page 40b depicts the structure of MCFRS that reports to the Fire Administrator, as the MCFRS Department head.

B. Description of the Department Head's Authority and Responsibilities

Local law (Montgomery County Code Chapter 21) outlines the authority and responsibilities of the Fire Administrator as the non-uniformed department head of the Montgomery County Fire and Rescue Service. Similar to other Executive branch department heads, the Fire Administrator reports directly to the Chief Administrative Officer. The County Executive appoints the Fire Administrator, subject to confirmation by the County Council.

The Fire Administrator serves as the ex-officio non-voting chair of the Fire and Rescue Commission. By law (Section 21-3), the Fire Administrator is responsible for implementing and enforcing Commission policies and regulations, and for administering all fire and rescue services in the County.

The Fire and Rescue Commission. By law (Section 21-2), the Fire and Rescue Commission must “develop, on behalf of the County, effective, efficient, and equitable fire, rescue, and emergency medical services County-wide, and provide the policy, planning and regulatory framework for all fire, rescue, and emergency medical services operations.” The law provides the Commission with broad authority to adopt County-wide policies, standards, procedures, plans, and programs applicable to all fire, rescue, and emergency medical service operations.

The Fire and Rescue Commission consists of seven members, appointed by the County Executive and confirmed by the Council. Two members must represent the volunteer sector of the fire and rescue services, two members must represent the career sector, and three members must represent the general public.

By law, as stated above, the Fire Administrator serves as the ex-officio non-voting Chair of the Commission and must implement and enforce all Commission policies. In addition, the by-laws of the Commission authorize the Fire Administrator to:

- Preside at all meetings of the Commission;
- Establish the agenda for each meeting as well as its order and form (the Commission may amend the agenda by a majority vote);
- Sign off and execute all authorized documents on behalf of the Commission;
- Appoint all standing committees, special committees, and work groups required to carry out the objectives of the Commission; and
- Serve as an ex-officio member of all committees.¹

The Fire Administrator supervises the two Division Chiefs. By law (Section 21-3), the Fire Administrator supervises the chiefs of the department's two divisions: the Division of the Fire and Rescue Services (DFRS), and the Division of Volunteer Fire and Rescue Services (DVFRS). Both chiefs are non-merit positions, appointed by the County Executive and confirmed by the Council.

- The DFRS Chief supervises and has day-to-day command of the career (uniform and non-uniform) merit system employees. DFRS provides career staffing for all of the local fire and rescue departments. DFRS is responsible for fire and rescue communications and training, fire code enforcement and arson investigation, emergency management, certain public education programs, and centralized planning and administrative functions.
- The DVFRS Chief coordinates activities of volunteers and the local fire and rescue departments. The local departments are included in the DVFRS and the Division promotes their integration into the overall service. The Division's responsibilities include assisting with communication among the County fire and rescue organizations and the local departments, helping to coordinate policy development and review, and administering the length of service award program (LOSAP) for volunteers.

By law (Section 21-3(e)), the Fire Administrator supervises the Internal Affairs Officer, who must assist the Commission and Fire Administrator in monitoring compliance with law and County and Commission policies. The Fire Administrator appoints the Internal Affairs Officer, after receiving the recommendation of the Commission.

¹ Source: Commission's by-laws, effective 10/8/87.

By law (Section 21-3(f)), the Fire Administrator is required to meet regularly with the Fire Board and senior Division of Fire and Rescue Services staff to communicate policy, evaluate the effectiveness of the County's integrated fire and rescue services, and receive advice on the development of policies and delivery of services.

By law (Section 21-3(g)), the Fire Administrator has authority to take disciplinary action against any employee or volunteer for violation of law, County policy, Commission policy, or any order of the Administrator. The law provides that each local department must initially administer the discipline of its employees and volunteers, and the Administrator must not take any action involving an LFRD employee or volunteer unless the Administrator finds (under regulations adopted by the Fire and Rescue Commission) that the LFRD has not satisfactorily resolved a problem in a timely manner.

C. The Organization of Volunteers and Measures of Volunteer Participation

Organization of Volunteers

There are 19 Local Fire and Rescue Departments (LFRDs) in Montgomery County. Each LFRD is managed by a Board of Directors and has a corporation President; 18 of the 19 LFRDs have a Fire/Rescue Chief.

The Fire Board. The law (Section 21-4) establishes the Fire Board, which consists of the Chief and President of each LFRD. On an annual basis, the Board elects a Chair from among its members. As stated above, the law requires the Fire Administrator to meet regularly with the Fire Board. The duties, responsibilities, and authority assigned by law to the Fire Board include:

- Submit to the County Executive a list of candidates for appointment to the Fire and Rescue Commission;
- Actively support, in coordination with the Fire and Rescue Commission, volunteer participation in fire, rescue, and medical service;
- Advise the Commission on any matters related to the fire, rescue, and medical services;
- Review and advise the Commission on any proposal of the Commission to adopt policies, regulations, requirements, or standards pertaining to fire and rescue services; and
- Perform other tasks delegated by the Commission.

Other Volunteer Organizations. There are three other active organizations of volunteer firefighters in the County:

- The Montgomery County Presidents Committee;
- The Community Fire Rescue Chief Officers Association; and
- The Montgomery County Volunteer Fire Rescue Association.

Measures of Volunteer Participation

In Montgomery County, the LFRDs report an estimated 1,500 volunteers contribute in various ways to MCFRS. Volunteer contributions include: responding to incidents, fundraising, community education, purchasing apparatus and equipment, and providing various types of administrative support and station management.

MCFRS quantifies volunteer participation in different ways. The most commonly cited measures are listed below.

Number of volunteers certified to as IECS participants. The Fire and Rescue Commission’s Executive Regulation establishing the Integrated Emergency Command Structure (IECS) requires participants to meet minimum training and experience requirements established for each rank. As of February 2004, there were 927 volunteer members certified as IECS participants. Table 8 (page 30) shows the number of volunteers certified at each rank.

Number of certified LOSAP participants by category. Established by law, the Length of Service Award Program (LOSAP) provides retirement benefits to volunteers who accumulated points based on participation in certain activities during their years of service. Table 6 (below) lists the number of volunteers that achieved maximum categorical point totals on a Countywide basis based on current LOSAP criteria for the response, training, and standby categories for the calendar years 2000, 2001, and 2002.

The number of volunteers that achieve maximum categorical points in the response category is often cited as the number of “active” volunteers who respond to incidents. However, it should be recognized that this number does not count the additional volunteers who respond to calls, but do not achieve the maximum number of LOSAP points in the response category during the year.

**TABLE 6
NUMBER OF VOLUNTEER MEMBERS RECEIVING MAXIMUM LOSAP POINTS IN
SELECTED CATEGORIES - ALL LFRDs**

Calendar Year	Response	Training	Standby	Total Active
2000	505	72	856	774
2001	478	83	875	911
2002	379	58	870	916

Source: MCFRS

D. Authority Relationship between Career and Volunteer Components

This section summarizes the laws and regulations that outline the authority relationship between the career and volunteer components of MCFRS in the following areas:

Section 1, Chain of Command, reviews the law and regulations governing the emergency and non-emergency chain of command;

Section 2, Apparatus Acquisition and Transfer, reviews the law and procedures governing the acquisition and transfer of apparatus; and

Section 3, Training, Experience, and Promotion, reviews the regulation and procedures that establish minimum training and experience standards for career and volunteer personnel, and describes the promotion process.

Section 1: Chain of Command

a. Emergency Incident Chain of Command

County law (Section 21-8) requires that the Fire and Rescue Commission adopt by regulation an “integrated emergency command structure” (IECS) applicable to all IECS certified providers of fire, rescue, and emergency medical services, on all emergency incidents. The Commission must regularly review the IECS regulations. Five votes of the Commission are required to amend the IECS.


The law requires that the IECS must retain and actively encourage volunteer participation at all levels of the chain of command. Volunteers who meet the requirements and standards of experience and training must be eligible to advance to all levels of the chain of command.

Executive Regulation 02-01, Integrated Emergency Command Structure, establishes an operational chain of command that provides for the integration of all certified fire and rescue service personnel into the command structure. Appendix A1 at ©1 contains a copy of the Executive Regulation that establishes the IECS.

Table 7 (page 29) shows the operational chain of command, as established by Executive Regulation. Table 8 (page 30) lists the current number of certified career and volunteer personnel at each rank.

To be certified and considered part of the IECS, personnel (both career and volunteer) must meet the Fire and Rescue Commission’s current training and experience required for each rank, and be authorized by the Fire Administrator as eligible to serve at that specific rank. (See page 34 for more on MCFRS’ training and experience requirements.)

TABLE 7
MONTGOMERY COUNTY FIRE AND RESCUE SERVICE
EMERGENCY INCIDENT CHAIN OF COMMAND

Highest  Lowest	Fire/Rescue Chief
	Fire/Rescue Deputy Chief
	Fire/Rescue Assistant Chief
	Fire/Rescue Battalion Chief*/EMS Provider
	Fire/Rescue Captain/EMS Provider
	Fire/Rescue Lieutenant/EMS Provider
	Master Firefighter/Rescuer/EMS Provider
	Firefighter/Rescuer III or Rescuer III/EMS Provider
	Firefighter/Rescuer II or Rescuer II/EMS Provider
	Firefighter/Rescuer I or Rescuer I/EMS Provider
	Firefighter/Rescuer or Rescuer/EMS Provider

* A Fire and Rescue Commission resolution adopted in November 2003 changed the working title of District/Duty Chief to Battalion Chief. An EMS Provider-only can be certified at all levels up to Battalion Chief.

Source: Fire and Rescue Commission Executive Regulation 02-01, Integrated Emergency Command Structure

TABLE 8
MONTGOMERY COUNTY
NUMBER OF CAREER AND VOLUNTEER PERSONNEL CERTIFIED AS IECS PARTICIPANTS

Rank	Number of Certified Personnel		
	Career	Volunteer	Total
Fire/Rescue Chief	1	17	18
Fire/Rescue Deputy Chief	3	29	32
Fire/Rescue Asst. Chief	8	15	23
Fire/Rescue Battalion Chief*	25	8	33
Fire/Rescue Captain	114	24	138
Fire/Rescue Lieutenant	90	37	127
Fire/Rescue Master Firefighter	194	87	281
Fire/Rescue Firefighter III	344	57	401
Fire/Rescue Firefighter II	153	158	311
Fire/Rescue Firefighter I	0	23	23
Firefighter/Rescuer Recruit	1	14	15
Firefighter/Rescuer Candidate	0	52	52
EMS Provider Duty Chief	0	1	1
EMS Provider Captain	0	6	6
EMS Provider Lieutenant	0	24	24
EMS Provider Master	0	54	54
EMS Provider III	0	14	14
EMS Provider II	0	84	84
EMS Provider I	0	79	79
EMS Provider Recruit	0	23	23
EMS Provider Candidate	0	121	121
Total	933	927	1,860

* A Fire and Rescue Commission resolution adopted in November 2003 changed the working title of District/Duty Chief to Battalion Chief. An EMS Provider-only can be certified at all levels up to Battalion Chief.

Source: MCFRS list of certified personnel as of February 2004.

The IECS defines the Incident Commander as the officer on the scene in charge of an incident. The Incident Commander is responsible for the strategic decisions and the assignment of other positions to control an incident. A Command Officer is defined as an individual certified as a Battalion Chief, Assistant Chief, Deputy Chief, or Chief.

Note: In accordance with FRC Regulation 2-98AMII, the Emergency Medical Service (EMS) Provider rank is the designated title of volunteer members of an LFRD who are certified to perform only emergency medical services duties.

In sum, the IECS establishes the following policies for determining who the Incident Commander is:

- The highest ranking officer on the scene of an incident is in command until relieved of command by a higher ranking officer. The exchange of command occurs only after the command officers have communicated either face-to-face or by radio.
- The first arriving officer is the Incident Commander. The dispatched Command Officer from the first due jurisdiction (which includes a DFRS Battalion Chief), may assume command from a non-dispatched Command Officer of equal rank.
- All fire and rescue chiefs, including the Chiefs of DFRS and DVFRS, have command authority within Montgomery County. A fire and rescue chief has the authority to assume command over an incident within his/her jurisdiction.
- “Jurisdiction” is defined as a Local Fire and Rescue Department’s first due area. The jurisdiction of the DFRS and DVFRS Chiefs encompasses all of Montgomery County.
- EMS Provider Command Officers may act as Incident Commanders only on incidents primarily involving patient care. EMS Provider Unit Officers may act as Incident Commanders only if a Primary Unit Officer is not on the scene of an incident.

b. Non-Emergency Chain of Command

County law does not explicitly address the non-emergency chain of command, which is often referenced as the chain of command “in the fire house.” The Division of Volunteer Fire and Rescue Services’ (DVFRS) list of five-year plan goals includes “implementation of an FRC/MCFRS policy regarding the non-emergency chain of command.”

A County Government Executive Regulation 44-87, (adopted by Council Resolution in 1988) establishes the non-emergency chain of command for County Government fire and rescue employees. This regulation applies to all situations that are not covered by the IECS described above. In sum, the Executive Regulation states that career personnel assigned to individual fire and rescue stations are supervised by the most senior career officer assigned to that station.

In stations that are fully staffed by career personnel, decisions about assignments and activities in the fire house are made by the Station Commander, who in turn takes direction from his/her Battalion Chief. Although not formally outlined in a policy or procedure, in stations that are staffed with volunteer and career personnel, MCFRS personnel report that the general practice is for the most senior career and volunteer officers on duty to jointly make decisions about assignment and activities in the fire house.

Section 2: Apparatus Acquisition and Transfer

a. Apparatus Acquisition

In February 2002, the Fire and Rescue Commission approved Policy and Procedure #03-08, Acquisition of Fire and Rescue Vehicles. This Policy and Procedure establishes procedures for reviewing and approving the acquisition of all fire and rescue apparatus and EMS units that will be used by MCFRS.

In sum, the Policy and Procedure requires that any proposed acquisition of a vehicle must be reviewed by the Fire Administrator:

- For compliance with the approved Fire and Rescue Master Plan; and
- To ensure that the vehicle meets performance and safety requirements established by the Fire and Rescue Commission.

The review and approval process varies according to the funding sources used to acquire and support the vehicle. The term “supported” is defined as the costs to provide vehicle insurance, staffing, equipment, maintenance/repair/rehabilitation, and fuel/supplies. The Policy and Procedure establishes three different categories:

- Units that are purchased and supported with County tax funds;
- Units that are purchased by a Local Fire and Rescue Department and supported in whole or in part with County tax funds; and
- Units that are purchased by a Local Fire and Rescue Department and supported without the use of County tax funds.

A key difference is the role of the Apparatus Specifications Committee (ASC), which is a committee of career and volunteer personnel appointed by the Fire Administrator and reporting to the MCFRS Division Chiefs. For vehicles purchased with County funds, the ASC is charged with developing the specifications; for vehicles purchased with LFRD funds, the ASC is charged with reviewing the specifications to determine whether it meets minimum performance requirements.

There are also some differences in the process of review and approval depending upon whether the vehicle being purchased is a “like-for-like replacement,” a “different type,” or a “specialty vehicle.” These categories are defined as follows:

- A “like-for-like replacement” is a vehicle that does not increase the existing fleet, e.g., an engine purchased to replace an engine;

- A “different type” is a vehicle that would increase the MCFRS authorized fleet inventory; and
- A “specialty vehicle” is defined to include boats, brush trucks, tankers, breathing air units, cave-in units, haz-mat units, special evacuation units, and underwater rescue units.

b. Apparatus Transfer

County law (Section 21-13) requires the Fire and Rescue Commission to adopt and the Chief Administrative Officer to approve policies concerning both short-term and long-term transfer of apparatus. The law provides that in an emergency not covered by the Commission policy, “the County Executive may transfer any apparatus purchased in whole or in part with tax funds, including any apparatus titled to a local fire and rescue department.”

Fire and Rescue Commission Policy and Procedure 25-04, Non-Emergency Reassignment of Apparatus, became effective in November 2000. This Policy amended the procedure for both the long- and short-term reassignment of fire, rescue, and emergency medical services apparatus between stations or local fire and rescue departments. The Policy applies to replacing apparatus that is placed out-of-service due to either a planned activity (e.g., preventive maintenance, training) or an unplanned event (e.g., mechanical failure, damage due to a collision).

The Policy applies to all fire, rescue, and emergency medical services personnel and all apparatus, whether titled to Montgomery County or a local fire and rescue department. The Policy establishes the following limits for apparatus purchased either with Senator Amoss funds or private LFRD funds:

- Apparatus purchased in whole or part with State Fire, Rescue, and Ambulance Funds (i.e., Senator Amoss funds) may be reassigned for a maximum period of 14 days without the approval of the title-holder; and
- Apparatus purchased solely with private local fire and rescue department funds may be reassigned only with the approval of the vehicle’s title holder.

The procedures for notification and replacement differ somewhat depending upon whether the replacement is:

- Immediate – defined as when a normally assigned primary apparatus is placed out-of-service without prior planning or notice due to a mechanical or safety failure, or a collision, or similar event, and secondary apparatus is not available within that LFRD.

- Routine short-term – defined as when normally-assigned primary apparatus is expected to be out-of-service due to a planned activity or special detail, and the period of time is expected to be less than 72 hours.
- Routine long-term - defined as when normally-assigned primary apparatus is expected to be out-of-service due to a planned activity or special detail, and the period of time is expected to exceed 72 hours.

In cases of immediate replacements, the Emergency Communications Center Supervisor is authorized to make the immediate apparatus transfers as necessary. When necessary in such situations, the Shift Chief, after consulting with the LFRD Chief (or designee) will attempt to borrow a suitable apparatus replacement, and when possible, secure a replacement vehicle from the reserve fleet.

For short-term and long-term routine replacements, the following notifications must occur before a unit is placed out-of-service:

- For short-term routine replacements: the station officer must notify the Battalion Chief and the LFRD Duty Officer. The Battalion Chief must notify the LFRD Chief (or designee) and the Shift Chief.
- For long-term routine replacements: the station officer must notify the LFRD Chief (or designee), the Battalion Chief, and the LFRD Duty Officer. In such cases, the Policy requires the reason for the out-of-service placement and expected duration of that status to be provided; in addition, the Policy states that “whenever possible, at least 72 hours advance notice” should also be given.

Following appropriate notifications, the Shift Chief (or designee) is responsible for locating the appropriate secondary apparatus for the affected station, and to arrange for its delivery. The Shift Chief is also responsible for facilitating any necessary staffing changes and for ensuring that the LFRD Chief is notified of the apparatus change.

The Policy and Procedure provides that any disagreements regarding the reassignment of primary apparatus must be referred to the Fire Administrator (or designee), who is authorized to make the final decision.

Section 3: Training, Experience, and Promotion

The law (Section 21-19) requires the Fire and Rescue Commission to adopt training requirements to be met by all active fire, rescue, and emergency medical services personnel. The law states that these standards and training requirements “must be applied similarly to all personnel engaging in similar duties.”

Fire and Rescue Commission Executive Regulation 2-98 AMII, Certification Standards for Training and Experience Requirements, establishes the minimum training and experience requirements that apply to all “emergency service providers”, both career and volunteer.

The minimum training and experience standards approved by the Fire and Rescue Commission are consistent with the standards outlined in the 1992 edition of the National Fire Protection Association Standard 1021, Fire Officer Professional Qualifications.

Note: The Fire and Rescue Training Academy uses the Maryland Fire and Rescue Institute's training programs, which comply with the most recently adopted NFPA standards. Because NFPA standards are updated and changed every five years, the course work at the Training Academy reflects changes made to the NFPA standards since 1992. The result of this means that, in practice, certain MCFRS' training standards exceed the minimums established by Executive Regulation 2-98 AMII.

The Executive Regulation defines "emergency service provider" as "any individual who is accepted as a volunteer member by a local fire or rescue department or as a career employee of DFRS, and is "certified" to perform emergency firefighting, rescue, or emergency medical services." To be "certified" means that the Fire and Rescue Commission has approved an individual's eligibility to serve as a specific rank level in the IECS, in accordance with the standards established by Executive Regulation 2-98 AMII.

The Executive Regulation establishes that progression in rank must be incremental "without skipping a position." Table 9 (page 37) lists the minimum training and experience requirements that must be met by all career and volunteer personnel before promotion. The only exception is for individuals who meet the grandfathering requirements, also established by Executive Regulation 2-98 AMII.²

The Executive Regulation provides that the LFRDs and the DFRS Division Chief may determine additional requirements for their respective personnel. The additional training and experience requirements and the respective promotion process for career and volunteer personnel are described below.

DFRS Personnel: Additional Training and Experience Requirements and Promotion Process

DFRS Policies and Procedures 512, Promotion Procedures, outlines advancement requirements within the Fire/Rescue Occupational Series. In sum, the procedure identifies specific education, training, and experience requirements that must be met for promotion to each rank.

DFRS offers promotional exams every two years. DFRS promotions are made by the Division Chief. Promotions at the rank of Master Firefighter and above are made on the basis of competitive selection.

² See Appendix A5 for the language of the grandfathering clause in Executive Regulation 2-98 AMII. In practice, the grandfathering provisions do not apply to career staff because of requirements outlined in DFRS policies and procedures on promotion.

For each rank, the requirements for DFRS employees exceed the minimum requirements established by FRC Executive Regulation 2-98 AMII. In practice, this means that career staff who hold the same rank as volunteers must meet additional training and experience requirements. The right-hand column of Table 9 (page 37) lists for each rank, the additional requirements that are established at each rank for career personnel.

The DFRS Division Chief summarizes the competitive promotion process for career personnel as follows:

“The promotion process for career personnel involves a professional five step matrix consisting of time (experience), fire and rescue specific classes, college education, competitive examination, and competitive selection. This assures that our best and brightest are selected for every promotion. Approximately 50% of the competing personnel successfully complete the promotional process and even fewer are ultimately promoted.

The ability to advance through the ranks in the minimum time frame within DFRS is extremely rare. It requires that the personnel have the training and education, that the promotional examinations are offered to coincide with in-grade time requirements, that they pass the examination in the appropriate category, that the position is open and advertised, and that they are selected for the position.”

LFRD Personnel: Additional Training and Experience Requirements and Promotion Process

Volunteer personnel are eligible for promotion as soon as they meet the minimum requirements. Volunteer personnel are promoted in a variety of ways, including various promotional exams determined by the LFRD, appointment by the LFRD Chief, and popular vote within the LFRD.

According to the Chair of the Fire Board, many of the LFRDs have adopted enhanced training and experience requirements that apply to their respective volunteer members. MCFRS does not currently compile information on the additional requirements established by individual LFRDs.

Command Officer Professional Development and Improvement (COPDI)

Fire and Rescue Commission Policy and Procedure 23-05, effective 5/1/94, establishes the requirement that all fire and rescue service command officers at the rank of Battalion Chief or above must obtain at least 12 hours of professional development and improvement training annually.

The Policy and Procedure specifically defines “command officer” as individuals certified as a Battalion Chief, Assistant Chief, Deputy Chief, or Chief, in accordance with the Fire and Rescue Commission’s Integrated Emergency Command Structure. The Policy and Procedure applies to all command officers of the Department and the LFRDs.

**TABLE 9
MONTGOMERY COUNTY FIRE AND RESCUE SERVICE
MINIMUM TRAINING AND EXPERIENCE STANDARDS BY RANK**

<u>Minimum Training and Experience Standards for all Career and Volunteer Personnel</u>	<u>Additional Standards for Career Personnel</u>
Firefighter I	
Essentials of Firefighting Orientation classes: Human Relations Personal Protective Envelope (PPE) Self-Contained Breathing Apparatus (SCBA) Air/blood borne pathogens Cardio Pulmonary Resuscitation (CPR) <i>No experience requirement</i>	Successful completion of DFRS Recruit School: in addition to the orientation classes required for all career and volunteer personnel at this level, DFRS Recruit School includes Essentials of Firefighting II, Emergency Medical Technician (EMT)-B, and the Emergency Vehicle Operators Course (EVOC). Successful completion of the probationary period and assignments
Firefighter II	
All previous requirements plus:	
Essentials of Firefighting II EMT-B ¹	High School or equivalent Montgomery County Firefighting II certification or equivalent Hazardous Materials First Responder, Operations level Valid driver's license All re-certifications ² Successful passing of annual physical exam <i>1 year career experience with Montgomery County</i>
Firefighter III	
All previous requirements plus:	
Practical Rescue Company Level Operations <i>3 years total, 2 years as a Firefighter II</i>	Pump Operators Aerial Operations Certified to be aide person on a Basic Life Support (BLS) unit Valid Class A or B driver's license Certified to drive a BLS unit Certified to drive and operate one piece of major apparatus, i.e. engine, truck or rescue squad All re-certifications ² Successful passing of annual physical exam <i>3 years total, 2 years as a Firefighter II</i>

**TABLE 9 CONT.
MINIMUM TRAINING AND EXPERIENCE STANDARDS BY RANK**

<u>Minimum Training and Experience Standards for all Career and Volunteer Personnel</u>	<u>Additional Standards for Career Personnel</u>
Master Firefighter³ All previous requirements plus:	
Pump Operators Aerial Operations <i>3 years total, 2 years as a Firefighter II</i>	Fire Officer I Instructor I Course All re-certifications ² Successful passing of annual physical exam Successful completion of promotional exam <i>4 years total, 1 year as a Firefighter III</i>
Lieutenant³ All previous requirements plus:	
Fire Officer I Instructor I <i>4 years total, 1 year as a Firefighter III or Master Firefighter</i>	<i>15 hours of college in a degree program</i> Human Relations: Managing Diversity, Managing Equal Employment Opportunity/Affirmative Action and the law All re-certifications ² Successful passing of annual physical exam Successful completion of promotional exam, and assessment center ⁴ <i>6 years total, 3 years as a Firefighter III or 2 years as a Master Firefighter or a combination of the two to equal 3 years</i>
Captain³ All previous requirements plus:	
Fire Officer II <i>6 years total, 2 years as a Lieutenant</i>	<i>30 hours of college in a degree program</i> All re-certifications ² Successful passing of annual physical exam Successful completion of assessment center ⁴ <i>8 years total, 2 years as a Lieutenant</i>

**TABLE 9 CONT.
MINIMUM TRAINING AND EXPERIENCE STANDARDS BY RANK**

<u>Minimum Training and Experience Standards</u> for all Career and Volunteer Personnel	<u>Additional Standards for Career Personnel</u>
Battalion Chief³ All previous requirements plus:	
Fire Officer III Comply with COPDI req. (12 hours/year) <i>8 years total, 2 years as a Captain</i>	<i>Associates Degree or 60 hours of college in a degree program</i> Managing Supervisory Performance Course Strategic Planning Course All re-certifications ² Successful passing of annual physical exam Successful completion of assessment center ⁴ <i>10 years total, 2 years as a Captain</i>
Assistant Chief³ All previous requirements plus:	
Comply with COPDI requirements (12 hours/year) <i>10 years total, 2 years as a Battalion Chief</i>	<i>90 hours of college in a degree program</i> All re-certifications ² Successful passing of annual physical exam Successful completion of assessment center ⁴ <i>12 years total, 2 years as a Battalion Chief</i>
Deputy Chief³ All previous requirements plus:	
Comply with COPDI requirements (12 hours/year) <i>Note: There is not a requirement to be an Assistant Chief before being a Deputy Chief in the volunteer ranks.</i> <i>10 years total, 2 years as a Battalion Chief</i>	<i>Bachelor's Degree or 120 hours of college in a degree program</i> All re-certifications ² Successful passing of annual physical exam Successful completion of assessment center ⁴ <i>14 years total, 2 years as an Assistant Chief</i>

TABLE 9 CONT.
MINIMUM TRAINING AND EXPERIENCE STANDARDS BY RANK

<u>Minimum Training and Experience Standards for all Career and Volunteer Personnel</u>	<u>Additional Standards for Career Personnel</u>
Fire Chief	
All previous requirements plus:	
Comply with COPDI req. (12 hours/year) <i>1 year as an Assistant Chief or Deputy Chief</i>	All re-certifications ² Successful passing of annual physical exam <i>Appointed by the County Executive and confirmed by the County Council</i>

¹ Emergency Medical Technician (EMT)-B is required by all DFRS personnel and all volunteer personnel who have had the certification since 1990. EMT-B re-certification is required every 3 years for both volunteer and career personnel.

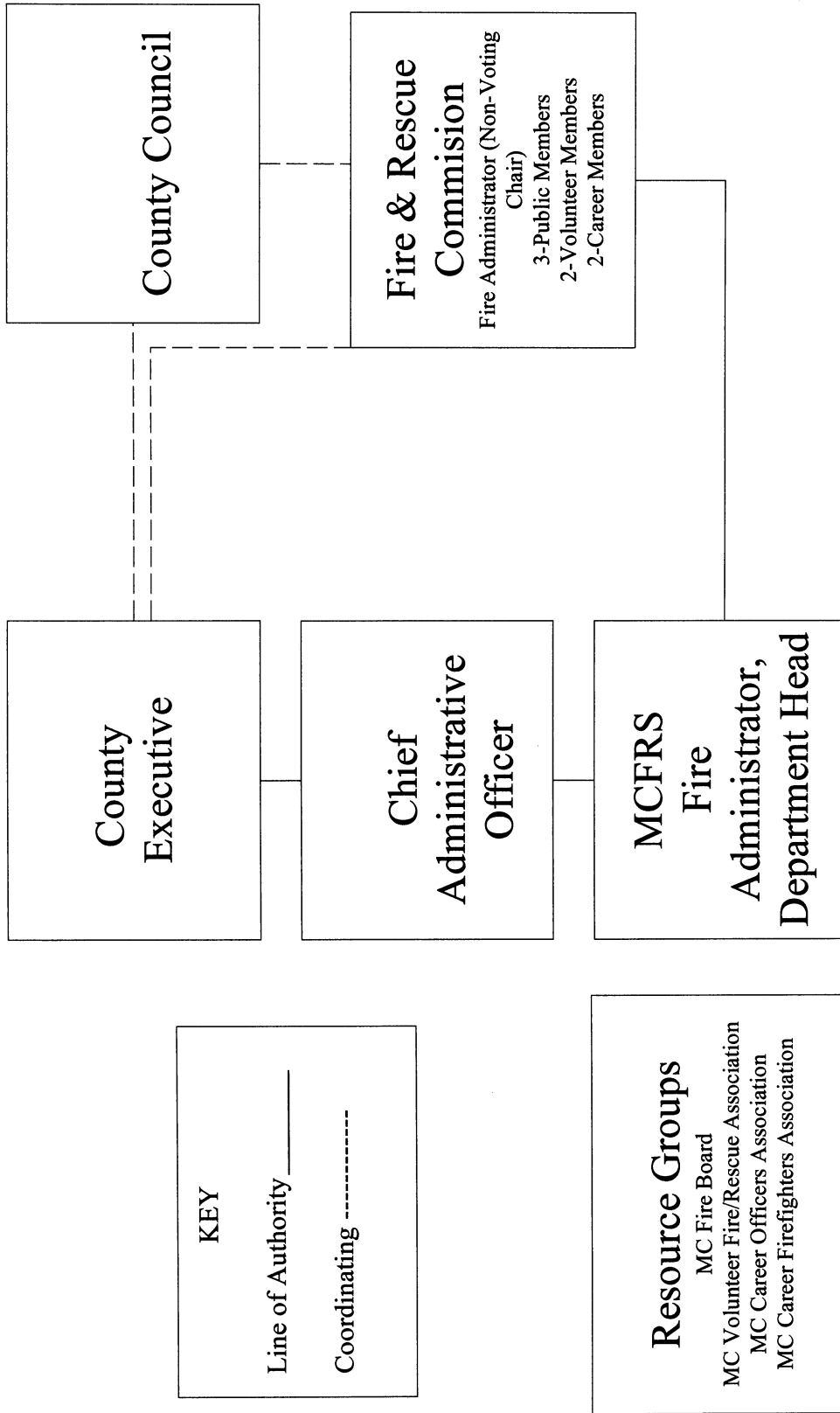
² Annual re-certifications of the following are required for all career personnel: Air/blood borne pathogens; Automatic External Defibrillators; CPR; Confined Space; Hazardous Materials; and SCBA.

³ For career personnel, all promotions at the rank of Master Firefighter and above are made on the basis of competitive selection.

⁴ An assessment center is a style of testing that consists of different assessment techniques, such as role play exercise, structured interviews, and presentations. Multiple trained observers (assessors) make judgments about each candidate's behavior in a series of standardized exercises that relate to specific job-related competencies, e.g., problem analysis, decision-making, planning and organization, leadership/supervision, oral and written communications. The assessors use a systematic procedure to record their observations and then pool information to arrive at an overall candidate score.

Source: Office of Legislative Oversight, in consultation with DFRS, March 2004

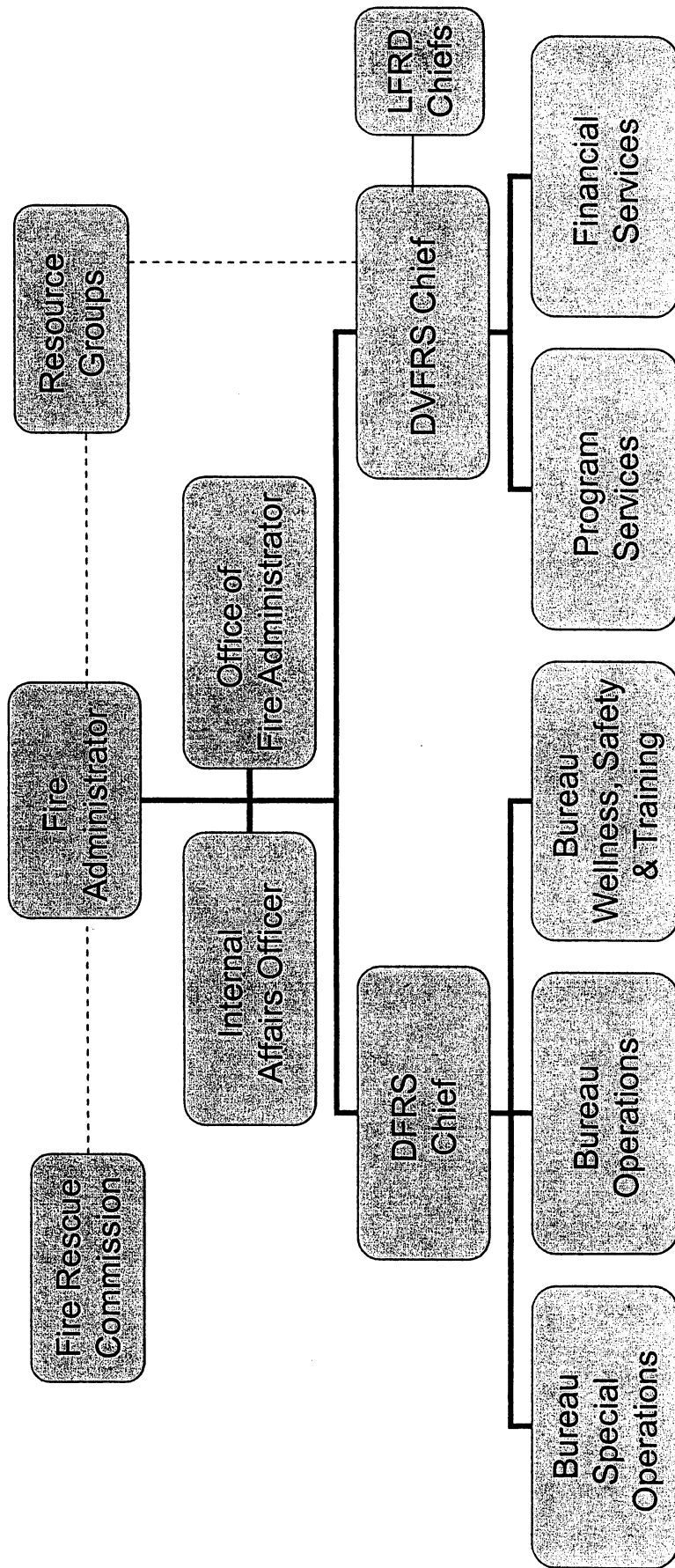
Organization of Montgomery County Fire and Rescue Service (MCFRS) within County Government



Source: OLO in consultation with MCFRS staff.

MCFRS RESTRICTURE and REALLOCATION

MCFRS ORGANIZATION



Source: Division of Fire and Rescue Service

ANNE ARUNDEL COUNTY FIRE DEPARTMENT

COUNTY POPULATION AND LAND AREA¹	
Total population	503,388
Land area	416 square miles
SERVICE CHARACTERISTICS: PERSONNEL, STATIONS, VEHICLES, AND FY 04 BUDGET	
<i>Number and ownership of stations</i>	
County-owned	18 stations
Volunteer fire company-owned	12 stations
<i>Total</i>	30 stations
<i>FY 04 County personnel</i>	
Uniform (operationally certified)	632 positions
Non-uniform	22 positions
<i>Total</i>	654 positions
<i>Volunteer personnel²</i>	
Total number of volunteer members	1,625 volunteers
Number of "active" members	600 volunteers
Number operationally certified members	250 volunteers
<i>Frontline vehicles³</i>	
County-owned	74 vehicles (63%)
Volunteer fire company-owned	43 vehicles (37%)
<i>Total</i>	117 vehicles (100%)
<i>FY 04 approved Fire Department budget⁴</i>	
	\$66 million
FIRE, RESCUE, AND EMS WORKLOAD MEASURES	
<i>FY 03 fire, rescue, and EMS incidents:</i>	
• Fire suppression	48,555
• Emergency medical services	11,516
• Rescue	462
• Other ⁵	5,469
<i>Total</i>	66,002
<i>Total FY 03 unit responses</i>	
	160,160

1. Source: Census Bureau data, July 2002.

2. See page 45 for explanation of how volunteer participation is reported.

3. Frontline apparatus includes aerial ladder trucks, ambulances, engines, and heavy rescue squads.

4. The budget includes funds for the 9-1-1 call center, employee benefits, and apparatus.

5. "Other" incidents include service calls to lockouts, flooded conditions, and hazardous conditions.

Source: OLO in consultation with Anne Arundel County Fire Department staff.

A. Organization Charts

The chart on page 51a shows the organizational location of the Anne Arundel County's Fire Department within Anne Arundel County Government. The chart on page 51b depicts the structure of the Department that reports to the Fire Chief.

B. Description of the Department Head's Authority and Responsibilities

The Charter. The Anne Arundel County Charter establishes that the head of the Fire Department is the Fire Chief. As amended in 2002, the Charter requires that the Fire Chief be appointed by and report directly to the County Executive. Before 2002, the Fire Chief had reported directly to the Chief Administrative Officer. Charter Section 545 reads as follows:

Fire Chief. The Fire Department shall be administered by a Fire Chief, who shall be appointed by the County Executive. The appointment shall be made solely on the basis of the individual's qualifications for the duties of the office. In making this appointment, the County Executive may consider, but shall not be restricted to persons who are recommended by the Fire Advisory Board. The Fire Chief shall be responsible directly to the County Executive. (Anne Arundel County Charter, Section 545)

The attorney's and reporter's notes to Charter Section 545 provide some history to the delivery of fire suppression in Anne Arundel County, including the decision in 1982 to establish fire suppression as a governmental function. Before that time, fire suppression in Anne Arundel County was entirely supplied by 23 volunteer fire companies. It also explains that before 2002, the head of the Fire Department had been titled the Fire Administrator. (Appendix B1 at ©85 contains a copy of Charter Section 545 and its attached notes.)

The Anne Arundel County Charter also establishes the functions and duties of the Fire Department, and specifies that the Fire Administrator (i.e., the Fire Chief) is not permitted "to participate in the corporate affairs of any volunteer fire company." Charter Section 547 reads as follows:

The Fire Department shall be responsible for the administration of the affairs of the County in fire suppression, fire prevention, fire training, fire communications, emergency medical services, and any other duty as may be assigned by the County Executive or by law from time to time. Nothing herein shall permit the Fire Administrator to participate in the corporate affairs of any volunteer fire company. (Anne Arundel County Charter, Section 547)

The Law. The Anne Arundel County Code (Sections 12-101 & 12-102) contains statutory language that parallels the Charter provisions that establish the Fire Department and the Fire Chief as the head of the Fire Department. Appendix B3 at ©88 contains copies of the relevant sections from the Anne Arundel County Code.

The Fire Department's Rules and Regulations. The Anne Arundel County Fire Department's Rules and Regulations for Volunteer Support, issued by the Fire Chief, specify that all volunteer companies are "under the control of the Fire Chief" relevant to operational matters. Operational matters are defined to include:

- Fire suppression;
- Rescue and emergency medical services activities;
- Use and maintenance of apparatus;
- Operational assignment of career personnel; and
- Health and safety issues.

The Rules and Regulations state that the Fire Chief appoints all volunteer command officers: Lieutenants, Captains, Assistant Chiefs, and Volunteer Chiefs.

The Rules and Regulations further state that all volunteer fire companies have a legal obligation to follow all reasonable rules, regulations, orders, and administrative procedures, deemed necessary or advisable by the County Fire Chief to fulfill his/her Charter responsibilities. The Rules and Regulations repeat the Charter provision that the Fire Chief shall not participate in the corporate affairs of the volunteer fire companies.

The provisions in the County's Rules and Regulations are repeated in the individual Reciprocity Agreements that are signed between Anne Arundel County and each volunteer fire company. Appendix B5 at ©95 contains a copy of the law that requires the Reciprocity Agreements and a sample Agreement.

C. The Organization of Volunteers and Measures of Volunteer Participation

Organization of Volunteers

There are 24 independent volunteer fire companies in Anne Arundel County.¹ The volunteer fire companies own 12 of the 30 fire/rescue stations in the County. There are nine stations fully staffed by career personnel. The other 21 stations are staffed with a combination of volunteer and career personnel.

The Anne Arundel County Volunteer Firefighters Association is an organization that represents the non-profit volunteer fire companies. By law, the Association appoints three of the nine members of the Fire Advisory Board.

Anne Arundel County Volunteer Firefighters Association. The Anne Arundel County Volunteer Firefighters Association (AACVFA) is a non-profit organization with member representatives from the 24 volunteer fire companies in Anne Arundel County. Each year, the member companies elect a president and 13 officers that make up the Association.

¹ By local law (Anne Arundel County Code Section 1-201), a volunteer fire company or volunteer ambulance and rescue squad may not be organized without first, the approval of the Fire Chief, and then the approval of the County Council.

The AACVFA meets monthly to discuss both administrative and operational issues. Two Association subgroups, the Chiefs' Committee and the Chiefs' Council, take the lead on operational issues concerning volunteers e.g., training, certification, and apparatus.

By local law (Section 1-202), the Board of Trustees of the AACVFA must conduct an annual review of the lists of volunteer members from member companies who have qualified for LOSAP credit for the previous year.

Fire Advisory Board. The Anne Arundel County Code (Sections 1-301 through 1-303) establishes and prescribes the duties of the Fire Advisory Board.² By law, the Fire Advisory Board (the Board) is a "unit of the executive branch of government." The Board consists of nine members:

- Three members are volunteer firefighters appointed by the Anne Arundel County Volunteer Firefighters Association;
- Two members are career firefighters appointed by the local organization of the International Association of Firefighters;
- One member is a career firefighter at the rank of Battalion Chief or Deputy Fire Chief appointed by firefighters holding those ranks;
- Three members are citizens from different geographical areas within the County (representing three of the four battalion areas at any one time on a rotating basis) appointed by the County Executive.

The County Executive appoints one of the citizen members to serve as the Chair of the Board. Local law prescribes the duties of the Fire Advisory Board as follows:

The Fire Advisory Board shall have the power and duty to advise and consult with the County Executive, the Fire Chief, and other County officials on matters concerning the administration of fire suppression, fire prevention, fire training, emergency medical services functions, and fire communication activities. (Anne Arundel County Code Section 1-303, Duties)

In addition, the Fire Advisory Board makes recommendations to the Fire Chief on the distribution of Anne Arundel County's Senator Amoss Funds.

The Fire Department employs a part-time Volunteer Coordinator, who staffs the Fire Advisory Board and serves as the Department's liaison with the volunteer fire companies. The Volunteer Coordinator reports directly to the Fire Chief.

² Before 1995, the composition and duties of the Fire Advisory Board were outlined in Anne Arundel County's Charter. In 1995, a Charter amendment abolished the Fire Advisory Board that had been established by Charter.

Measures of Volunteer Participation

The Fire Department reports there are 1,625 members of the volunteer fire companies in Anne Arundel County. In FY 03, there were 250 volunteer members who were operationally certified to respond to incidents.

Anne Arundel County law (Section 1-206) defines “active volunteer member” as an individual who has accumulated at least 50 Length of Service Award Program (LOSAP) points each year. The law specifies the number of points awarded for different activities e.g., attending training courses, each night of sleep-in duty, responding to calls. (See Appendix B4 at ©90 for the explanation of the Anne Arundel County LOSAP point system.)

The Department reports that, in FY 03, 600 volunteers met the legal definition of “active” volunteer. This represented an increase from the 567 “active” volunteers in FY 02.

D. Authority Relationship between Career and Volunteer Components

This section summarizes the documents and practices that describe the authority relationship between the career and volunteer components of the Anne Arundel County Fire Department in the following areas:

Section 1, Chain of Command, reviews the emergency and non-emergency chain of command in Anne Arundel County;

Section 2, Apparatus Acquisition and Transfer, describes the Fire Department’s policies governing the acquisition and transfer of apparatus; and

Section 3, Training, Experience, and Promotion, summarizes who establishes minimum training standards for career and volunteer personnel, and describes the promotion process.

Section 1: Chain of Command

a. Emergency Incident Chain of Command

In Anne Arundel County, the Fire Chief establishes the emergency chain of command for the Fire Department. The chain of command applies to both career and volunteer personnel.

Table 10 (page 48) shows the chain of command for emergency operations in Anne Arundel County. Table 11 (page 49) lists the current number of certified career and volunteer personnel at each rank. The Fire Chief is the highest ranked officer. Directly below the Fire Chief are the Deputy Chiefs, followed by the Division Chiefs, and Battalion Chiefs. In Anne Arundel County, all of the officers at the rank of Battalion Chief and above are career personnel.

The Volunteer Company Chiefs (directly below the Career Battalion Chiefs) are the highest ranked volunteers in the chain of command. Directly below the Volunteer Company Chiefs are the Volunteer and Career Captains, who are of equal rank. Directly below the Captains are the Volunteer and Career Lieutenants, also of equal rank.

In Anne Arundel County, the Fire Chief appoints all of the volunteer officers that are operationally certified to respond to incidents: Volunteer Company Chiefs, Volunteer Assistant Company Chiefs, Volunteer Captains, and Volunteer Lieutenants. The Fire Department's Rules and Regulations for Volunteer Support explicitly state that the volunteer officers are "under the control of the Anne Arundel County Fire Department in matters relating to operations both emergency and non-emergency."³

The Department's Policy and Procedure, Incident Scene Management, issued by the Fire Chief, outlines the chain of command to be followed at the scene of an incident. The policy applies to volunteer and career personnel and is "designed to control personnel, facilities, equipment, and communications throughout an emergency operation." The Policy and Procedure establishes the following rules for assuming command at an emergency incident:

- The first arriving company officer, acting officer, or individual occupying that seat, shall be responsible for and have the authority to, exercise all command functions deemed reasonable and prudent until such time as he/she is relieved by senior authority.
- If the initial incident commander is not an officer, then the first arriving officer should assume command as soon as practical.
- The first officer to assume command shall retain command until formally relieved by a ranking officer. Ranking officers shall have the discretionary authority to relieve a subordinate officer of command. However, the senior officer present assumes accountability regardless of whether he/she takes command or not. The exception is officers dispatched to perform a specific function, e.g., Safety Officer, EMS Duty Officer, etc.

³ The Fire Department's Rules and Regulations for Volunteer Support require that all volunteer officers at the rank of Volunteer Lieutenant or above must meet the criteria established for an "active responder." To be an "active responder" a volunteer must respond each year to 100 emergency responses or five percent of their company's total emergency responses, whichever is less. Of the required emergency responses, at least 80% must be actual responses while 20% may be stand-bys.


b. Non-Emergency Chain of Command

The Fire Department's Rules and Regulations for Volunteer Support, issued by the Fire Chief, indicate that in volunteer-owned stations, the Volunteer Company Chief is the commanding officer of the station. Examples of non-emergency work listed for the Volunteer Company Chief position include:

- Responsible for station training and drilling programs;
- Calls for drills in the use of apparatus and equipment, fire rescue and first aid;
- Maintains and directs the daily work routine, inspecting quarters and apparatus, instructs member in rules, regulations and procedures;
- Supervises inspection programs;
- Makes recommendations on personnel matters;
- Supervises the keeping of records;
- Prepares reports; and
- Establishes and maintains effective working relationships with superiors, subordinates, and the public.

Department staff report that in stations fully staffed by career personnel, decisions about assignments and activities in the fire house are made by the highest ranking officer in the station. In stations that are staffed with volunteer and career personnel, Department staff report that the general practice is for the most senior career and volunteer officers on duty to jointly make decisions about assignment and activities in the fire house.

TABLE 10
ANNE ARUNDEL COUNTY
EMERGENCY INCIDENT CHAIN OF COMMAND

<p>Highest</p>  <p>Lowest</p>	Fire Chief
	Deputy Chief
	Division Chief
	Battalion Chief
	Volunteer Chief
	Volunteer and Career Captains (equal)
	Volunteer and Career Lieutenants (equal)
	Volunteer and Career Fire Fighter Grade Personnel

Source: Anne Arundel County Fire Department, March 2004

TABLE 11
ANNE ARUNDEL COUNTY
NUMBER OF OPERATIONALLY CERTIFIED CAREER AND VOLUNTEER PERSONNEL

Rank	Number of Certified Personnel		
	Career	Volunteer	Total
Fire Chief	1		1
Deputy Chief	3		3
Division Chief	10		10
Battalion Chief	17		17
Volunteer Company Chief		9	9
Volunteer Company Assist. Chiefs		4	4
Captain	23	20	43
Lieutenant	78	28	106
Firefighter/EMT-P	119		119
Firefighter/CRT	7		7
Firefighter III	209	31	240
Firefighter II	162	158	320
Total	629	250	879

Source: Anne Arundel County Fire Department, March 2004

Section 2: Apparatus Acquisition and Transfer

a. Apparatus Acquisition

The Fire Department's Rules and Regulations, Vehicle Replacement Policy, issued by the Fire Chief, require that all replacement or additional vehicles be approved by the Fire Chief prior to purchase. This requirement applies to vehicles purchased either by Anne Arundel County or a volunteer fire company.

The Rules and Regulations include written specification requirements for all vehicles purchased by volunteer fire companies for operational use.⁴ The Rules outline the following process that volunteer fire companies must follow in order to obtain prior written approval:

- Volunteer companies purchasing replacement or additional vehicles must submit a written request to the Fire Chief, and receive approval prior to purchasing any vehicle. The request shall be submitted on a Special Report via the chain of command.
- Specifications for all vehicles must be submitted to the Deputy Chief of Fire and Services for review and approval prior to the purchase of any vehicle. The specifications must comply with the minimum requirements established in the Volunteer Apparatus Specifications Requirements Section of the Regulation.

Appendix B7 at ©116 contains the excerpt from the Rules and Regulations that includes the apparatus specifications requirements for apparatus purchased by volunteer fire companies.

b. Apparatus Transfer

As part of his authority over all fire and rescue operations, the Fire Chief can transfer all apparatus in the Anne Arundel County Fire Department's vehicle fleet. This applies to both emergency and non-emergency situations.

Section 3: Training, Experience, and Promotion

In Anne Arundel County, a combination of law and Fire Department Rules and Regulations establish training and experience requirements for career and volunteer personnel. According to Department staff, minimum certification standards at each rank are basically the same for career and volunteer personnel.

⁴ Volunteer fire companies may purchase different vehicles, but the County only maintains vehicles that meet the Department's specifications.

Career Personnel. Anne Arundel County's Code (Article 8, Personnel) establishes minimum training and experience requirements for County employees, including career personnel in the Fire Department up through the rank of Battalion Chief. Appendix B9 at ©132 contains the excerpt from the County Code that sets forth these requirements.

The Fire Department's Rules and Regulations expand upon the training and educational requirements for career personnel. For each rank up through the rank of Deputy Chief, the Rules and Regulations list: examples of work to be performed; required knowledge, abilities, and skills; and minimum education, training, and experience requirements. Appendix B8 at ©117 contains an excerpt from the Department's Rules and Regulations that outlines training requirements.

Volunteer Personnel. The Anne Arundel County Fire Department's Rules and Regulations on Volunteer Support establish position specifications for volunteer fire company members. The position specifications include minimum education and experience requirements for all volunteer member ranks from Volunteer Probationary Fire Fighter to Volunteer Company Chief.

Upon completion of this training, a volunteer's name is listed on the Department's Certified Volunteer Qualification database as eligible to participate in fire suppression and emergency medical services activities.

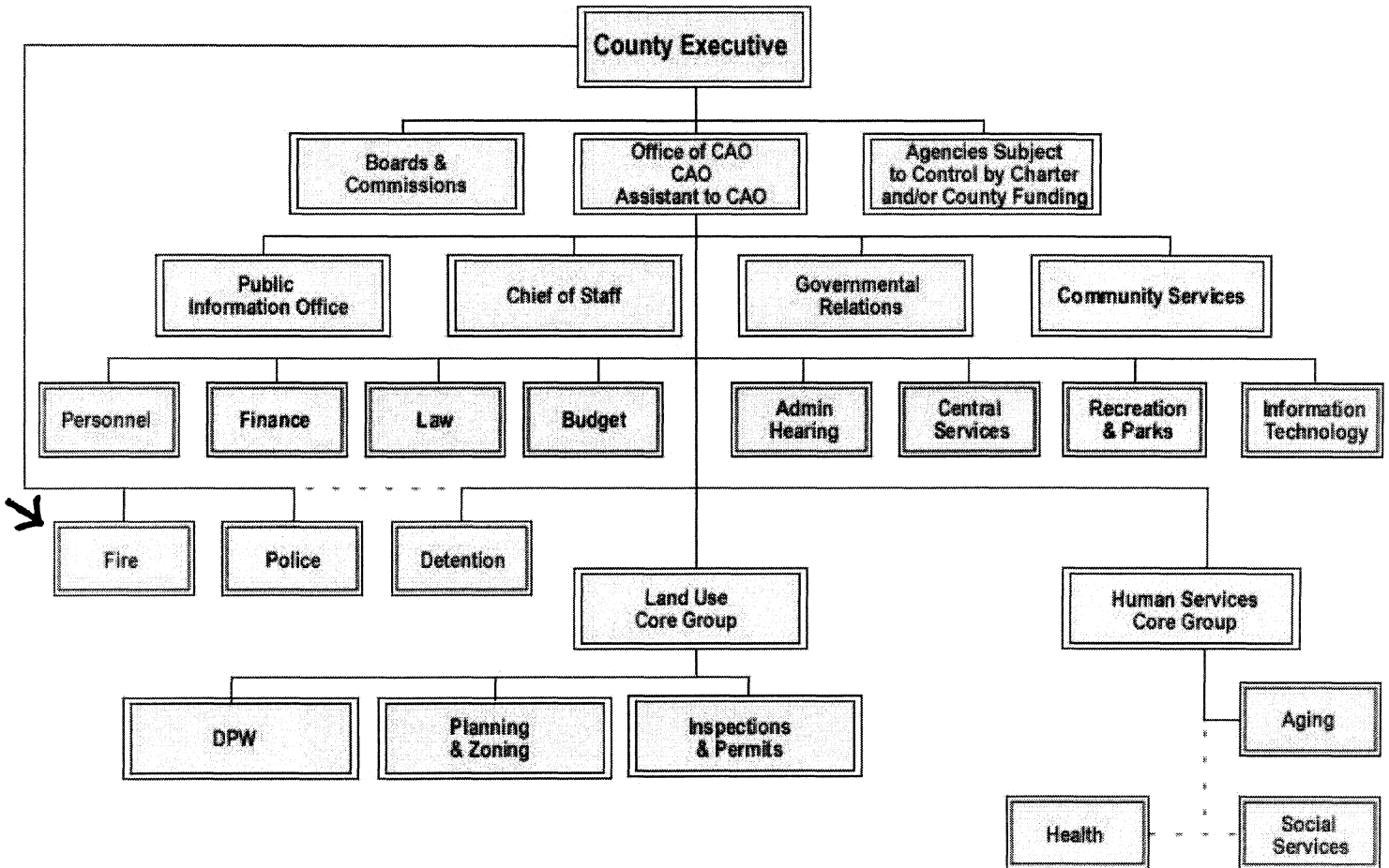
Promotional Requirements. Department staff report that the promotional process for career and volunteer personnel is not identical.

For career employees, personnel must prove that they have successfully completed all prerequisite certification requirements at the time of application for promotion. Promotions at the rank of Lieutenant and above are made on the basis of competitive selection. Only career personnel are eligible for promotion to Battalion Chief and above; these senior career ranks require a minimum two-year college degree.

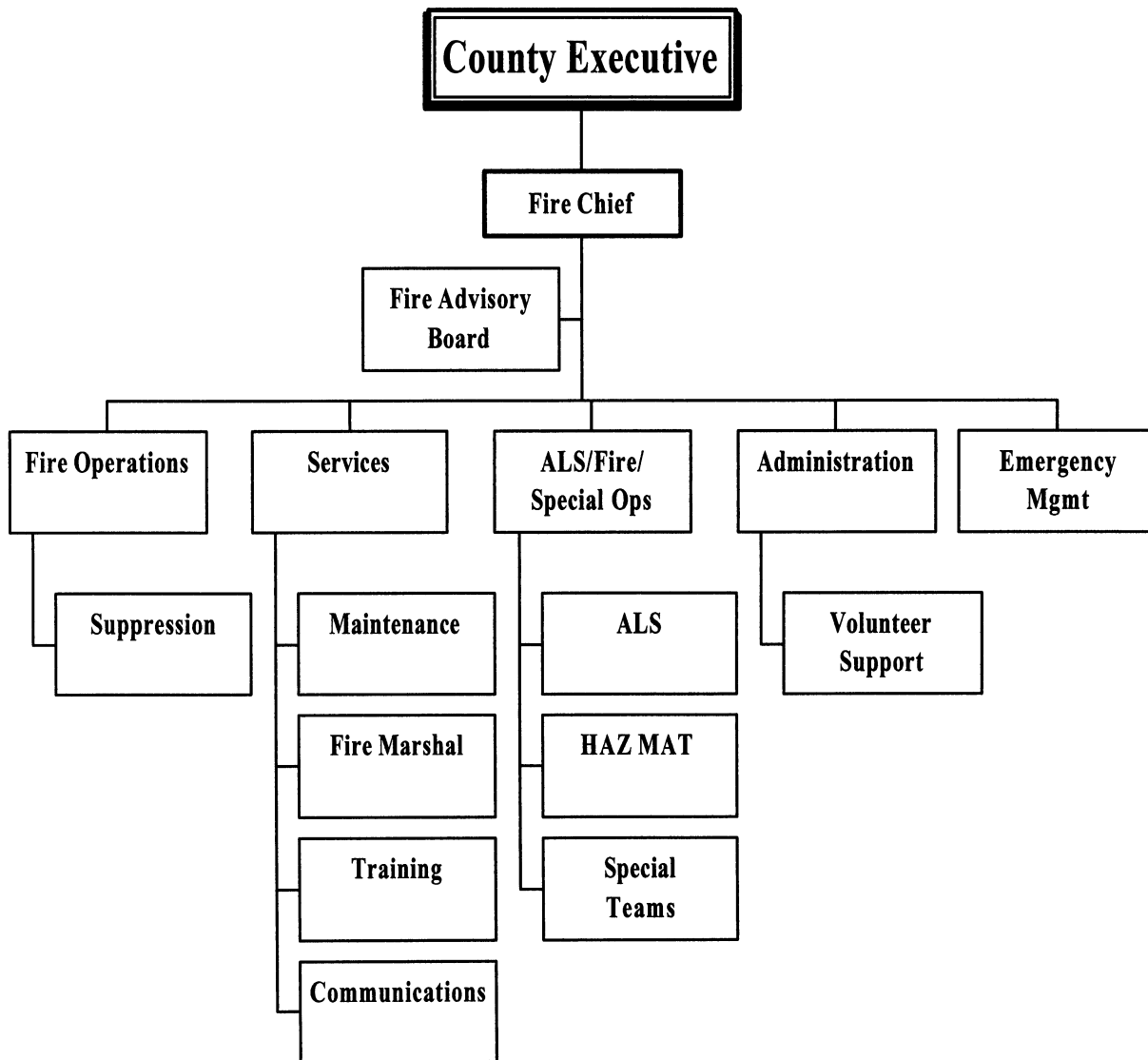
For volunteer personnel, individual companies may appoint or elect volunteer officers. However, to be recognized as a "County approved" officer, the person must receive approval from the Fire Chief. To be approved, volunteers must fill-in a "Qualification Worksheet" and demonstrate successful completion of all necessary training and experience requirements.

As indicated earlier, the Fire Chief appoints all volunteer officers that are operationally certified to respond to incidents at the rank of Lieutenant and above.

Anne Arundel County Organization Chart



Fire Department



BALTIMORE COUNTY FIRE DEPARTMENT

COUNTY POPULATION AND LAND AREA¹	
Total population	770,298
Land area	599 square miles
SERVICE CHARACTERISTICS: PERSONNEL, STATIONS, VEHICLES, AND FY 04 BUDGET	
<i>Number and ownership of stations</i>	
County-owned	25 stations
Volunteer fire company-owned	33 stations
<i>Total</i>	58 stations
<i>FY 04 County personnel</i>	
Uniform (operationally certified)	1,033 positions
Non-uniform	48 positions
<i>Total</i>	1,081 positions
<i>Volunteer personnel²</i>	
Total number of volunteer members	3,091 volunteers
Number of "active" members	1,204 volunteers
<i>Fire and rescue vehicles</i>	
County-owned	252 vehicles (57%)
Volunteer fire company-owned	192 vehicles (43%)
<i>Total</i>	444 vehicles (100%)
<i>Frontline vehicles³</i>	
County-owned	65 vehicles (42%)
Volunteer fire company-owned	91 vehicles (58%)
<i>Total</i>	156 vehicles (100%)
<i>FY 04 approved Fire Department budget⁴</i>	
	\$66 million
FIRE, RESCUE, AND EMS WORKLOAD MEASURES	
<i>FY 03 fire, rescue, and EMS incidents:</i>	
• Fires suppression	24,550
• Emergency medical services	82,803
<i>Total</i>	107,353
<i>Total FY03 unit responses</i>	
	176,837
FY 03 RESPONSE TIME PERFORMANCE	
Average Countywide response time to emergency medical services incidents	5.61 minutes
Average Countywide response time to suppression incidents	5.91 minutes

1. Source: Census Bureau data, July 2002.

2. See page 54 for explanation of how volunteer participation is reported.

3. Frontline apparatus includes aerial ladder trucks, ambulances, engines, and heavy rescue squads.

4. The budget does not include funds for the 9-1-1 call center, employee benefits, or apparatus.

Source: OLO in consultation with Baltimore County Fire Department staff.

A. Organization Charts

The chart on page 57a shows the organizational location of the Baltimore County Fire Department within Baltimore County Government. The chart on page 57b depicts the structure of the Department that reports to the Fire Chief.

B. Description of the Department Head's Authority and Responsibilities

The Baltimore County Charter establishes that the Fire Department will be administered by the Fire Chief of Baltimore County. Specifically, Charter Section 542, Fire Chief, sets forth the Chief's duties and terms as follows:

- (a) Duties. The fire department shall be administered by the fire chief of Baltimore County, who shall be responsible for the administration of the fire department and shall have and perform such other duties and functions as may, from time to time, be assigned thereto by directive of the county administrative officer or by legislative act of the county council.
- (b) Term. The fire chief shall continue to hold office until such time as he may resign or be removed pursuant to the provisions of this Charter.

The Baltimore County Code authorizes and requires the County "to provide, equip, and maintain a fire department for the protection of property against fire in such parts of the county as they, in the exercise of their judgment and discretion, may deem necessary." (County Code Section 16-1). The law sets forth the power and authority of the fire chief as follows:

The chief of the fire department shall have the power and authority to supervise all officers and all employees necessary, in his judgment, to serve and use such fire apparatus for its intended purposes and, further, to ordain all needful rules and regulations for the proper conduct of such officers and employees as necessary to effectuate the purposes of this title and penalties for the infraction thereof.
(Baltimore County Code, Title 16)

The Fire Chief is appointed by the County Executive and confirmed by the County Council.

C. The Organization of Volunteers and Measures of Volunteer Participation

There are 35 independent, non-profit volunteer fire companies in Baltimore County. The volunteer fire companies own and staff 33 stations and two rehabilitation units. There are an additional 25 fire and rescue stations owned by Baltimore County and staffed entirely by career personnel.

The Baltimore County Volunteer Firemen's Association. The Baltimore County Volunteer Firemen's Association (the Association) is a non-profit corporation that consists of representatives from each of the "volunteer fire, rescue, emergency medical service, or related service companies" located in Baltimore County. To belong to the Association, a company must have at least 25 members and meet the requirements of the Association's constitution.

The Association's constitution establishes the organization's governance structure, including the selection of Association officers and a list of standing committees. The constitution requires the Association to establish standards for apparatus, equipment, staffing, and training for the member companies of the Association.¹

Interviews with the Baltimore County Fire Chief and President of the Baltimore County Volunteer Firemen's Association indicate that, in practice, the Association serves as the primary point of contact between the Chief and the volunteers. This relationship has evolved over time and is not formalized in law or regulation. The Fire Chief attends the Association's monthly meetings and reports that the long-standing practice in Baltimore County is to consult with the leadership of the Association on all volunteer-related issues.

Measures of Volunteer Participation

The Baltimore County Fire Department reports there are approximately 3,100 members of the volunteer fire companies in Baltimore County. Volunteer personnel who ride apparatus ten or more times a year are considered "active." In 2003, the Baltimore County Fire Department reports 1,204 "active" volunteers.

D. Authority Relationship between Career and Volunteer Components

This section summarizes the documents and practices that describe the authority relationship between the career and volunteer components of the Baltimore County Fire Department in the following areas:

Section 1, Chain of Command, reviews the standard operating procedure and associated practices governing the emergency and non-emergency chain of command;

Section 2, Apparatus Acquisition and Transfer, describes the practices governing the acquisition and transfer of apparatus; and

Section 3, Training, Experience, and Promotion, summarizes who establishes minimum training standards for career and volunteer personnel, and describes the promotion process.

¹ Appendix C3 at ©181 contains a copy of the Association's constitution.

Section 1: Chain of Command

a. Emergency Incident Chain of Command

Baltimore County's Fire Department's Standard Operating Procedure (SOP), Tactical Operations Manual #07, establishes the Incident Management System. The SOP, issued by the Fire Chief, applies to both career and volunteer personnel.

In sum, the SOP outlines the following rules for the chain of command at an incident:

- The first fire department member or unit to arrive at the scene shall assume command of the incident.
- The highest ranked person on the scene is the initial Incident Commander. At most incidents, the initial Incident Commander will be a Company Officer. If the initial Incident Commander is a non-officer, then command is transferred to the first arriving officer.
- The initial Incident Commander shall remain in command until he/she is formally relieved by a higher ranked officer.

At incidents where both career and volunteer personnel respond, the Baltimore County Fire Department's policy is that the highest ranked career officer on the scene is the official Incident Commander. However, interviews with the Chief and President of the Baltimore County Volunteer Firemen's Association confirm that, in practice, if a volunteer Company Officer is the initial Incident Commander, an arriving career officer will only insist that command be transferred if he/she is not satisfied with how the incident is being managed.

As the Fire Chief further explains, he instructs his senior career officers – when arriving at the scene of an incident – to conduct an assessment of the operations already underway. If operations are satisfactory, the career officer is encouraged to leave the initial Incident Commander (career or volunteer) in place. The Chief reports that he encourages his senior officers to take the attitude that they are there to support and lend assistance, and only to assume command if the situation warrants it.

b. Non-Emergency Chain of Command

As indicated above, Baltimore County's fire and rescue services are provided from stations that are either staffed by career personnel or staffed by volunteer personnel. In the all-career stations, decisions about assignments and activities in the fire house are made by the highest ranked officer (the captains on each shift). Similarly, the highest ranked volunteer officer directs activities at the all-volunteer stations.

Section 2: Apparatus Acquisition and Transfer

a. Apparatus Acquisition.

The Fire Department reports that the procurement of all apparatus purchased with County funds is a coordinated effort between the Fire Department and the Baltimore County Purchasing Bureau. Fire Department staff members work with Purchasing Bureau staff to develop apparatus specifications that meet the Department's performance and safety requirements. All apparatus that operates from County-owned stations is purchased with County funds.

The Baltimore County Volunteer Firemen's Association establishes minimum standards for apparatus purchased with member company funds. All apparatus purchased by individual companies must be approved by the Association before being placed in service. Except for some specialty apparatus and occasional loans (described below), all apparatus that operates from volunteer-owned stations is purchased with volunteer company funds.

b. Apparatus Transfer

The Department does not have a written policy on the transfer of apparatus. However, the Department's practices for transferring apparatus, known as "loaning" in Baltimore County, are as follows:

- A career station temporarily needing apparatus will identify where the nearest appropriate career reserve apparatus is located. The crew will go pick it up and notify Fire Dispatch of the change.
- Reserve career apparatus may be temporarily assigned to a volunteer company, with the approval of the Assistant Chief of the career department.
- If a volunteer company has, for example, more than one engine and one is out for repairs, no replacement engine will usually be loaned by the career department.
- Volunteer-owned apparatus is never re-assigned to a career station.

Section 3: Training, Experience, and Promotion

The Baltimore County Fire Department establishes minimum training standards for career personnel. The Baltimore County Volunteer Firemen's Association establishes minimum training standards for volunteer personnel.

Baltimore County Fire Department personnel report that the above practices have resulted basically in the same minimum training standards for career and volunteer personnel up to the officer level. Above that, the promotion process differs:

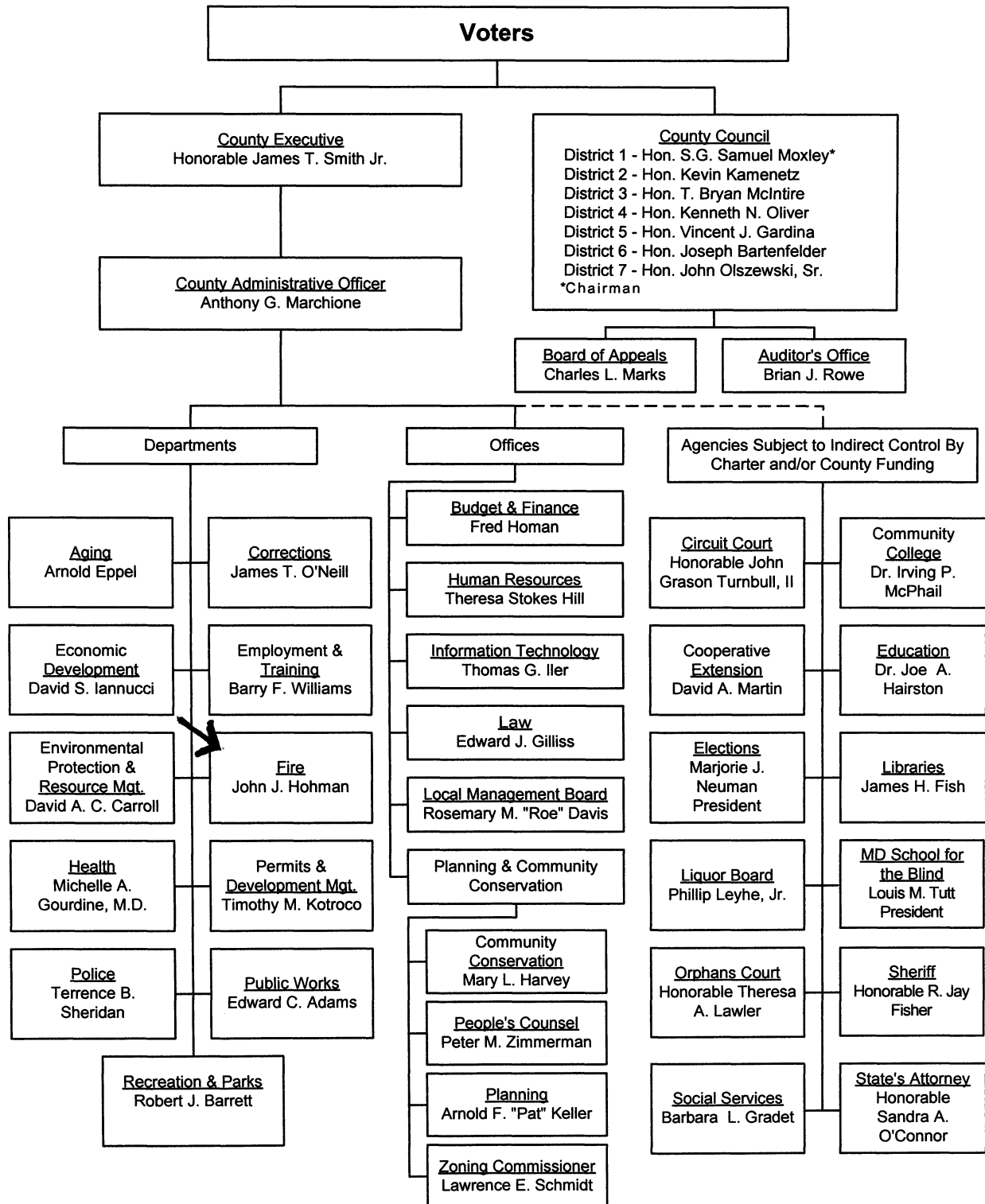
- Career personnel. In order to be promoted to Lieutenant, career employees must be a Fire Officer I. Before being promoted to Captain, career employees must be a Fire Officer II and hold the rank of Lieutenant. Candidates for promotion to Lieutenant, Captain, and Battalion Chief must pass a written test with a minimum score of 70%. Candidates for Captain and Battalion Chief also must successfully pass an oral examination.
- Volunteer personnel. Each independent volunteer fire company decides on the promotional requirements for volunteer personnel to serve as officers.

Other Information

The Baltimore County Volunteer Incentive Program for EMS. A recent collaboration between the Fire Chief and the Baltimore County Volunteer Firemen's Association resulted in the creation of the Volunteer Incentive for Attended Program (VIDAP).

In sum, the County agreed to provide a grant to the Association, which in turn distributes the funds among the volunteer companies on a monthly basis based upon the number of hours that they have medic units that are "attended." In Baltimore County, to be "attended" means that the medic unit is fully staffed and ready for dispatch. The grant is distributed to the individual companies and not to the individual volunteers. The Chief reports that the program appears to be working well and is accomplishing its goal of increasing the number of attended hours for the much-needed medic units.

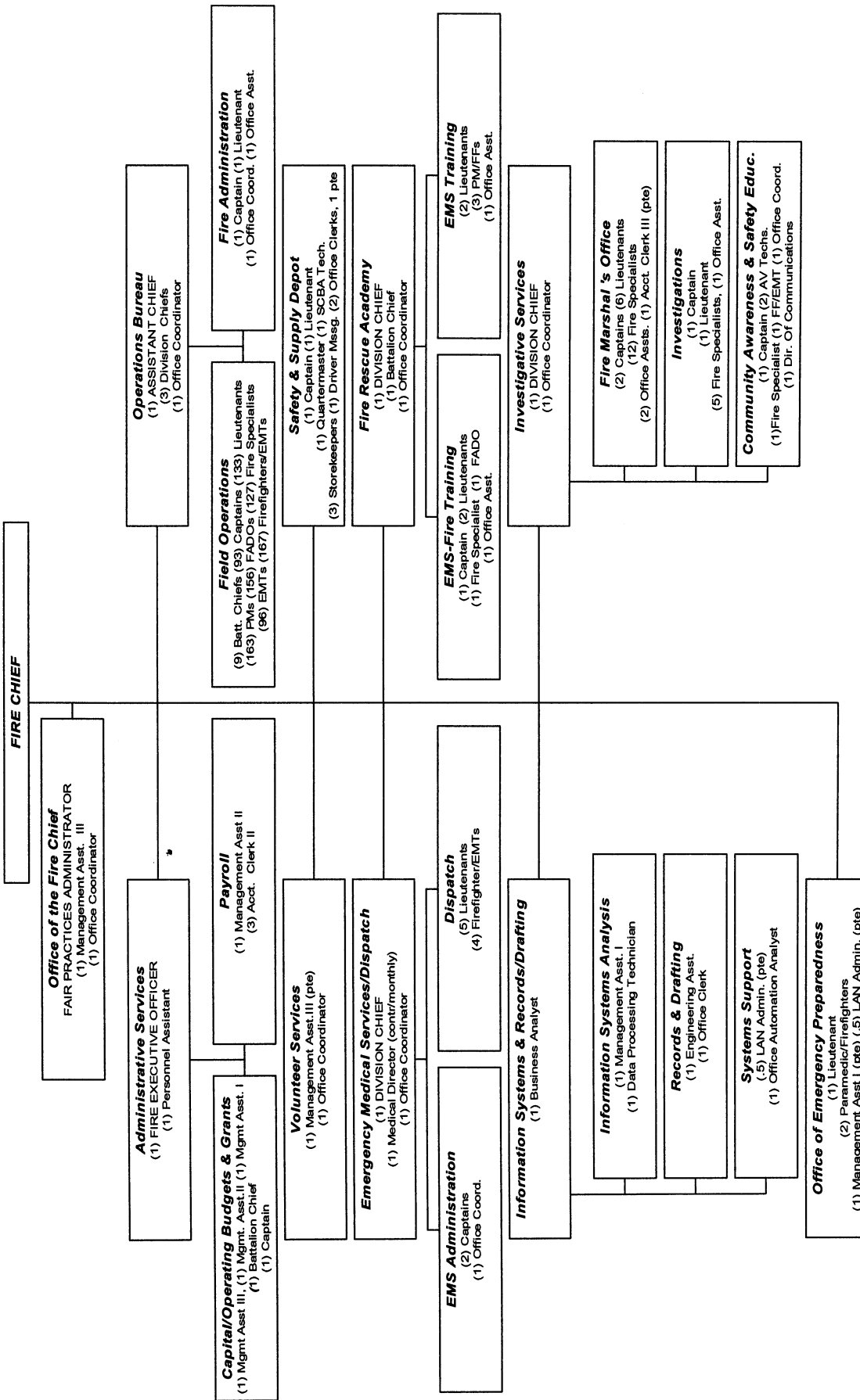
Baltimore County, Maryland County Government Organization Chart



Updated: 1/6/2004

Fire Department

January 2004



FAIRFAX COUNTY FIRE AND RESCUE DEPARTMENT

COUNTY POPULATION AND LAND AREA¹	
Total population	1,007,800
Land area	395 square miles
SERVICE CHARACTERISTICS: PERSONNEL, STATIONS, VEHICLES, AND FY 04 BUDGET	
<i>Number and ownership of stations</i>	
County-owned	24 stations
Volunteer fire department-owned	11 stations
<i>Total</i>	35 stations
<i>FY 04 County personnel</i>	
Uniform (operationally certified)	1,201 positions
Non-uniform	210 positions
<i>Total</i>	1,411 positions
<i>Volunteer personnel²</i>	
Total number of volunteer members	641 volunteers
Number operationally certified members	318 volunteers
<i>Fire and rescue vehicles</i>	
County-owned	322 vehicles (75%)
Volunteer fire department-owned	108 vehicles (25%)
<i>Total</i>	430 vehicles (100%)
<i>Frontline vehicles³</i>	
County-owned	100 vehicles (64%)
Volunteer fire department-owned	56 vehicles (36%)
<i>Total</i>	156 vehicles (100%)
<i>FY 04 approved Fire and Rescue Department budget⁴</i>	\$119 million
FIRE, RESCUE, AND EMS WORKLOAD MEASURES	
<i>FY 03 fire, rescue, and EMS incidents:</i>	
• Fire suppression	21,740
• Emergency medical services	60,306
• Public Service ⁵	5,575
<i>Total</i>	87,621
<i>Total FY 03 unit responses</i>	213,075
FY 03 RESPONSE TIME PERFORMANCE	
Percent of Advanced Life Support responses within 6 minutes	77%
Percent of suppression responses within 5 minutes	56%

1. Source: Census Bureau data, July 2002. Staff report the Department serves a land area of 407 square miles.

2. See page 61 for explanation of how volunteer participation is reported.

3. Frontline apparatus includes aerial ladder trucks, ambulances, engines, and heavy rescue squads.

4. The budget does not include funds for the 9-1-1 call center, employee benefits, or apparatus.

5. "Public Service" incidents include assisting patients into bed, attending to house water pipe breaks, and attending to lock outs.

Source: OLO in consultation with Fairfax County Fire & Rescue Department staff.

A. Organization Charts

The chart on page 67a shows the organizational location of the Fairfax County's Fire and Rescue Department within the Fairfax County Government. The chart on page 67b depicts the structure of the Department that reports to the Fire Chief.

B. Description of the Department Head's Authority and Responsibilities

In Virginia, State law permits the governing body of the any city, town, or county to establish a public safety department or fire department. State law stipulates that the head of such department will be known as the "Chief" (Code of Virginia, Title 27-6.1; Title 15.2-842). State law also provides that the position of Fire Chief be outside the merit system (Article 4, subsection 15.1-763).

In Fairfax County, the County Executive appoints the Fire Chief, subject to confirmation by the Board of Supervisors. The Fire Chief position, as defined in the Chief's formal class specification, is "to direct the activities of the Fire and Rescue Department and perform related work as required, under the general direction of the County Executive and subject to County policy." The Fire Chief's authority and responsibilities include:

- Direct the overall operation of the Fire and Rescue Department, including fire suppression, hazardous material abatement, emergency medical services, fire prevention, and administrative and support services;
- Formulate and enforce departmental regulations, standard operating procedures, and general orders;
- Provide adequate training for recruits, employees, and volunteers; and
- Coordinate the divisions of the Fire and Rescue Department and the volunteer corporations to achieve a concerted effort in fire prevention, suppression, and emergency medical service.¹

State law also designates the Fire Chief as the County's Fire Marshal, and authorizes the Fire Chief to perform duties such as control traffic, close buildings, and make arrests. The County's Code contains language that parallels the State law that designates the Fire Chief as the Fire Marshall. The County Code outlines the Fire Marshal's authority, roles, and responsibilities.

¹ Source: Class Specification for Chief, Fire and Rescue Department, Fairfax County.

C. The Organization of Volunteers and Measures of Volunteer Participation

There are 12 private non-profit fire companies (referenced as the volunteer fire departments) in Fairfax County. Each department meets the State law requirements for a volunteer firefighting organization and formally is recognized by the County.²

Each volunteer department has a Board of Directors and an elected company president. Volunteer departments own the land and buildings at 11 fire and rescue stations. At four additional stations built and maintained by Fairfax County, the volunteer fire departments provide apparatus and volunteer personnel.

The Volunteer Fire Commission. Established in 1983, the current Volunteer Fire Commission consists of seven volunteer representatives elected by the volunteer fire departments and appointed by the Board of Supervisors.³

The Commission serves as the volunteers' formal representative to the Fire Chief, and serves in an advisory capacity to the Board of Supervisors. For example, the Commission brings operational issues to the Chief for resolution. In consultation with the Fire Chief, the Commission also sets criteria for eligibility to attend EMT-1 training and approves volunteer training curriculum.

The Volunteer Fire Commission works closely with the Fairfax County Volunteer Chiefs' Association (a non-profit organization of volunteer chiefs) and Volunteer Fire and Rescue Association (a non-profit organization of volunteer departments).

The Fire and Rescue Department's Volunteer Liaison staffs the Commission and serves as the Department's liaison with the volunteer fire departments. The Volunteer Liaison reports directly to the Chief and is a member of the senior department staff.

The Role of Volunteers. All stations in Fairfax County are staffed 24/7 by career personnel. The 300 volunteers certified to respond to incidents primarily operate from one of 15 volunteer-affiliated stations. An additional 250 volunteers serve in administrative roles.

According to the Department's Volunteer Utilization Plan, volunteer corporations provide the County with the following fiscal and personnel resources:

- Buildings, grounds, and facilities;
- Apparatus and specialized vehicles, tools, and equipment;
- Trained/skilled personnel, educational, and support programs; and
- Canteen services and other associated operational support activities.

² Virginia State law (Section 27-8) permits the formation of a fire company in any town, city, or county. A fire company is defined as a volunteer firefighting organization with at least 20 members.

³ Although not formally established by law, the membership and role of the Volunteer Commission was approved by an action of the Fairfax County Board of Supervisors in February 1983.

According to the Department's General Order #99-025, issued by the Fire Chief, operational volunteers:

- Back fill for career units out-of-service during extended emergency incidents, scheduled training activities, or other assignments;
- Provide coverage for scheduled public events;
- Augment minimum career staffing on all front-line units;
- Serve as command assistants to Battalion Chiefs and EMS supervisors; and
- Must place in service one engine company and one EMS unit each weekend.

Operational volunteers in Fairfax County are described in two categories: those who are fully qualified as a firefighter/EMT and those who are EMT-only qualified. 160 of the 300 operational volunteers in Fairfax County are EMT-only qualified.

Measures of Volunteer Participation

The Department measures volunteers' contributions in a number of ways. The Department tracks the number of volunteer hours contributed as either operational, training, or administrative. Table 12 (below) shows the number of volunteer hours tracked in CY 03.

The Fire and Rescue Department reports there are currently 641 members of the volunteer fire companies in Fairfax County. 318 of these volunteers are operationally certified to ride apparatus.

The Department tracks when frontline units that are fully staffed by volunteers are used in operations. The Department's goal is to use volunteer frontline units 1,000 times a year. The Department reports achieving this goal in FY 03.

**TABLE 12
FAIRFAX COUNTY FIRE AND RESCUE DEPARTMENT
HOURS OF VOLUNTEER PARTICIPATION – CY 03**

Type of Volunteer Contribution	Number of Hours
Operational	78,000
Training	35,000
Administrative	60,000
Total	173,000 hours

Source: Fairfax County Fire and Rescue Department, March 2004

D. Authority Relationship between Career and Volunteer Components

This section summarizes the parameters of the authority relationship between the career and volunteer components of the Fairfax County Fire Department in the following areas:

Section 1, Chain of Command, reviews the standard operating procedure governing the emergency and non-emergency chain of command;

Section 2, Apparatus Acquisition and Transfer, reviews the laws and regulations governing the acquisition of apparatus; and transfer of apparatus; and

Section 3, Training, Experience, and Promotion, reviews the law, regulations, and procedures that establish minimum training and experience requirements for career and volunteer personnel, and describes the promotion process.

Section 1: Chain of Command

The Fairfax County's Fire and Rescue Department's Standard Operating Procedure (SOP) 01.01.01, issued by the Fire Chief, establishes the chain of command for field operations (emergency incidents) and within the station. Table 13 (page 64) shows the emergency incident chain of command, and Table 14 (page 65) lists the number of operationally certified career and volunteer personnel by rank.

Upon arrival at the scene of an incident, the highest ranking command officer is the incident commander. As other command officers arrive, they are required to report to the command post. Should a higher-ranking officer choose to assume command, he/she shall first consult with the incident commander on the specifics of the incident. When medical treatment is required, the incident commander is required to coordinate functional operations with the EMS officer-in-charge.

In non-emergency situations, the designated career station commander is responsible for career personnel on all operational matters, e.g., vehicle checkouts, staffing rosters, apparatus seating arrangements. The chain of command for volunteer personnel in non-emergency situations is described below.

The rank and authority of volunteer chiefs. In Fairfax County, the highest ranking volunteer chiefs (Certified Volunteer Company Chiefs) are ranked directly below career Battalion Chiefs. (See Table 13, page 64) The preface to Standard Operating Procedure 01.01.02, Volunteer Chiefs, states that: "Volunteers shall be used to the greatest extent possible to achieve the Fire and Rescue Department's objectives."


The SOP establishes the following guidelines for the role, responsibility, and authority of certified Volunteer Chief officers:

- To be certified, a Volunteer Chief must meet annual qualifications and training requirements and be approved by the Fairfax County Volunteer Fire Commission and Fire Chief.
- Certified volunteer chiefs act under the delegated authority of the following senior career officers: the Fire Chief, the Assistant Chiefs, the Deputy Chiefs, and the Battalion Chiefs.
- Volunteer Chiefs are responsible for the “leadership and general management in all operational matters pertaining to their volunteer companies as individual entities and as components of the Fairfax County Fire and Rescue Department.” Each company’s by-laws and procedures define the specific management role of their respective volunteer chief.
- Volunteer Chiefs and presidents have the authority to exercise administrative control over their volunteer stations. Station operations, however, must be in accordance with Standard Operating Procedures issued by the Fire Chief. Volunteer station regulations cannot conflict with County regulations. Station commanders and volunteer chiefs and presidents “shall work closely together to ensure a harmonious working relationship.”
- In matters involving career personnel, Volunteer Chiefs shall work closely with station commanders. However, Volunteer Chiefs have no authority to approve leave, time and attendance reports, transfer of personnel, or to issue disciplinary actions to career personnel.
- Volunteer Chiefs are accountable to the Volunteer Chiefs’ Association for their performance, training, fitness for duty, and abilities. Unsatisfactory performance may lead to removal from the certification list. The Volunteer Chief may appeal to the Fire Chief and to the Volunteer Fire Commission; however, the final decision rests with the Fire Chief.

Dispatching Volunteer Chiefs. The 9-1-1 call center does not routinely dispatch Volunteer Chiefs, unless the incident occurs in the Volunteer Chief’s first due area and his/her status is “available.” The Fire and Rescue Department’s policy is that on-duty Battalion Chiefs retain final responsibility and authority for incidents unless relieved by higher ranking authority.

Table 13 (page 64) shows the operational chain of command, as established by Standard Operating Procedure (SOP) 01.01.01. Table 14 (page 65) lists the current number of certified career and volunteer personnel at each rank.

TABLE 13
FAIRFAX COUNTY
EMERGENCY INCIDENT CHAIN OF COMMAND

Highest  Lowest	Fire Chief
	Assistant Chief of Operations
	Assistant Chief of Administrative Services
	Operations' Duty Deputy Chief
	Deputy Chiefs
	Operations' Duty Battalion Chief
	Battalion Chief
	Certified Volunteer Company Chiefs
	Captain II
	Captain I
	Lieutenant
	Certified Volunteer Unit Officer
	Master Technician
	Technician
	Firefighter, Volunteer Firefighter, and EMS-Only Volunteers

Source: Fairfax County Fire and Rescue Department, March 2004

TABLE 14
FAIRFAX COUNTY
NUMBER OF OPERATIONALLY CERTIFIED CAREER AND VOLUNTEER PERSONNEL

Rank	Number of Certified Personnel		
	Career	Volunteer	Total
Fire Chief	1		1
Assistant Chief of Operations	1		1
Assistant Chief of Administrative Services	1		1
Operations' Duty Deputy Chief	3		3
Deputy Chiefs	6		6
Battalion Chief	24		24
Certified Volunteer Company Chiefs		6	6
Captain II	54		54
Captain I	74		74
Lieutenant	221		221
Certified Volunteer Unit Officer		24	24
Master Technician*	180		180
Technician*	305		305
Firefighter/Volunteer Firefighter/EMS-Only	296	270	566
Total	1,166	300	1,466

* The number of career Master Technicians and Technicians is approximated.

Source: Fairfax County Fire and Rescue Department, March 2004

Section 2: Apparatus Acquisition and Transfer

a. Apparatus Acquisition

According to Fire and Rescue Department staff, the Fire Chief must approve all new County-owned and volunteer-owned apparatus prior to purchase.

For County-owned apparatus, Department staff report that the procurement of apparatus is a coordinated effort between the Fire and Rescue Department and the Fairfax County's Fleet/Transit Department.

The Fairfax County's Volunteer Policies and Procedure manual establishes guidelines for purchasing volunteer-owned apparatus. According to the manual, a volunteer fire company must obtain approval from the Volunteer Fire Commission and the Fire Chief before purchasing new apparatus. In order to be approved for use in fire and rescue operations, new apparatus must meet minimum design specifications. In Fairfax County, the Fire Chief, in consultation with the Volunteer Fire Commission establishes the minimum specifications for all apparatus.

In practice, volunteer companies work closely with the Department's Apparatus Division to develop design specifications for new vehicles. Once approved and purchased, the vehicle is placed on the County's insurance policy and maintained at the County's maintenance facilities.

b. Apparatus Transfer

As part of his authority over all fire and rescue operations, the Fire Chief can transfer all apparatus in the Fairfax County Department of Fire and Rescue vehicle fleet. In practice, the Fire Chief reports that transferring apparatus purchased by the volunteer companies and designated "ready reserve" is a sensitive issue.

Section 3: Training, Experience, and Promotion

In Fairfax County, the minimum training, continuing education, and proficiency requirements for volunteer and career personnel are the same. While the Volunteer Fire Commission has authority to establish the requirements for volunteers, the Fire Chief has final approval. Department policy requires that volunteer training be similar to career training.

Volunteer recruits must complete the following entry level training:

- *Level 1 Initial Emergency Response Training* is a 40-hour class at the Academy. Recruits learn basic life support, EEO, communications, fire extinguishers, personal safety and accident awareness. Upon completion, the person participates as an observer only and assists in a limited capacity under direct supervision.

-
- *Level 2 Emergency Medical Training* consists of 150 hours of course work. Upon completion, the person is certified as a Commonwealth of Virginia Emergency Medical Technician. Virginia State law requires this certification to perform emergency medical procedures. After three years of experience at this level, a person may proceed to paramedic training.

At this point, volunteers who decide to become emergency medical providers only, do not need to proceed to the next level of training.

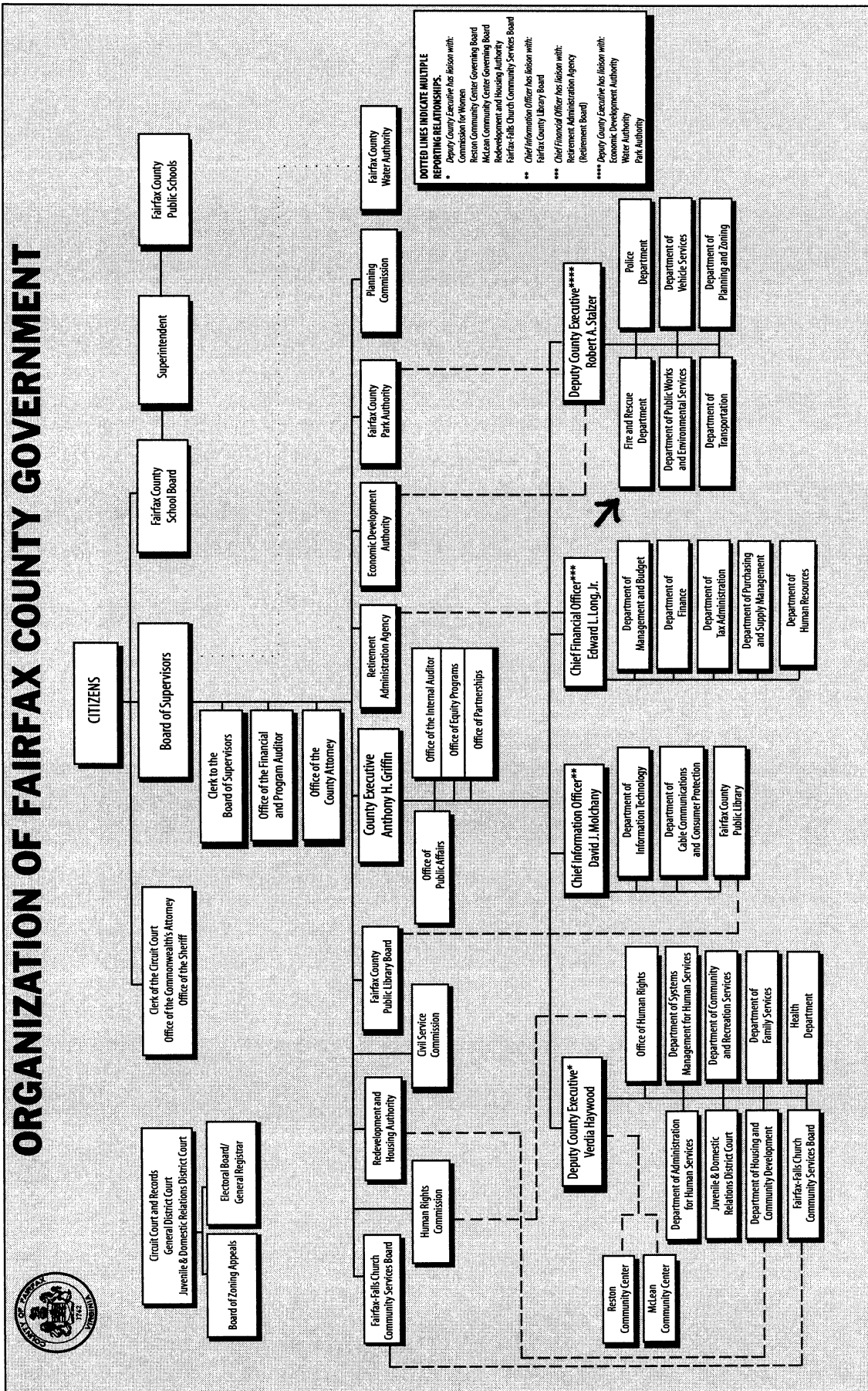
- *Level 3 Suppression training* covers the objectives presented in NFPA 1001, Standard for Fire Fighter Professional Qualifications. Students attend firefighter school for a total of 350 hours over 5 months. Upon completion, students are qualified as a firefighter I/II. Students receive three chances to pass a written and practical test.

Volunteer and career recruits also must take emergency vehicle driving training classes to enhance defensive driving skills, in both emergency and non-emergency situations.

Promotional Requirements. Department staff report that the promotional requirements for career and volunteer personnel are the same for all ranks below Battalion Chief. Career personnel undertake a development program that includes prerequisite academic and practical experience requirements. In order to sit for a promotional exam, an academic advisor must sign off that required courses were taken. Only career personnel are eligible for promotion to Battalion Chief and above.

Operational volunteers must complete the work performance test successfully and must meet the same medical and training standards as county personnel. Operational volunteers recognized at the unit officer rank or Volunteer Chief must be certified every year.

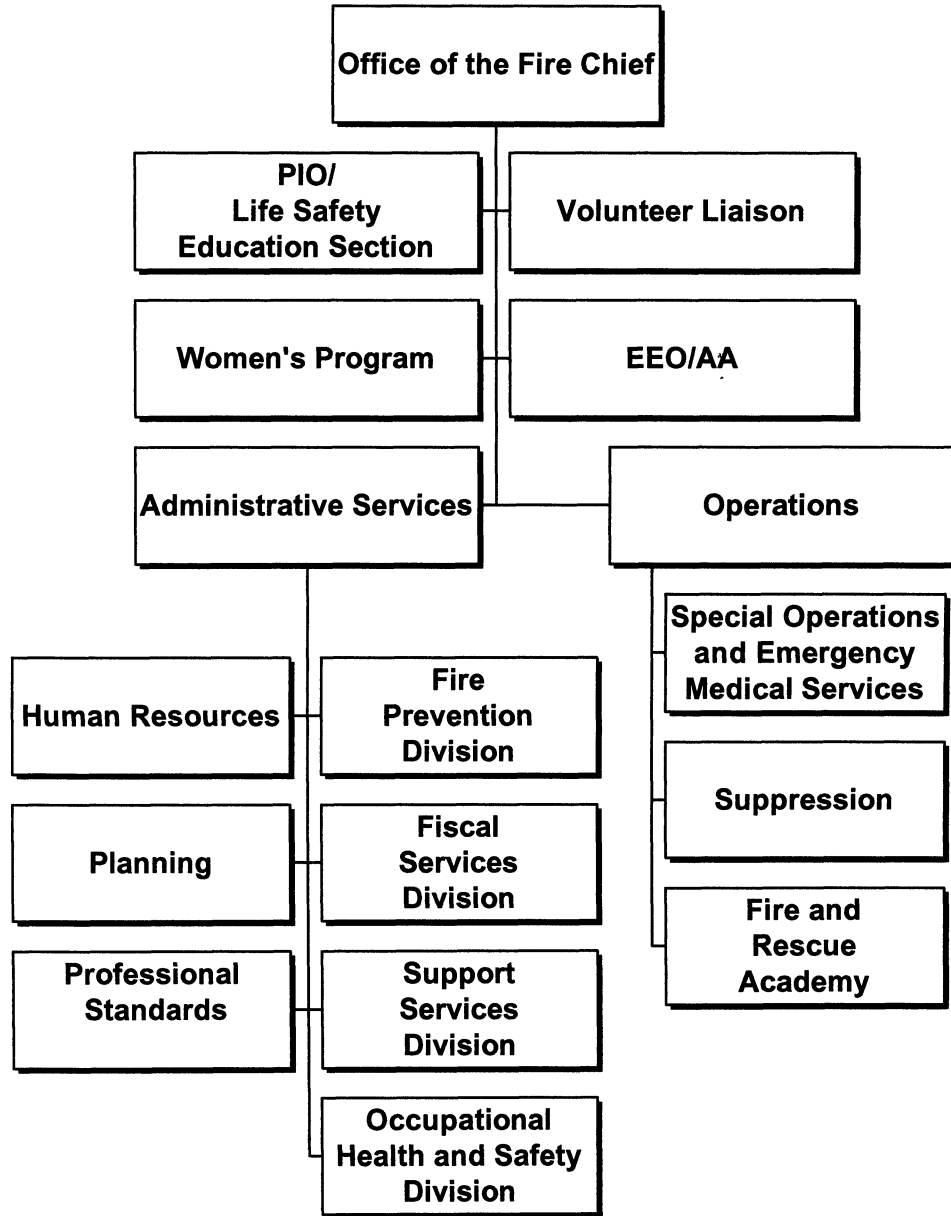
ORGANIZATION OF FAIRFAX COUNTY GOVERNMENT



DOTTED LINES INDICATE MULTIPLE REPORTING RELATIONSHIPS.

- * Deputy County Executive has liaison with:
 - Reston Community Center Governing Board
 - McLean Community Center Governing Board
 - Redevelopment and Housing Authority
 - Fairfax-Falls Church Community Services Board
- ** Chief Information Officer has liaison with:
 - Fairfax County Library Board
- *** Chief Financial Officer has liaison with:
 - Retirement Administration Agency (Retirement Board)
- **** Deputy County Executive has liaison with:
 - Water Authority
 - Park Authority

FIRE AND RESCUE DEPARTMENT



**PRINCE GEORGE'S COUNTY FIRE/EMERGENCY MEDICAL SERVICES (EMS)
DEPARTMENT**

COUNTY POPULATION AND LAND AREA¹	
Total population	833,084
Land area	485 square miles
SERVICE CHARACTERISTICS: PERSONNEL, STATIONS, VEHICLES, AND FY 04 BUDGET	
<i>Number and ownership of stations</i>	
County-owned	10 stations
Volunteer fire company-owned	36 stations
<i>Total</i>	46 stations
<i>FY 04 County personnel</i>	
Uniform (operationally certified)	696 positions
Non-uniform	82 positions
<i>Total</i>	778 positions
<i>Volunteer personnel²</i>	
Number of operationally certified	1,100 volunteers
Number of "active" members	500 volunteers
<i>Fire and rescue vehicles</i>	
County-owned	346 vehicles (66%)
Volunteer fire company-owned	183 vehicles (34%)
<i>Total</i>	528 vehicles (100%)
<i>Frontline vehicles³</i>	
County-owned	92 vehicles (47%)
Volunteer fire company-owned	103 vehicles (53%)
<i>Total</i>	195 vehicles (100%)
<i>FY 04 approved Fire/EMS Department budget⁴</i>	
	\$74 million
FIRE, RESCUE, AND EMS WORKLOAD MEASURES	
<i>FY 03 fire, rescue, and EMS incidents:</i>	
• Fire suppression	38,946
• Emergency medical services	88,244
• Other ⁵	6,454
<i>Total</i>	133,644
<i>Total FY 03 unit responses</i>	
	284,064
FY 03 RESPONSE TIME PERFORMANCE	
Average Countywide response time to emergency medical services incidents	8.43 minutes
Average Countywide response time to suppression incidents	7.56 minutes

1. Source: Census Bureau, population as of July, 2002.

2. See page 71 for explanation of how volunteer participation is reported.

3. Frontline apparatus includes aerial ladder trucks, ambulances, engines, and heavy rescue squads.

4. The budget includes funds for employee benefits and apparatus but not the 9-1-1 call center.

5. "Other" incidents include service calls to lockouts, flooded conditions, and hazardous conditions.

Source: OLO in consultation with Prince George's County Fire/EMS Department staff.

A. Organization Charts

The chart on page 78a shows the organizational location of the Prince George's County Fire/Emergency Medical Services Department within Prince George's County Government. The chart on page 78b depicts the structure of the Department that reports to the Fire Chief.

B. Description of the Department Head's Authority and Responsibilities

The Prince George's County Charter establishes the Fire/Emergency Medical Services (EMS) Department, states that the Department is headed by a Fire Chief, and sets forth minimum job qualifications for the Chief. The specific Charter language is as follows:

There shall be a Fire/Emergency Medical Services ("EMS") Department headed by a Fire Chief. The Fire Chief shall be responsible for fire prevention, fire suppression, emergency medical services, fire and rescue communications, research and training activities, and coordination of the volunteer fire companies. The Fire Chief shall have had at least five years administrative experience in the field of fire prevention, fire training, or fire suppression. (Section 13, Prince George's County Charter)

The Prince George's County Code provides the Fire Chief with broad authority to administer fire and rescue services in the County. Section 11-150, Authority of Fire Chief, states that the Fire Chief is "authorized and directed" to administer the provisions of Subtitle 11 of the Prince George's County Code, Fire Safety. The Fire Chief has authority to delegate any of his powers or duties to other fire officials.

In Prince George's County, the Fire Chief is appointed by the County Executive and confirmed by the County Council.

C. The Organization of Volunteers and Measures of Volunteer Participation

There are 38 independent volunteer fire and rescue corporations in Prince George's County. The volunteer corporations own 36 of the 46 fire and rescue stations in the County.

Of the 46 stations in Prince George's County, three are fully staffed by career personnel, five are fully staffed by volunteer personnel, and the balance (38 stations) are staffed by a combination of career and volunteer personnel. The largest numbers of volunteers in Prince George's County serve in the evenings (which begin Monday through Friday at 3:00 PM, when the career shift ends), during weekends, and on public holidays.

In Prince George's County, the Volunteer Fire Commission and the Volunteer Fire and Rescue Association serve as the two primary representatives of the County's volunteer firefighters.

The Fire Commission. The section of the Prince George's County Charter that establishes the Fire/EMS Department headed by the Fire Chief also establishes the Fire Commission. As stated in the Charter, the composition and duties of the Fire Commission are as follows:

There shall be a Fire Commission composed of nine members elected by the volunteer fire companies of Prince George's County. Each company shall be entitled to cast one vote for each member of the Commission. The first election shall take place in the month of December, 1970, and an election shall take place annually thereafter during the month of July. The Fire Commission shall review the financial needs and requests for public funds of each volunteer fire company. It shall expense budget for all volunteer fire companies with respect to the expenditure of public funds, and shall submit said budgets and program, together with appropriate justification, to the County Executive in accordance with the provisions of this Charter. (Prince George's County Charter, Section 13)

The Commission allocates \$16,000 a year (in two \$8,000 installments) to each of the volunteer corporations. The corporations use this discretionary funding to pay for minor apparatus and facility repairs, professional development, and other miscellaneous expenses. All expenditures over \$2,000 require Commission approval.

The Prince George's County Code (Subtitle 11, Division 7) establishes minimum qualifications for volunteer firefighters and EMS care providers. This law also establishes the Volunteer Fire Service Qualifications Review Board and assigns the Fire Commission with the responsibility to maintain a current list of certified volunteer members. The composition and role of the Qualifications Review Board is further described on page 77.

The Fire Commission meets the first and third Wednesdays of each month. The Fire Chief, or the Chief's designee, attends all of the Commission's meetings.

Prince George's County Volunteer Fire and Rescue Association. The Prince George's County Volunteer Fire and Rescue Association (PGCVF & RA) represents the 38 volunteer fire and rescue corporations in the County, including the Laurel Rescue Squad and the Underwater Rescue and Recovery Team. PGCVF & RA meets monthly.

The PGCVF & RA's website describes the work of the organization as follows:

The Prince George's County Volunteer Fire and Rescue Association works closely with the Prince George's County Fire/EMS Department administration to continue an excellent working relationship between career and volunteer firefighters and emergency medical personnel. . . Closely aligned with the Volunteer Chief's Council, we stress operational as well as organizational priorities. Recommendations to the County Fire Chief on operational fire and rescue activities are made to maintain a high quality volunteer firefighting and EMS system.

There are approximately 1,100 volunteers certified to participate in fire, rescue, and EMS operations in Prince George's County. According to Department staff, approximately 500 volunteers ride frontline apparatus on a regular basis. This estimate is cited as the number of "active" volunteers in Prince George's County.

The Prince George's County Fire/EMS Department does not formally track the number of hours contributed by volunteers. According to the Chief, the volunteers in Prince George's County "have a positive impact on the direct cost of fire protection by responding to fire/EMS calls, raising funds, and purchasing apparatus/equipment."

D. Authority Relationship between Career and Volunteer Components

This section summarizes the parameters of the authority relationship between the career and volunteer components of Prince George's County Fire/EMS Department in the following areas:

Section 1, Chain of Command, describes the Department's General Order that establishes the emergency and non-emergency chain of command;

Section 2, Apparatus Acquisition and Transfer, reviews the Department Directive that outlines the requirements and process for the acquisition of apparatus; and

Section 3, Training, Experience, and Promotion, reviews the law and Department policies that establish minimum training and experience standards for career and volunteer personnel, and describes the promotion process.

Section 1: Chain of Command

The Fire/EMS Department's General Order 1-10 establishes the chain of command for emergency and non-emergency operations. General Order 1-10, issued by the Fire Chief, was most recently revised in January 2004.

a. Emergency Incident Chain of Command

As outlined in General Order 1-10, the emergency incident chain of command is to be used when “operating, directing, and/or participating on any emergency or operational incident in Prince George’s County or when involved in mutual aid responses to other jurisdictions.” Table 15 (page 73) shows the chain of command as listed in General Order 1-10.

The General Order includes the following guideline for assuming command:

The highest ranking officer (career or volunteer) on the scene may assume command of the emergency incident and may relinquish command of the emergency scene to a subordinate officer after the situation is “under control.” Ranking officers should consider the value of taking an advisory role as opposed to assuming command, in those situations where the scene is already under control, or well on the way to being under control.

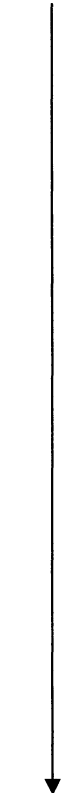
Table 16 (page 74) lists the current number of certified career and volunteer personnel at each rank. In Prince George’s County, the Fire Chief is the highest ranked officer in the chain of command. Directly below the Fire Chief are three Career Lieutenant Colonels, followed by the single Volunteer Major and 10 Career Majors. Directly below the Majors are the Volunteer Division Chiefs, followed by the First Due Volunteer Company Chief. The roles of the Volunteer Major and Volunteer Division Chiefs are further described below.

Volunteer Major. The highest ranked volunteer officer in Prince George’s County is the Volunteer Major. The Volunteer Major is appointed by and serves at the pleasure of the Fire Chief. The Volunteer Major reports directly to the Lieutenant Colonel (Deputy Fire Chief) of Emergency Operations, and carries the same command authority as a Career Major.

As defined in General Order 1-10, the Volunteer Major’s emergency incident responsibilities are to command incidents when necessary. In addition, the Volunteer Major’s responsibilities are:

- To coordinate the administration of volunteer personnel and fire companies to resolve operational issues; and
- To provide the volunteer perspective to the department leadership on operational matters.

TABLE 15
PRINCE GEORGE'S COUNTY
EMERGENCY INCIDENT CHAIN OF COMMAND

Highest  Lowest	Fire Chief (Colonel)
	Career Lieutenant Colonel
	Career/Volunteer Major
	Volunteer Division Chief
	1 st Due Volunteer Company Chief
	1 st Due Volunteer Deputy Company Chief 'A'
	Battalion Chief/1 st Due Volunteer Deputy Company Chief 'B'
	Other Volunteer Chief Officers
	Battalion Chief (other than dispatched on assignment)
	Captain
	Lieutenant
	Sergeant
	Fire Technician
	Firefighter I, II, III or Paramedic Certified Level I, II

Source: Prince George's County Fire/EMS Department, March 2004

TABLE 16
PRINCE GEORGE'S COUNTY
NUMBER OF OPERATIONALLY CERTIFIED CAREER AND VOLUNTEER PERSONNEL

Rank	Number of Certified Personnel		
	Career	Volunteer	Total
Fire Chief (Colonel)	1		1
Lieutenant Colonel	3		3
Major	10	1	11
Division Chief		8	8
Company Chief		37	37
Battalion Chief/Deputy Chief	15	79	94
Captain	52	61	113
Lieutenant	90	62	152
Sergeant		14	14
Firefighter/EMT	460	1,322	1,782
Total	631	1,584	2,215

Source: Prince George's County Fire/EMS Department, March 2004

The role and responsibility of the Volunteer Major is further outlined in General Order 1-17, Prince George's County Fire/EMS Department Volunteer Operations Program (effective February 2001). The operational duties assigned to the Volunteer Major include:

- To monitor, proceed, or respond to any emergency incident which he/she deems appropriate;
- To ensure that Volunteer Division Chiefs conduct post incident critiques of all significant incidents;
- To provide assistance and advice to the Incident Commander at incidents and to assume command where appropriate.

The Volunteer Major's administrative duties include:

- To participate in vehicle and personal injury accident investigations;
- To serve as a member of the Volunteer Disciplinary Review Board;
- To resolve disputes between two stations or between career and volunteer personnel;
- To maintain communications with the Volunteer Chiefs within their respective divisions to stay abreast of upcoming activities and issues; and
- To assist in the development of General Orders, Standard Operating Procedures, and Department policies.

Appendix E4 at ©243 contains a copy of General Order 1-17, which includes a full list of the Volunteer Major's duties.

Volunteer Division Chiefs. The next highest ranked volunteers in the chain of command are the eight Volunteer Division Chiefs. The Volunteer Division Chiefs are appointed by the Fire Chief, and assigned by the Emergency Operations Command Lieutenant Colonel.

As described in General Order 1-10, the Volunteer Division Chiefs emergency incident responsibilities are to command incidents when necessary. The County is divided into two operational divisions (northern and southern). Volunteer Division Chiefs are assigned to a division and to a specific evening and weekend shifts that parallel career shift assignments.

General Order 1-17 further describes the role of the Volunteer Division Chief as "the liaison position between the Volunteer Company Chief and the Prince George's County Fire/EMS Department." The Division Chiefs are responsible for "assisting with the day-to-day operation of this Department, primarily at night, on weekends, holidays, and other occasions when their knowledge and expertise will help to manage this combination system."

Appendix E4 at ©243 contains a copy of General Order 1-17, which includes a full list of the Volunteer Division Chief's duties.

b. Non-Emergency Chain of Command

General Order 1-10 also establishes a non-emergency chain of command, the stated purpose of which is “to ensure the authority and responsibility for the routine management of fire stations and facilities, as well as coordinating the administrative duties necessary for accountable fiscal matters.” The non-emergency chain of command is:

1. Fire Chief
2. Career Lieutenant Colonel
3. Career/Volunteer Major
4. Volunteer Division Chief
5. Volunteer Company Chief
6. Career Battalion Chief
7. Career Station Supervisor/Paramedic Supervisor

General Order 1-10 includes the following rules concerning orders and procedures:

- At no time shall anyone issue a standing order that is contradictory to orders and procedures established by the Fire Chief.
- The Volunteer Company Chief is the only member of a volunteer company who may give orders and direction to the Career Station Supervisor.
- If a Volunteer Company Chief desires to delegate his/her supervisory responsibilities to another officer from his/her station, they shall forward the name of such officer, in writing, to the County Fire Chief for approval.

Section 2: Apparatus Acquisition and Transfer

a. Apparatus Acquisition

Department Directive 04-01, Procedure for Replacement/Addition to Apparatus Fleet, outlines the “requirements and process for the replacement of existing apparatus, and/or the addition of apparatus to the Prince George’s County Fire/EMS Department fleet with a new, refurbished, or used vehicle.” This Directive, issued by the Fire Chief, was most recently updated in February 2004.

According to the Directive, all new vehicles purchased either with County or volunteer corporation funds must comply with standards established by the Fire Chief. The Department’s Apparatus Maintenance Division inspects all newly purchased apparatus for compliance with the Department’s standards. The final decision to place a new vehicle into service rests with the Fire Chief.

b. Apparatus Transfer

As part of his authority over all fire and rescue operations, the Fire Chief can transfer all apparatus in the Prince George's County Fire/EMS Department's vehicle fleet. In practice, the Fire Chief reports that apparatus purchased by the volunteer companies is, except in emergency situations, not transferred from one station to another.

Section 3: Training, Experience, and Promotion

In Prince George's County, a combination of law and Departmental policies establish training and experience standards for career and volunteer personnel.

Career Personnel. Entry level career staff hired by the Fire/EMS Department must comply with the general personnel provisions of the County Code (Subtitle 16). This law prescribes requirements for the competitive recruitment and selection of all County employees.

Recruits must complete approximately 20 weeks of training at the County's Career Recruit School. The recruits train to National Fire Protection Association standards, and graduate at the rank of firefighter I/II. Recruits also qualify as certified Maryland emergency medical technicians. The Fire Chief approves all training standards used.

To be eligible for promotion, career personnel must meet minimum training and experience requirements that are established for each rank. The career promotional process includes a written examination and a skills application assessment. Candidates applying for more senior (higher ranked) positions face additional skill and knowledge testing, e.g., oral presentation, video scenario, and written communication exercises.

Volunteer Personnel. Prince George's County Code, Subtitle 11, Division 7, establishes minimum qualifications for volunteer firefighters and emergency medical service providers. For each designated volunteer rank, the law prescribes minimum: age, qualifications, training, medical standards, and continuing education requirements. Appendix E6 at ©255 contains a copy of Division 7, Minimum Qualifications for Volunteer Firefighters and Emergency Medical Service Providers.

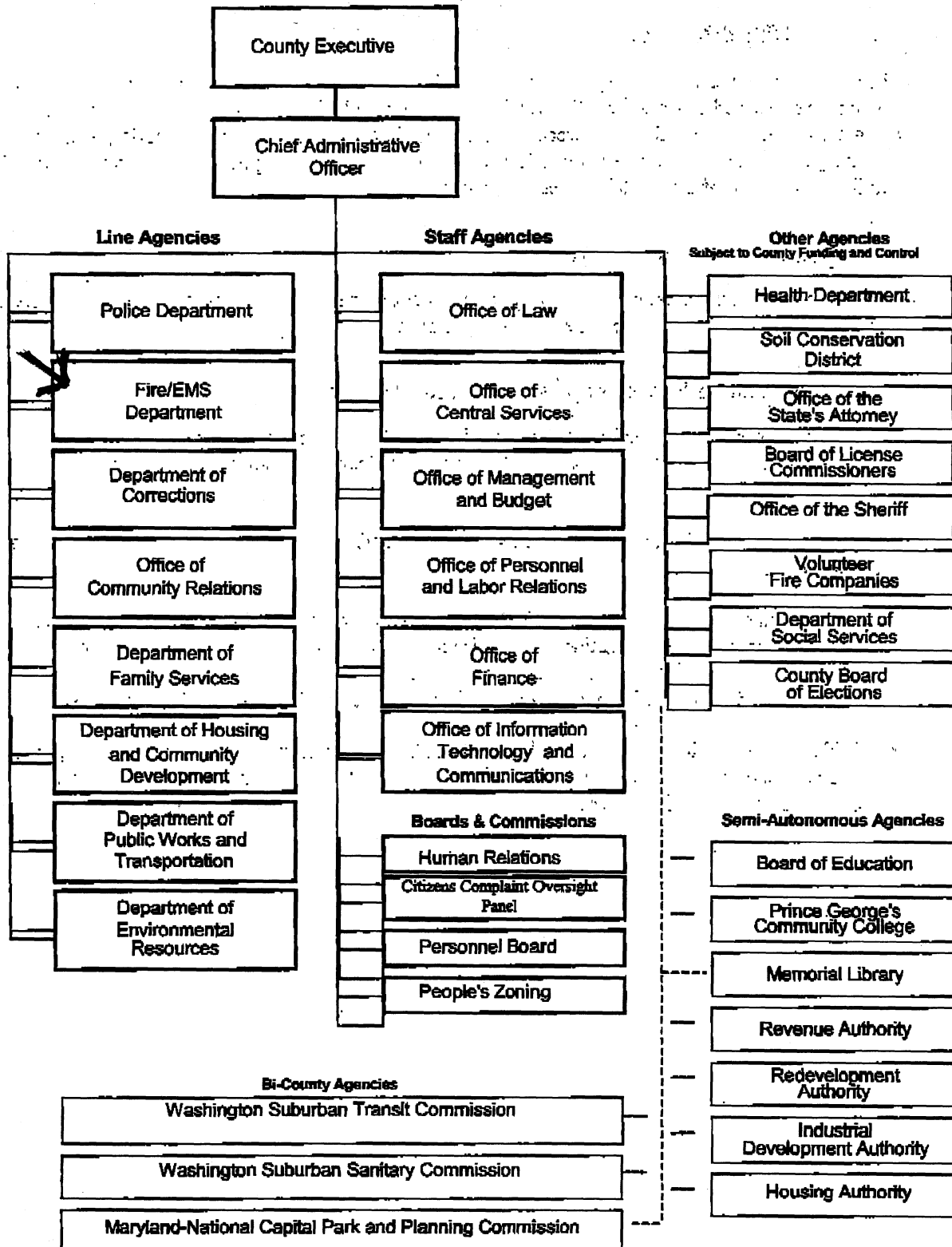
This law establishes the Volunteer Fire Service Qualifications Training Review Board, which is assigned the responsibility "to monitor the development of appropriate qualifications and standards of training for volunteer firefighters and volunteer EMS care providers, and to support the enhancement of standards and qualifications of service provided by designated organizations." (Section 11-343)

The Board consists of five members:

- A member of Fire Commission (who shall serve as the Chair);
- Two members designated by the Fire Chief. These individuals must be members of the Prince George's County Fire/EMS Service, one of which shall be sworn to the rank of Major and the other which must be a Volunteer Division Chief;
- One member designated from the Prince George's County Volunteer Fire and Rescue Association;
- One member designated from the Volunteer Fire Chief's Council.

PRINCE GEORGE'S COUNTY ORGANIZATIONAL

Executive Branch

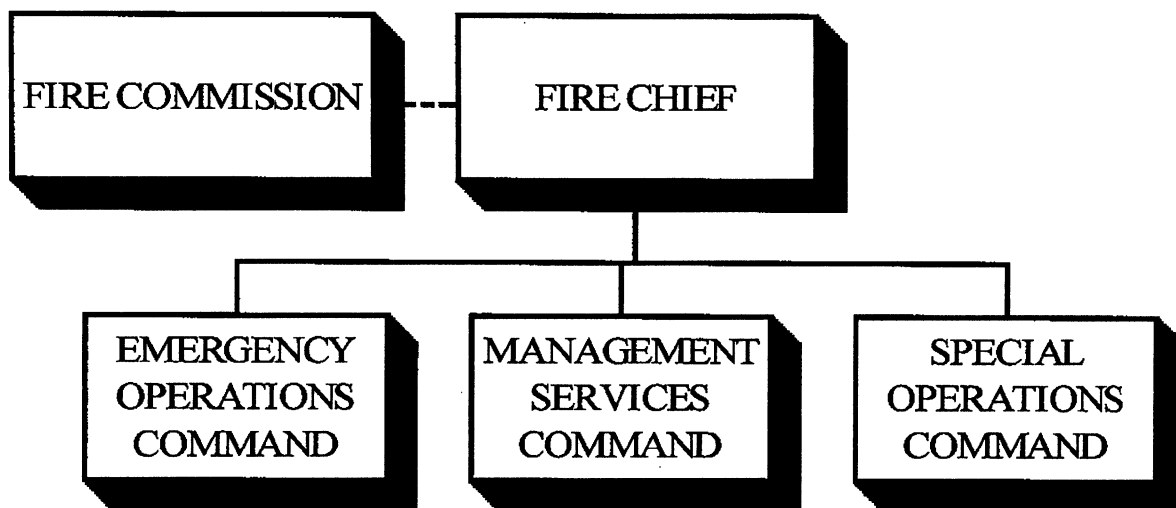


FIRE/EMS DEPARTMENT - 51

MISSION

The Fire/EMS Department will strive to improve the quality of life in Prince George's County by promoting safety, and providing the highest quality of fire prevention, fire protection, emergency medical services, and community outreach programs. The actions of the Fire/EMS Department will be guided by an understanding of the needs of our customers, while ensuring the highest commitment to safety, professionalism, integrity, and care.

ORGANIZATION CHART



DESCRIPTION OF SERVICES

- Description of Services Provided:
 1. Fire & Rescue Operations.
 2. Advanced Emergency Medical Services.
 3. Fire Prevention Inspections & Fire Investigations.
 4. Fire Rescue Training Academy.
 5. Apparatus Maintenance Facility.
 6. Administrative functions of fiscal and personnel accountability, risk management, logistical support, information technology and Department command.
 7. Public Education Awareness Program.
 8. Homeland Security
- The Fire/EMS Department is responsible for fire suppression, emergency medical services, fire prevention, research, training and the coordination of the Volunteer Fire Companies. The Fire/EMS Department was established by Section 13 of the Schedule of Legislation of the Charter and is organized into three commands.
- The Emergency Operations Command is charged with coordination and management of the operational activities of the Department. This Command provides all of the fire, rescue and emergency medical services

Office of Legislative Oversight Report 2004-5

COMPARATIVE RESEARCH ON THE GOVERNANCE STRUCTURE OF FIRE AND RESCUE SERVICES IN FOUR NEIGHBORING COUNTIES


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Attachment to Resolution No. 14-927

	EXECUTIVE REGULATION	No. 02-01
	MONTGOMERY COUNTY FIRE AND RESCUE COMMISSION	EFFECTIVE DATE: 6/26/01
TITLE	Integrated Emergency Command Structure (IECS)	PAGE 1 OF 8

**MONTGOMERY COUNTY FIRE AND RESCUE SERVICE
EXECUTIVE REGULATION**

INTEGRATED EMERGENCY COMMAND STRUCTURE (IECS)

Issued by: Montgomery County Fire and Rescue Commission
 Authority: Code Section 21-8
 Executive Regulation No.02-01

Council Review: Method (2) under Montgomery County Code Section 2A-15
 Supersedes: Executive Regulation No. 52-93, December 7, 1993
 Register Vol. 18, No. 2
 Effective Date: June 26, 2001


SUMMARY: This regulation adopts an Integrated Emergency Command Structure (IECS) that provides a chain of command for use in the control of all incidents, and applies to all Montgomery County fire, rescue, and emergency medical services personnel.

DEADLINES: Montgomery County Register Comment: March 2, 2001
 Montgomery County Fire Board Comment: March 2, 2001
 Div. of Fire and Rescue Services Comment: March 2, 2001
 Local Fire and Rescue Depts. Comment: March 2, 2001

ADDRESS: Please address comments pertaining to the proposed regulation to Gordon A. Aoyagi, Chairman, Montgomery County Fire and Rescue Commission, 12th Floor, 101 Monroe Street, Rockville, Maryland, 20850. Comments may also be e-mailed to beth.feldman@co.mo.md.us.

STAFF: For additional information, please contact Beth Feldman, Montgomery County Fire and Rescue Service, on (240) 777-2423.

BACKGROUND: All Local Fire and Rescue Department and County Merit System fire and rescue service personnel, and the Division Chiefs who meet the applicable experience and training requirements and certification standards, are eligible to advance to all levels in the chain of command. The IECS is being adopted to make the rank structure consistent with the current personnel classification

	<h1>EXECUTIVE REGULATION</h1> <h2>MONTGOMERY COUNTY FIRE AND RESCUE COMMISSION</h2>	No. 02-01
	TITLE Integrated Emergency Command Structure (IECS)	EFFECTIVE DATE: 6/26/01


system, and to reflect the terminology and structural changes implemented during the recent reorganization of the fire and rescue service.

Sec. 1. Purpose: To adopt an integrated emergency chain of command for the Montgomery County Fire and Rescue Service that reflects the current rank structure, terminology, and structural changes implemented by the recent reorganization of the fire and rescue service.

Sec. 2. Applicability. This regulation applies to all Montgomery County Fire and Rescue Service personnel, including volunteers of the Local Fire and Rescue Departments, County Merit System employees, and the Division Chiefs, on all incidents. This Integrated Emergency Command Structure regulation should be read in conjunction with the *Fire and Rescue Service Disaster Plan*, adopted by the Fire and Rescue Commission under Sec. 21- 9 of the County Code.

Sec. 3. Definitions.

- a. **Administrative Leave/Suspension.** Period of removal from the IECS, approved or ordered by the Fire Administrator, the LFRD's Chief, or the DFRS Division Chief, resulting from loss of certification, the investigation of incidents or charges, or the determination as to an individual's continued fitness for duty.
- b. **Certified.** Personnel who meet the Fire and Rescue Commission's current certification standards for training and experience requirements for a specific rank, and are authorized by the Fire Administrator as eligible to serve at that specific rank.
- c. **Command Officer.** An individual certified as a Fire/Rescue EMS Provider District/Duty Chief, Fire and Rescue District/Duty Chief, Fire/Rescue Assistant Chief, Fire/Rescue Deputy Chief, or Fire/Rescue Chief.
- d. **District.** A geographic area of the County defined by the Fire Administrator, and comprising a group of fire and rescue stations.
 - a. **Division of Fire and Rescue Services (DFRS).** The Division of the Montgomery County Fire and Rescue Service that comprises career employees and DFRS volunteers. The Division shares with the Local Fire and Rescue Departments the

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responsibility for providing direct fire suppression, rescue, and emergency medical services.

- f. **Division of Volunteer Fire and Rescue Services (DVFRS)**. The Division of the Montgomery County Fire and Rescue Service that, along with the Local Fire and Rescue Departments, shares with DFERS the responsibility for providing direct fire suppression, rescue, and emergency medical services.
- g. **Duty Officer**. An individual designated by a Local Fire and Rescue Department or DFERS as the on-duty Command Officer.
- h. **Emergency Medical Service (EMS) Providers**. In accordance with FRC Regulation No. 2-98AMII, as of January 23, 2001, this is the designated title of volunteer members of a Local Fire and Rescue Department who are certified to perform only emergency medical services duties.
- i. **Fire Administrator**. The non-uniformed department head of the Montgomery County Fire and Rescue Service, appointed by the County Executive. The Administrator serves as ex officio chair of the Fire and Rescue Commission, and is responsible for implementing and enforcing Commission policies and regulations, administering all fire and rescue services provided in the County, and supervising the Chiefs of both the Division of Fire and Rescue Services and the Division of Volunteer Fire and Rescue Services.
- j. **Incident**. Any event that requires the Emergency Communications Center to dispatch or acknowledge the response of a fire, rescue, or EMS unit.
- k. **Incident Commander**. The officer on the scene in charge of an incident, who is responsible for the strategic decisions and the assignment of other primary supervisory functional positions necessary to control an incident. The Incident Commander must handle any function or responsibility appropriate to a given incident that he/she has not delegated.
- l. **Jurisdiction**. A Local Fire and Rescue Department's first due area. On incidents primarily involving patient care, extrication, or rescue, the LFRD's jurisdiction is defined by its first due ambulance area. On all other incidents, the LFRD's jurisdiction is defined by its first due engine area. The jurisdiction of the DFERS and DVFRS Division Chiefs encompasses all of Montgomery County.


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- m. **Local Fire and Rescue Department (LFRD).** A component of the Montgomery County Fire and Rescue Service that provides direct fire suppression, rescue, and emergency medical services, in conjunction with DFRS.
- n. **Montgomery County Fire and Rescue Service (MCFRS).** The combined service comprising the Division of Fire and Rescue Services and the Division of Volunteer Fire and Rescue Services that includes the Local Fire and Rescue Departments.
- o. **Primary Units.** Engines, ladder trucks, towers, quints, rescue squads, medic units, and ALS chase cars.
- p. **Primary Unit Officer.** An individual who is certified as a Firefighter/Rescuer III, Master Firefighter/Rescuer, Fire/Rescue Lieutenant, or Fire/Rescue Captain. A primary unit officer also includes an individual who is functioning as a paramedic in charge of a medic unit or an ALS chase car, irrespective of rank.

Sec. 4. **Policy.**


- a. **Integrated Emergency Command Structure Established.** The Integrated Emergency Command Structure (IECS) is hereby established. The IECS includes an operational chain of command that provides for the integration of all **certified** fire and rescue service personnel into the command structure, and a system to provide **Primary Unit Officers** on all **Primary Units** and **Command Officers** on **incidents** in the County, as required.
- b. **Operational Chain of Command Established.** The operational chain of command is established as follows:

Fire/Rescue Chief
 Fire/Rescue Deputy Chief
 Fire/Rescue Assistant Chief
 Fire/Rescue District/Duty Chief/**EMS Provider**
 Fire/Rescue Captain/**EMS Provider**
 Fire/Rescue Lieutenant/**EMS Provider**
 Master Firefighter/Rescuer/**EMS Provider**
 Firefighter/Rescuer III or Rescuer III/**EMS Provider**
 Firefighter/Rescuer II or Rescuer II/**EMS Provider**

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**Firefighter/Rescuer I or Rescuer I/EMS Provider
Firefighter/Rescuer or Rescuer/EMS Provider**


1. All personnel except Firefighter/Rescuer or Rescuer must be appointed, promoted, or elected by the LFRD, or appointed or promoted by DFRS, DVFRS, or the County Executive, and certified by the **Fire Administrator** to participate at any level in the chain of command.
2. **EMS Providers.**
 - A. **EMS Provider** Unit Officers may act as **Incident Commanders** only if a **Primary Unit Officer** is not on the scene of an **incident**.
 - B. **EMS Provider Command Officers** may act as **Incident Commanders** only on **incidents** primarily involving patient care. However, by virtue of their advanced level of EMS training and certification, the **EMS Provider District/Duty Chief** should be assigned EMS Sector or patient care responsibilities after the arrival of an equal or higher-ranking fire/rescue **Command Officer**.
3. The highest-ranking officer on the scene of an **incident** is in command until relieved of command by a higher-ranking officer. The higher-ranking officer's arrival on the scene does not automatically relieve the lower-ranking officer of **incident** command. Those **Command Officers** must exchange command with a face-to-face meeting or, under extenuating circumstances, by radio transmission. When no **Command Officer** is on the scene, the highest-ranking **Command Officer** who is responding will receive a courtesy consultation before any units are returned, and/or when the **incident** is terminated.
4. The first arriving officer is the **Incident Commander**. The dispatched **Command Officer** from the first due **jurisdiction**, which includes a **DFRS District Chief**, may assume command from a non-dispatched **Command Officer** of equal rank. All fire and rescue chiefs, including the Chiefs of **DFRS** and **DVFRS**, have command authority within Montgomery County. A fire and rescue chief has the authority to assume command over an **incident** within his or her **jurisdiction**.

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Sec. 5. Procedure.

- a. **Certification Process.** The **Fire Administrator** is the certification authority. In accordance with this Executive Regulation, the **Fire Administrator** certifies individuals who meet the Fire and Rescue Commission's current certification standards for training and experience requirements as being eligible to participate in the Integrated Emergency Command Structure at a specific rank.
 - 1. The **Fire Administrator** will verify that the qualifications submitted for each individual meet the applicable certification standards for training and experience requirements before certification.
 - 2. The **Fire Administrator** will verify that **Command Officers** have met the Fire and Rescue Commission's annual continuing education requirements.
- b. **Certified List.** The **Fire Administrator** will provide to the Montgomery County Fire and Rescue Service a current list of **certified** personnel.
- c. **Rank Structure.** The **LFRDs** may appoint, elect, or promote, and **DFRS** may appoint or promote qualified individuals. Both the **LFRDs** and **DFRS** must continually keep the **Fire Administrator** apprised of any changes in their rank structures by submitting notice to the **Fire Administrator** within 14 calendar days of the change. The **Fire Administrator** must act on a request for certification within 60 calendar days after its receipt. However, no personnel above the rank of Firefighter/Rescuer I/**EMS Provider** can participate in the IECS above their **certified** rank for more than 75 calendar days without prior certification by the **Fire Administrator**.
- d. **Command Officer Availability System.** This system is established to ensure that **Command Officers** are available for response to **incidents** in all areas of the County.
 - 1. **Local Fire and Rescue Department Responsibilities.** Each **LFRD** must schedule a **Command Officer** to be on-duty as the **Duty Officer** at all times. The **Duty Officer** must not be assigned to a **Primary Unit**.
 - 2. **Division of Fire and Rescue Service Command Officers.** A **DFRS** **Command Officer** may serve as the **LFRD**-designated **Duty Officer** or

	<h1>EXECUTIVE REGULATION</h1> <h2>MONTGOMERY COUNTY FIRE AND RESCUE COMMISSION</h2>	No. 02-01 EFFECTIVE DATE: 6/26/01
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	<p>Command Officer. DFRS must make Command Officers available, within budgetary constraints, for scheduling as Duty Officers.</p> <p>3. Dispatch of Command Officers. A Command Officer must be dispatched on incidents, as required by the response assignments approved by the Fire and Rescue Commission. The Division of Fire and Rescue Service, through its operation of the Emergency Communications Center, will ensure the availability of a system to notify the jurisdiction's Duty Officer of all incidents in his/her jurisdiction.</p> <p>4. Dispatch of Additional Command Officers. When specified in dispatch assignments or requested by the Incident Commander, the Emergency Communications Center must dispatch the next due available Command Officer.</p> <p>5. Response of Command Officers. Dispatched Duty Officers may respond to any incident in their jurisdiction or district, subject to procedures developed by the Fire Administrator and approved by the Fire and Rescue Commission. Command Officers may respond based on their proximity to the incident, and after notifying ECC of their current location. A Command Officer may serve as a Primary Unit Officer if qualified on that specific unit. A Command Officer may not serve simultaneously as both a Primary Unit Officer and as a Duty Officer.</p> <p>6. Out of County Response. On any incident dispatched outside of Montgomery County, the LFRD Duty Officer or District Chief may respond with the requested units. The LFRD Chief or the DFRS Shift Chief may also respond.</p> <p>e. Primary Unit Officers. A Primary Unit must have a certified Primary Unit Officer at all times. If a Primary Unit responds without a certified Primary Unit Officer, the unit must notify the ECC that it is responding understaffed.</p> <p>f. Administrative Leave/Suspension. The Fire Administrator, LFRD Chief, or DFRS Chief, as appropriate, may place an individual on Administrative Leave/Suspension for cause or misconduct, in accordance with Montgomery County Code Section 21-3(g).</p>	

	<h1>EXECUTIVE REGULATION</h1> <h2>MONTGOMERY COUNTY FIRE AND RESCUE COMMISSION</h2>	No. 02-01
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g. **Appeals.** An individual who was not **certified**, was decertified, or who was placed on **Administrative Leave/Suspension**, may appeal to the appropriate authority, in accordance with Fire and Rescue Commission policy. The **appeal** must include appropriate documentation.

Sec.6. **Review.** The Fire and Rescue Commission regularly must review the *Integrated Emergency Command Structure* Executive Regulation, and if at least five members vote in favor of any change that will improve public safety, amend it as necessary.

Sec. 7. **Severability.** If a court of final appeal holds that any part of this regulation is invalid, that ruling does not affect the validity of other parts of the regulation.

Sec. 8. **Enforcement.** The **Fire Administrator** is the enforcement authority for all policies and regulations of the Montgomery County Fire and Rescue Service.

Sec. 9. **Effective Date.** This regulation is effective on June 26, 2001

ATTEST:

 Gordon A. Aoyagi, Fire Administrator

 April 17, 2001
 Date

IECS reconstruction BF 8-4-03

*effective 19, 1988
after May*

Resolution No.: 11-777
Introduced: April 19, 1988
Adopted: April 19, 1988

COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND

By: County Council

Subject: Approval of Executive Regulation No. 44-87, Command and Communication Procedure for Fire and Rescue Corporation Directions to County Firefighter/Rescuer Employees

Background


1. Executive Regulation No. 44-87 establishes a command and communication process to assure adequate supervisory controls and effective integration of corporate management directions into the chain of command of County firefighter and rescue employees. It will enable the Department of Fire and Rescue Services and the respective fire corporations to effectively supervise and direct their employees.
2. This regulation was promulgated by the County Executive under Method 2 and was advertised in the Montgomery County Register as required by law.

Action

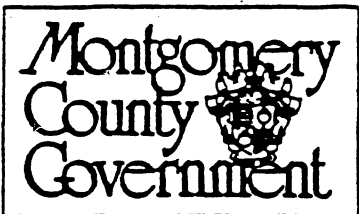
The County Council for Montgomery County, Maryland, approves the following resolution:

Executive Regulation No. 44-87, Command and Communication Procedure for Fire and Rescue Corporation Directions to County Firefighter/Rescuer Employees, is approved.

This is a correct copy of Council action.


Kathleen A. Freedman, CMC
Secretary of the Council

BUD103/19



Executive Regulation

Office of the County Executive
Montgomery County, Maryland

Subject Command and Communication Procedure for Fire and Rescue Corporation Directions to County Firefighter/Rescuer Employees	Number 44-87
Originating Department Department of Fire and Rescue Services	Effective Date May 19, 1988

**Montgomery County Regulation on:
COMMAND AND COMMUNICATION PROCEDURE FOR
 FIRE AND RESCUE CORPORATION DIRECTIONS
 TO COUNTY FIREFIGHTER/RESCUER EMPLOYEES
DEPARTMENT OF FIRE AND RESCUE SERVICES**

EXECUTIVE REGULATION

Issued by: County Executive

COMCOR, Title _____, chapter _____

Authority: Montgomery County Code, Section 2-39A(b)(3),
as amended by bill 42-87, Section 1.

Council review: Method (2) under Code Section 2A-15
Register Vol. 5, No. 2

Effective date: May 19, 1988

Summary: This executive regulation establishes a command and communication process to assure adequate supervisory controls and effective integration of corporate management directions into the chain of command of County firefighter employees.

Address for comments:

Director, Department of Fire and Rescue Services
Executive Office Building
101 Monroe Street, Rockville, Maryland 20850

Staff contact:

Pat Patterson
Department of Fire and Rescue Services
(301) 217-2444



Executive Regulation

Office of the County Executive
Montgomery County, Maryland

Subject Command and Communication Procedure for Fire and Rescue Corporation Directions to County Firefighter/Rescuer Employees	Number 44-87
Originating Department Department of Fire and Rescue Services	Effective Date

Sec. 1. The Director of the Department of Fire and Rescue Services shall delegate in writing day-to-day supervision of Montgomery County merit system firefighters/rescuers assigned to a fire or rescue corporation, including authority to initiate discipline, to the senior county merit system firefighter or rescue worker assigned to a particular fire or rescue corporation. This senior firefighter or rescuer may designate other county merit system firefighters/rescuers to act as the senior county merit system firefighter/rescuer in his/her absence. The senior merit system firefighter/rescuer shall be responsible to the Director of the Department of Fire and Rescue Services for all personnel matters under the terms of the applicable County Personnel Regulations and policies.

Sec. 2. All delegations by the Director, and designations by the senior career firefighter/rescuer, shall be in writing, with copies to the affected corporations.

Sec. 3. One or more corporation officers may be authorized in writing by each corporate board of directors to give directions on the management of corporation activities and facilities to the senior County



Executive Regulation

Office of the County Executive
Montgomery County, Maryland

Subject Command and Communication Procedure for Fire and Rescue Corporation Directions to County Firefighter/Rescuer Employees	Number 44-87
Originating Department Department of Fire and Rescue Services	Effective Date

merit system firefighter/rescuer assigned to a corporation and designated by the Director. Copies of this authorization must be furnished to the Director of the Department of Fire and Rescue Services and the senior County firefighter/rescuer for the corporation. An authorized corporate officer may, with the approval of the Board of Directors, delegate this authority to a subordinate corporate officer. If more than one authorized corporation officer is present at a particular place and time, the direction of the senior corporation officer controls.

Sec. 4. If any direction of an authorized corporate officer is contradictory to a previous written order of the Director, the senior County merit system firefighter/rescuer may suspend implementation of the direction until the director or his designee is advised and confirms, modifies or rejects the direction. The designated corporation officer may request a review of a modified or rejected direction by the Chief Administrative Officer who shall respond with a final written decision.

Sec. 5. This Regulation is subject to the chain of command promulgated by the Fire and Rescue Commission, which, in case of conflict with this regulation, shall control. Montgomery County merit system



Executive Regulation

Office of the County Executive
Montgomery County, Maryland

Subject	Command and Communication Procedure for Fire and Rescue Corporation Directions to County Firefighter/Rescuer Employees	Number	44-87
Originating Department	Department of Fire and Rescue Services	Effective Date	May 19, 1988

firefighter/rescuers responding to an operational incident will receive and be subject to directions and commands pursuant to the integrated emergency command structure adopted by the Montgomery County Fire and Rescue Commission pursuant to the provisions of the Montgomery County Code.

Sec. 6. Each fire or rescue corporation may designate in writing a person to meet and consult with the Director of the Department of Fire and Rescue Services or appropriate designee concerning any personnel assigned by the Department of Fire and Rescue Services to the fire corporation.


Sidney Kramer

Sidney Kramer
County Executive

APPROVED AS TO FORM AND LEGALITY.

OFFICE OF COUNTY ATTORNEY

BY *Walter E. Keane*
DATE *12/29/87*

	<h1>POLICY AND PROCEDURE</h1>	NO 03-08
	<h2>MONTGOMERY COUNTY FIRE AND RESCUE COMMISSION</h2>	EFFECTIVE DATE: 4/15/02
TITLE Acquisition of Fire and Rescue Vehicles		PAGE 1 OF 19

MONTGOMERY COUNTY FIRE AND RESCUE SERVICE POLICY

ACQUISITION OF FIRE AND RESCUE VEHICLES

Issued by: Montgomery County Fire and Rescue Commission
Policy No. 03-08

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

Effective Date: April 15, 2002

SUMMARY:

This policy establishes procedures for reviewing and approving the acquisition of fire and rescue apparatus and EMS units that will be used by the Montgomery County Fire and Rescue Service. The proposed acquisition of all fire and rescue apparatus and EMS units must be reviewed by the Fire Administrator for compliance with approved Fire and Rescue Service Master Plans and vehicle performance and safety requirements. The appropriate review and approval process depends on the funding sources used to acquire and support the vehicle. Three categories of acquisition and support are established: 1. Units that are purchased and supported with County tax funds; 2. Units that are purchased by a Local Fire and Rescue Department and supported with County tax funds; and, 3. Units that are purchased by a Local Fire and Rescue Department and supported without the use of County tax funds.

DEADLINE:

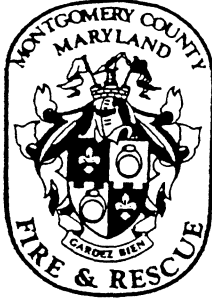
Montgomery County Fire Board Comment: December 7, 2001
Local Fire and Rescue Depts. Comment: December 7, 2001
Div. of Fire and Rescue Services Comment: December 7, 2001
Div. of Vol. Fire and Rescue Services Comment: Dec. 7, 2001

ADDRESS:

Please address all comments regarding the proposed policy to Gordon A. Aoyagi, Chair, Montgomery County Fire and Rescue Commission, 12th Floor, 101 Monroe Street, Rockville, Md, 20850. Comments may also be e-mailed to beth.feldman@co.mo.md.us.

STAFF:

For additional information, please contact Beth Feldman, Montgomery County Fire and Rescue Commission, (240) 777-2423.



POLICY AND PROCEDURE

NO. 03-08

MONTGOMERY COUNTY FIRE AND RESCUE COMMISSION

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Acquisition of Fire and Rescue Vehicles

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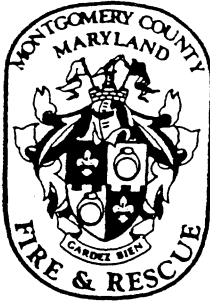
BACKGROUND: Montgomery County Fire and Rescue Service apparatus and EMS units may be acquired and supported with funds from several sources. These vehicles may be: 1. purchased and supported with County tax funds; 2. purchased by a Local Fire and Rescue Department and supported with County tax funds; or 3. purchased by a Local Fire and Rescue Department and supported without the use of County tax funds. To determine whether the proposed acquisition of these vehicles conforms to service requirements established in the Fire and Rescue Service Master Plan, and that the vehicles are equipped and configured to ensure personnel safety, the Fire and Rescue Commission requires that the proposed purchase of all fire and rescue apparatus and EMS units that will be operated by MCFRS personnel must be reviewed for compliance with all applicable standards and regulations.

Sec.1. Purpose: To establish a procedure for the review and approval of the proposed acquisition of fire and rescue apparatus and EMS units, to ensure their compliance with minimum vehicle performance requirements established by the Fire and Rescue Commission.

Sec.2. Applicability. This policy applies to all fire and rescue apparatus and EMS units that are acquired to provide service in the Montgomery County Fire and Rescue Service.

Sec.3. Definitions.

- a. **Apparatus Specifications Committee (ASC).** A committee appointed by the Fire Administrator and reporting to the MCFRS Division Chiefs, charged with developing and reviewing specifications for the MCFRS system-wide purchase of new or refurbished fire and rescue apparatus and EMS units.
- b. **Applicable Safety Standards.** NFPA 1901 Standards, federal DOT, and other appropriate State, federal, or MCFRS regulations regarding a vehicle's safety requirements.
- c. **County-Purchased/County-Supported Units.** Fire and rescue apparatus and EMS units whose acquisition and support costs, including vehicle insurance fees, costs for County career staffing, equipment, fuel/supplies, and maintenance and repairs are provided entirely with County tax funds.



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NO. 03-08

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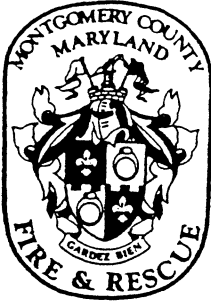
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- d. **Division of Fire and Rescue Services (DFRS)**. The Division of the Montgomery County Fire and Rescue Service comprising career employees and volunteers that shares with the Local Fire and Rescue Departments the responsibility for providing direct fire suppression, rescue, and emergency medical services.
- e. **Division of Volunteer Fire and Rescue Services (DVFRS)**. The Division of the Montgomery County Fire and Rescue Service that, along with the Local Fire and Rescue Departments, shares with the DFRS the responsibility for providing direct fire suppression, rescue and emergency medical services.
- f. **Emergency Medical Services**. The emergency medical service of the Montgomery County Fire and Rescue Service that provides basic life support and advanced life support services.
- g. **EMS Unit**. A vehicle that is designed and used primarily to provide emergency medical care and to transport patients.
- h. **Fire Administrator**. The non-uniformed department head of the Montgomery County Fire and Rescue Service who is appointed by the County Executive. The Fire Administrator serves as the ex officio chair of the Fire and Rescue Commission, and is responsible for: implementing and enforcing Fire and Rescue Commission policies and regulations; administering all fire and rescue services provided in the County; and supervising the Chiefs of both the Division of Fire and Rescue Services and the Division of Volunteer Fire and Rescue Services.
- i. **Fire and Rescue Commission (FRC)**. A body composed of seven voting members who are appointed by the County Executive and confirmed by the County Council. The FRC is charged with ensuring the provision of effective, efficient, and equitable fire, rescue, and emergency medical services County-wide, and providing the policy, planning, and regulatory framework for all firefighting, rescue, and emergency medical service operations.
- j. **Joint Health and Safety Committee**. A committee established to review proposed policies affecting only the health and safety issues of DFRS employees, provided for in the collective bargaining agreement between IAFF Local 1664 and Montgomery County, Maryland.
- k. **Like-for-Like Replacement**. Acquisition of a vehicle that does not increase the existing fleet, e.g., an engine purchased to replace an engine.



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- i. **Local Fire and Rescue Department (LFRD).** The Montgomery County Fire and Rescue Service component that provides direct fire suppression, rescue, and emergency medical services, in conjunction with the Division of Fire and Rescue Services.
- m. **LFRD-Purchased/County-Supported Units.** Fire and rescue apparatus and EMS vehicles that are purchased and owned by a Local Fire and Rescue Department, but whose costs to provide vehicle insurance, County career staffing, equipment, maintenance/repair/rehabilitation, and fuel/supplies are supported in whole or in part with County tax funds.
- n. **LFRD-Purchased/LFRD Supported Units.** Fire and rescue apparatus and EMS vehicles that are purchased and owned by a Local Fire and Rescue Department, whose costs to provide vehicle insurance, staffing, equipment, maintenance/repair/rehabilitation, and fuel/supplies are expended entirely without the use of County tax funds. The expenses to provide and maintain County-owned 800mhz voice and mobile data communications equipment are not covered in this policy.
- o. **Minimum Performance Requirements.** A Fire and Rescue Commission-approved list of the minimum performance-based requirements, as developed by the Apparatus Specifications Committee, that must be met before MCFRS fire and rescue apparatus and EMS units are acquired.
- p. **Montgomery Fire and Rescue Service (MCFRS).** The combined fire, rescue, and emergency medical services delivery system comprising the Division of Fire and Rescue Services, and the Division of Volunteer Fire and Rescue Services, that includes the Local Fire and Rescue Departments.
- q. **Multi-Purpose Apparatus.** Any vehicle that was specifically designed to perform two or more primary fire or rescue related functions, e.g., quints, tanker/pumpers, etc.
- r. **Specialty Vehicles.** Vehicles that include, but are not limited to boats, brush trucks, tankers, breathing air units, cave-in units, haz-mat units, special evacuations units, and underwater rescue units.

Sec.4. Policy: It is the FRC's policy to require that the Fire Administrator review the proposed acquisition of all fire and rescue apparatus and EMS units that MCFRS intends to provide service in Montgomery County, to ensure their compliance with approved Fire and Rescue Service Master Plans and applicable safety standards.



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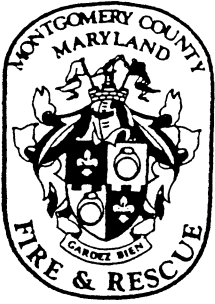
Sec.5. A. Procedure for Acquiring Like-for-Like Replacement Vehicles

a. County Purchased/County Supported Units

1. Consistent with funds provided in the approved operating budget, the **ASC** must develop technical specifications for each proposed acquisition for the review and approval of the **Fire Administrator**.
2. The **Fire Administrator** must program operating budget funds for approved vehicles, and will ensure that their acquisition is consistent with the approved Fire and Rescue Service Master Plan. The **Fire Administrator** must also ensure that the vehicle's acquisition procedures comply with Montgomery County's Procurement Regulations.
3. The **Fire Administrator** must provide the **Joint Health and Safety Committee** with an opportunity to review the specifications and drawings for compliance with **applicable safety standards**.
4. The **MCFRS**-designated individual, who has the responsibility for vehicle fleet documentation, must submit the manufacturer's documentation certifying that the vehicle meets the technical specifications in the procurement contract under which it was acquired, and that it complies with all **applicable safety standards** to the **Fire Administrator**, before the delivered apparatus/**EMS unit** is placed in service,

b. LFRD-Purchased/County Supported Units

1. Before signing an agreement to acquire fire and rescue apparatus or an **EMS unit** that is a **like-for-like replacement**, the **LFRD** must notify the **FRC** of its intent in writing. The notification must indicate: the type of apparatus to be acquired; its specifications and drawings, if drawings are available; and the **LFRD's** intent to use or require County tax funds to support the unit.
2. The **Fire Administrator** must immediately forward the specifications and drawings to the **ASC** for its review.
3. The **ASC** must review the specifications and drawings to determine if the proposed apparatus/**EMS unit** meets the **Minimum Performance Requirements** (Appendix #1), and inform the **Fire Administrator** within 30 calendar days whether the proposed unit meets those requirements.



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4. If the proposed apparatus/EMS unit will be operated by DFRS employees, the **Fire Administrator** must provide the **Joint Health and Safety Committee** with the opportunity to review the specifications and drawings. The **Joint Health and Safety Committee** must forward its comments to the **Fire Administrator** within 30 calendar days.
 5. The **Fire Administrator** must inform the **LFRD** of the results of the **ASC's** review and the **Joint Health and Safety Committee's** comments, and will resolve any outstanding issues with the **LFRD**.
 6. When the **Fire Administrator** approves the vehicle's specifications, he/she must notify the **LFRD** of his/her intent to support the vehicle's operation with County tax funds, contingent upon budget appropriations.
 7. Before placing the delivered vehicle in service, the **LFRD** must provide the **Fire Administrator**, or his/her designee, with the manufacturer's documentation certifying that the vehicle meets the applicable **Minimum Performance Requirements** (Appendix # 1) and other **applicable safety standards**.
- c. **LFRD-Purchased/LFRD Supported Units.** Before placing the apparatus/EMS unit in service, the **LFRD** must submit to the **Fire Administrator**, or his/her designee, the manufacturer's documentation certifying that the delivered vehicle meets the applicable **Minimum Performance Requirements** (Appendix #1) and other **applicable safety standards**. The **Fire Administrator** must submit the received documentation to the **Joint Health and Safety Committee** for review if the proposed vehicle will be used by **DFRS** personnel.
- Sec. 5. B. **Procedure for Acquiring Vehicles of a Different Type, or that Increase the MCFRS Authorized Fleet Inventory,**
- a. **County Purchased/County Supported Units**
 1. The Office of the **Fire Administrator** must review the proposed service to which the vehicle is to be assigned; ensure its compliance with approved Fire and Rescue Service Master Plans and service delivery requirements; and determine its fiscal impact.
 2. Consistent with the approved operating budget, the **ASC** must develop technical specifications for the vehicle, subject to the **Fire Administrator's** review and approval.



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3. The **Fire Administrator** must program available operating budget funds for the unit's acquisition, ensure that the proposed service is consistent with the approved Fire and Rescue Service Master Plan, and that its acquisition complies with Montgomery County Procurement Regulations.
 4. If the proposed apparatus/**EMS** unit will be operated by **DFRS** personnel, the **Joint Health and Safety Committee** must have the opportunity to review the specifications and drawings for **applicable safety standards**.
 5. The **MCFRS**-designated individual who has responsibility for vehicle fleet documentation must submit the manufacturer's documentation certifying that the vehicle meets the **ASC's** technical specifications, and that it meets other **applicable safety standards** to the **Fire Administrator** before the delivered apparatus/**EMS** unit is placed in service
 6. The **Fire Administrator** will request the **FRC** to certify that the proposed vehicle as being consistent with the approved Fire and Rescue Services Master Plan.
- b. **LFRD-Purchased/County Supported Units**
1. The **LFRD** must provide the **Fire Administrator** with documentation on how the unit's acquisition will affect the Fire and Rescue Service Master Plan and the County budget before signing an agreement to acquire a vehicle that is of a different type (i.e., a tanker for a pumper), or that increases the authorized vehicle fleet. The documentation must include:
 - A. an annual estimate of the unit's complete operating, maintenance, and staffing costs;
 - B. initial service impact statements, explaining how the new unit will improve service to the community, and its anticipated effects on the Fire and Rescue Service Master Plan; and
 - C. the proposed apparatus/**EMS** unit's specification information that must include, but is not limited to:
 - i. For new apparatus/**EMS** units: a copy of the apparatus/**EMS** unit's technical specifications, and if available, line drawings.



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- ii. For previously-owned apparatus/EMS units: a copy of the unit's technical specifications or modifications to the original design, if available; a record of any major maintenance/repairs or collision damage; and any records indicating the vehicle's refurbishment or rehabilitation.
 - iii. Specialty Vehicles/EMS units, or Multi-Purpose Apparatus/EMS units: a description of the unit, its year, make, model, vehicle identification number, mileage, and any options or add-on features.
 - iv. For watercraft: the unit's technical specifications; line drawings; and, if it was previously owned, its maintenance and repair history, if available. If applicable, written certification that the unit has passed a marine survey must also be provided.
 - v. For all-terrain vehicles: the unit's technical specifications; line drawings; and, if it was previously owned, any available maintenance and repair history.
2. The **Fire Administrator** must review the **LFRD's** documentation to determine the fiscal and service delivery impact of the apparatus/**EMS unit's** acquisition. Within 60 calendar days after reviewing this information, the **Fire Administrator** must inform the **FRC** whether the proposed service is consistent with the Fire and Rescue Service Master Plan, or if a Master Plan amendment is required.
 3. If the service delivery is consistent with the Fire and Rescue Service Master Plan, the **Fire Administrator** must forward the specifications and drawings to the **ASC**. The **ASC** must review the specifications and drawings to determine if the proposed unit meets the **Minimum Performance Requirements** (Appendix # 1), and submit its report to the **Fire Administrator** within 30 calendar days.
 4. If the proposed vehicle will be used by **DFRS** employees, the **Joint Health and Safety Committee** must have the opportunity to review the specifications and drawings.



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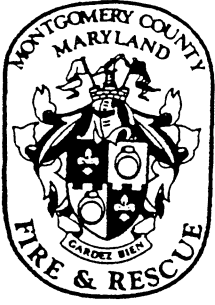
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5. The **Fire Administrator** must inform the **LFRD** of the results of the **ASC's** review, and the **Joint Health and Safety Committee's** comments, and will resolve any outstanding issues with the **LFRD**.
6. After reviewing the fiscal and service impact statements, the **ASC's** report, and the **Joint Health and Safety Committee's** comments, the **Fire Administrator** must report on the status of the request to the **FRC** at its next regularly scheduled meeting. If the **Fire Administrator** finds that the proposed unit meets the **Minimum Performance Requirements** (Appendix # 1), and that the fiscal and service impacts are acceptable, he/she must request the **FRC** to certify the proposed vehicle as being consistent with the approved Fire and Rescue Service Master Plan at its next regular scheduled meeting.
7. Upon **FRC** certification, the **Fire Administrator** must notify the **LFRD** of his/her intent to support the vehicle's operation with County tax-funds, contingent upon budget appropriations.
8. Before placing the vehicle in service, the **LFRD** must provide the **Fire Administrator** or his/her designee with the manufacturer's documentation certifying that the delivered vehicle meets the applicable **Minimum Performance Requirements** (Appendix #1) and **applicable safety standards**.

c. LFRD-Purchased/LFRD-Supported Units

1. Before placing the delivered vehicle in service, the **LFRD** must submit the manufacturer's documentation certifying that the vehicle meets the applicable **Minimum Performance Requirements** (Appendix #1) and **applicable safety standards** to the **Fire Administrator**, or his/her designee. The **Fire Administrator** must submit the received documentation to the **Joint Health and Safety Committee** for review if the proposed vehicle will be used by **DFRS** personnel.
2. The **LFRD** must provide to the **FRC** an accountability program, to show that County tax funds are not required to provide vehicle insurance, equipment, maintenance/repair/rehabilitation, and fuel supplies.
3. The **Fire Administrator** will recommend to the **FRC** to amend the Fire and Rescue Services Master Plan to establish new service consistent with the Fire and Rescue Services Master Plan.



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4. The FRC will approve or deny the Fire Administrator's recommendation to establish a new service consistent with LFRD Purchased/LFRD Supported units.

Sec.6. Responsibilities.

Sec. 6. A. Responsibilities for Like-for-Like Replacement Vehicles.

a. County Purchased/County Supported Units

1. The Fire Administrator must:
 - A. ensure that all MCFRS apparatus/EMS units comply with applicable safety standards in effect at the time of their manufacture;
 - B. provide the Joint Health and Safety Committee with an opportunity to review the specifications and drawings for compliance with applicable safety standards;
 - C. program operating budget funds for approved vehicles;
 - D. ensure that the vehicle's acquisition is consistent with the approved Fire and Rescue Service Master Plan;
 - E. ensure that the vehicle's acquisition procedures comply with Montgomery County's Procurement Regulations; and
 - F. receive from the MCFRS-designated individual for vehicle fleet documentation the manufacturer's documentation certifying that the vehicle meets the technical specifications in the procurement contract under which it was acquired, and that it complies with all applicable safety standards.
2. The ASC must develop technical specifications for each proposed acquisition for the Fire Administrator's review and approval, consistent with funds provided in the approved operating budget.
3. The Joint Health and Safety Committee must:
 - A. review the proposed unit's technical specifications and drawings for compliance with applicable safety standards; and



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B. provide any written comments on the technical specifications to the **Fire Administrator** within 30 calendar days of their receipt.

b. **LFRD Purchased/County Supported Units**

1. The **Fire Administrator** must:

- A. immediately forward the specifications and drawings to the **ASC** for its review;
- B. provide the **Joint Health and Safety Committee** with the opportunity to review the specifications and drawings, if the proposed unit will be operated by **DFRS** employees, and consider the **Joint Health and Safety Committee's** comments;
- C. inform the **LFRD** of the results of the **ASC's** review and the **Joint Health and Safety Committee's** comments, and resolve any outstanding issues with the **LFRD**;
- D. approve the vehicle's specifications; and
- E. notify the **LFRD** of his/her intent to support the vehicle's operation with County tax funds, contingent upon budget appropriations.

2. The **ASC** must:

- A. review the technical specifications and drawings to determine if the proposed apparatus/**EMS unit** meets the **Minimum Performance Requirements**; and
- B. inform the **Fire Administrator** within 30 calendar days of their receipt as to whether the proposed unit meets the **Minimum Performance Requirements**.

3. The **Joint Health and Safety Committee** must provide the **Fire Administrator** with its comments on the proposed unit's specifications and drawings within 30 calendar days of receiving notice, if the comments are to be considered.



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4. The LFRD must:

- A. notify the **FRC** in writing of its intent to use or require County Tax funds to support the fire and rescue apparatus or **EMS unit** before signing an agreement to acquire the unit; and
- B. submit the manufacturer's documentation certifying that the vehicle meets the applicable **Minimum Performance Requirements** and other **applicable safety standards** to the **Fire Administrator**, or his/her designee, before placing the delivered vehicle in service.
- C. **LFRD Purchased/LFRD Supported Units.** The LFRD must submit the manufacturer's documentation certifying the delivered vehicle meets the applicable **Minimum Performance Requirements** and other **applicable safety standards** to the **Fire Administrator**, or his/her designee, before placing the delivered apparatus/**EMS unit** in service.

Sec.6. B. **Responsibilities for Authorizing Vehicles of a Different Type, or that Increase the MCFRS Authorized Fleet Inventory.**

a. **County Purchased/County Supported Units**

1. The **Fire Administrator** must:

- A. review the proposed service to which the vehicle is to be assigned, to ensure its compliance with approved Fire and Rescue Service Master Plans and service delivery requirements, and to determine its fiscal impact;
- B. program available operating budget funds for the unit's acquisition; ensure that the proposed service is consistent with the approved Fire and Rescue Service Master Plan; and that its acquisition complies with Montgomery County Procurement Regulations;
- C. provide the **Joint Health and Safety Committee** with the opportunity to review the proposed unit's specifications and drawings for **applicable safety standards**;
- D. receive the manufacturer's documentation certifying that the vehicle meets the **ASC's** technical specifications, and that it meets other **applicable safety standards** from the **MCFRS**-designated individual who has



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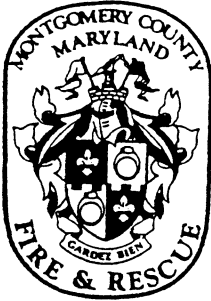
responsibility for fleet documentation, before placing the vehicle in service;
and

E. request the **FRC** to certify the proposed vehicle as being consistent with the approved Fire and Rescue Service Master Plan.

2. The **ASC** must develop technical specifications for the vehicle, subject to the **Fire Administrator's** review and approval, consistent with the approved operating budget.
3. The **Joint Health and Safety Committee** must have the opportunity to review the proposed unit's specifications and drawings for **applicable safety standards**, and submit any comments to the **Fire Administrator** within 30 calendar days of receiving notice.
4. The **FRC** must certify that the proposed vehicle is consistent with the Fire and Rescue Service Master Plan.

b. **LFRD Purchased/County Supported Units**

1. The **Fire Administrator** must:
 - A. review the **LFRD's** documentation to determine the fiscal and service delivery impacts of the apparatus/**EMS unit's** acquisition;
 - B. inform the **FRC** whether the proposed service is consistent with the Fire and Rescue Service Master Plan, or if a Master Plan amendment is required, within 60 calendar days after receiving this information;
 - C. forward the proposed unit's technical specifications and drawings to the **ASC**, if the service delivery is consistent with the Fire and Rescue Service Master Plan;
 - D. provide the **Joint Health and Safety Committee** with the opportunity to review the proposed unit's technical specifications and drawings;
 - E. inform the **LFRD** of the results of the **ASC's** review and the **Joint Health and Safety Committee's** comments, and resolve any outstanding issues with the **LFRD**;



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- F. review the fiscal and service impact statements, the **ASC's** report, and consider the **Joint Health and Safety Committee's** comments, and report on the status of the **LFRD's** request to the **FRC** at its next regularly scheduled meeting;
- G. if he/she finds the proposed unit meets the **Minimum Performance Requirements** and the fiscal and service impacts are acceptable, request the **FRC** to certify the proposed vehicle as being consistent with the approved Fire and Rescue Service Master Plan; and
- H. upon the **FRC's** certification, notify the **LFRD** of his/her intent to support the vehicle's operation with County tax-funds, contingent upon budget appropriations.
2. The **ASC** must review the specifications and drawings to determine if the proposed unit meets the **Minimum Performance Requirements**, and submit its report to the **Fire Administrator** within 30 calendar days.
3. The **Joint Health and Safety Committee** must review the specifications and drawings of proposed apparatus/**EMS units** for **applicable safety standards**, and submit any comments to the **Fire Administrator** within 30 calendar days of receiving notice.
4. The **LFRD** must:
- A. provide the **Fire Administrator** with documentation on how the proposed unit's acquisition will affect the Fire and Rescue Service Master Plan, service to the local community and the County budget before signing an agreement to acquire a vehicle that is of a different type, or that increases the authorized vehicle fleet; and
- B. provide the **Fire Administrator**, or his/her designee, with the manufacturer's documentation certifying that the delivered vehicle meets the applicable **Minimum Performance Requirements** and **applicable safety standards** before placing it in service.
5. The **FRC** must:
- A. approve or deny the **Fire Administrator's** recommendation to amend the Fire and Rescue Service Master Plan to establish new service; and



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B. approve or deny the **Fire Administrator's** recommendation to establish a new service consistent with the requirements for **LFRD Purchased/LFRD Supported Units**.

c. Responsibilities for LFRD Purchased/LFRD Supported Units

1. The **LFRD** must:

- A. submit the manufacturer's documentation certifying the delivered vehicle meets the applicable **Minimum Performance Requirements** and other **applicable safety standards** to the **Fire Administrator**, or his/her designee, before placing the apparatus/**EMS unit** in service; and
- B. provide the **FRC** with an accountability program so that County tax funds are not required to provide vehicle insurance, equipment, maintenance/repairs/rehabilitation, and fuel supplies.

2. The **Fire Administrator** must:

- A. submit a report to the **FRC** that includes all identified support documentation, the **Joint Health and Safety Committee's** comments, and a recommendation on whether to approve or deny the expenditure of non-County tax funds, contingent upon Fire and Rescue Service Master Plan compliance, and/or the expansion of the apparatus or **EMS unit** fleet; and
- B. ensure that **LFRD** requests are transmitted promptly to the **Joint Health and Safety Committee** for its review and comments; and that other administrative actions required of **MCFRS** staff and committees are performed expeditiously, in accordance with this policy.

3. The **FRC** must:

- A. approve or deny the **Fire Administrator's** recommendation to amend the Fire and Rescue Service Master Plan to establish a new service; and
- B. approve or deny the **Fire Administrator's** recommendation to establish a new service, consistent with requirements for **LFRD Purchased/LFRD Supported Units**.



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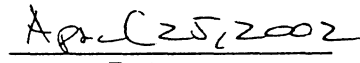
Sec.7. **Enforcement.** The **Fire Administrator** is the enforcement authority for all policies and regulations of the Montgomery County Fire and Rescue Service.

Sec.8. **Effective Date.** This policy is effective on April 15, 2002.

Attest:

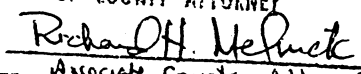


Gordon A. Aoyagi, Fire Administrator



Date

Attachment – Apparatus Performance Review Checklist

APPROVED AS TO FORM AND LEGALITY.
OFFICE OF COUNTY ATTORNEY
BY 
DATE Associate County Attorney
3/26/02

ATTACHMENT

ACQUISITION OF FIRE AND RESCUE VEHICLES
Apparatus Performance Review Checklist

The information below is required to enable the Apparatus Specifications Committee to adequately conduct a performance review of the proposed vehicle. This completed checklist must be submitted to the FRC. None of the requirements listed here is intended to prevent the use of any manufacturer's products or services. The intent of this review is to ensure the availability of supplies, parts, and equipment for repairs; compatibility for vehicle service needs; and to standardize MCFRS vehicles to the degree possible to enhance operational efficiency and facilitate training requirements.

- Complete bid proposal specification
- Technical information for all component parts, other than current standard
- FRC-approved minimum inventory package
- List of available factory-authorized service centers
- Engineering drawings, if available

APPARATUS SPECIFICATIONS COMMITTEE REVIEW

Overall Height: _____ Length: _____ Width: _____ Wheelbase: _____

Turning Radius, L: _____ ft _____ in R: _____ ft _____ in

Cramp Angle L: _____ R: _____

GVWR Front: _____ Rear: _____ Total: _____

Motor Manufacturer: _____ Model Type: _____

HP Rating: _____ HP at _____ RPM.

Torque: _____ ft-lbs at _____ RPM

Transmission manufacturer and model #: _____

Drivetrain auxiliary braking for all apparatus > 30,000 lbs. GVWR

Type: _____ Manufacturer: _____ Model: _____

PS-2000 Mobile Data System compliant

1-Year single source warranty

Corrosion warranty : 5 year: _____ 10 year: _____ Other: _____

Locking, climate controlled ALS compartment with adjustable shelves for engines, Aerials, and Rescue Squads

1-20 AMP, 110V receptacle, 1-12V charging outlet for EMS compartment

Tires: specify manufacturer, model #, size, and tread design type for:

Steering Axle(s): _____

Drive Axles: _____

Brakes: Outboard mounted S-Cam Drum: _____ Disc: _____ Other: _____

Visual slack adjusters and air application gauge

Automatic tire chains

Automatic lubrication system

Alternator and battery package that will supply 120% of the maximum load + 25% intermittent load

- Battery charger outlet
- Color-coded and function-labeled wiring, Hypalon-Crosslink or equivalent
- Requirement for as-built drawings, specifications, and service manuals
- Requirement for engine cooling performance scan
- Requirement for third party testing of aerials and pumpers
- LDH-compliant pump/hose/accessories
- FRC Apparatus Graphics Package

JOINT HEALTH AND SAFETY COMMITTEE REVIEW

- 3-Point seat belts for all riding positions
- Air conditioned and heated cabs (A/C for Tiller Cabs excluded)
- Headset intercom system
- Portable hand light for all firefighting positions
- Vehicle exhaust system compliance: Station compatibility: ___ Noise levels: ___
- Approved back-up alarm and/or rear view camera
- No cab roof mounted audible warning devices
- Momentary switch for handheld spotlights
- Ground ladder lowering mechanism
- Relief valve protection for all pumping apparatus
- Standard color-coding for pump discharges
- Hands-free siren and air-horn controls

Minimum Performance Requirements for Pumpers

- 1500 GPM pump with thermal protection.
- Minimum 750-gallon water booster tank for urban and suburban pumpers (except Haz-Mat)
- Minimum 1000-gallon water booster tank for rural pumpers
- Minimum 30-gallon Class B foam tank and 95 GPM eductor
- Minimum of two full-flow LDH intakes and discharges
- 30-degree turndowns for all LDH connections
- LDH intake and discharge pressure protection
- Minimum of three cross-lays for all attack pumpers
- Minimum of three 2 1/2" rear discharges
- Thirty feet of hard-sleeve hose for rural pumpers
- Full-flow floating strainer or equivalent for rural pumpers
- 1,000 GPM, 360-degree fixed master stream device equipped with fog nozzle and triple stack tips
- Portable base for master stream device
- Minimum supply hosebed capacity of 1,000 ft. of 4" LDH, and 500 ft. of 3" Hose
- Minimum rear attack line capacity for a 400 ft. long line, 250 ft. high volume line, and a 250 ft. blitz/exposure line
- Minimum of 1600 watts of permanent lighting
- Hydraulic ladder rack
- Visual and audible thermal pump overheat warning

Minimum Performance Requirements for Aerial Apparatus

- Minimum 10kw diesel or hydraulic generator
- Minimum of 5000 watts of permanent lighting
- Minimum 95-foot aluminum or steel aerial device
- Minimum 500-pound tip load for aerial ladders, 750-pound for towers
- Minimum 1,000 GPM ladder pipe with a pre-piped tip waterway
- Intercom system between the turntable and tip
- One 45-foot pole ladder (recommended)


Minimum Performance Requirements for Rescue Squads

- Minimum 6kw back-up generator with 240-volt capability

Minimum Performance Requirements for EMS Units

- Type I or Type II (Van) chassis configuration only
- On-board oxygen system must accommodate G and H cylinders with uniform Schrader fittings
- On-board suction system must use Ohio-style outlets
- Non-swivel type attendant seats with approved seatbelts
- Cot and mounting system to be interchangeable with existing EMS units.
- Vehicle must be equipped with a block heater, wired through the shoreline
- Military Specifications connections for patient compartment 12-volt power

OTHER SPECIALTY UNITS WILL BE REVIEWED ON A CASE-BY-CASE BASIS.

	<h1>POLICY AND PROCEDURE</h1>	No. 25-04
	<h2>MONTGOMERY COUNTY FIRE AND RESCUE COMMISSION</h2>	EFFECTIVE DATE: 11 / 14 / 00
	TITLE NON-EMERGENCY REASSIGNMENT OF APPARATUS	PAGE 1 OF 8

MONTGOMERY COUNTY FIRE AND RESCUE SERVICE POLICY


NON-EMERGENCY REASSIGNMENT OF APPARATUS

Issued by: Fire and Rescue Commission
Policy No. 25-04

Authority: Code Section 21-13

Supersedes: Regulation 20-96, Non-Emergency Reassignment of Apparatus
Effective Date: November 14, 2000

- SUMMARY:** This policy amends the procedure for the long- and short-term reassignment of fire, rescue, and emergency medical services apparatus. It ensures an adequate, equitable and appropriate system of apparatus relocations, facilitating a rapid response to emergency service needs throughout the County with the greatest number of primary units in service at all times.
- DEADLINES:** Montgomery County Fire Board Comment: November 17, 1999
Local Fire and Rescue Departments Comment: Nov. 17, 1999
Division of Fire & Rescue Services Comment: Nov. 17, 1999
- ADDRESS:** Send all comments pertaining to this policy to Beth Feldman, Montgomery County Fire and Rescue Service, 12th floor, 101 Monroe Street, Rockville, Maryland 20850. Comments may also be e-mailed to beth.feldman@co.mo.md.us.
- STAFF:** For additional information, you may contact Beth Feldman on (240) 777-2423.
- BACKGROUND:** This policy amends the procedure for the temporary reassignment of fire/rescue apparatus to ensure the replacement of apparatus placed out-of-service due to a planned activity (preventive maintenance, training, fire prevention detail, etc.), or an unplanned event (mechanical failure, damage due to a collision, etc.).

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Sec. 1. **Purpose:** To establish a procedure for the non-incident related reassignment of apparatus between stations or local fire and rescue departments.

Sec. 2. **Applicability.** This policy applies to all fire, rescue, and emergency medical service personnel and all apparatus, whether titled to a local fire and rescue department or to Montgomery County. Apparatus purchased in whole or in part with funds received under State Fire, Rescue, and Ambulance Funds may be reassigned for a period not to exceed 14 days without the approval of the vehicle's title-holder. Apparatus purchased solely with private local fire and rescue department funds may be reassigned only with the approval of the vehicle's title-holder.

Sec. 3. **Definitions.**

- a. **Apparatus.** Fire and rescue vehicles, including but not limited to engines, ladder trucks, rescue squads, extrication units, brush trucks, tank wagons, ambulances, medic units and special units.
- b. **Chiefs Committee.** Committee comprising the Chief Officers of the LFRDs and DFRS, used as a resource by the Division Chiefs and the Fire Administrator.
- c. **District Chief.** On-duty career district chief assigned to operations for the Division of Fire and Rescue Services.
- d. **Division of Fire and Rescue Services (DFRS).** The Division of the Montgomery County Fire and Rescue Service comprising career employees and volunteers that shares with the Local Fire and Rescue Departments the direct responsibility for providing fire suppression, rescue, and emergency medical services.
- e. **Division of Volunteer Fire and Rescue Services (DVFRS).** The Division of the Montgomery County Fire and Rescue Service comprising the Local Fire and Rescue Departments. The DVFRS shares with the Division of Fire and Rescue Service the direct responsibility for providing fire suppression, rescue, and emergency medical services.



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- f. **Duty Officer.** An individual designated by a Local Fire and Rescue Department or DFRS as the on-duty Command Officer.
- g. **ECC Supervisor.** The officer in charge of the Emergency Communications Center.
- h. **Fire Administrator.** The non-uniformed department head of the Montgomery County Fire and Rescue Service, appointed by the County Executive. The Administrator serves as ex officio chair of the Fire and Rescue Commission and is responsible for implementing and enforcing Commission policies and regulations; administering all fire and rescue services provided in the County; and supervising the Chiefs of both the Division of Volunteer Fire and Rescue Services and the Division of Fire and Rescue Services.
- i. **Local Fire and Rescue Department. (LFRD).** A component of the Montgomery County Fire and Rescue Service that provides direct fire suppression, rescue, and emergency medical services, in conjunction with DFRS.
- j. **Non-emergency Reassignment.** Non-incident related relocation of apparatus to cover a planned or unplanned event.
- k. **Out-of-Service (OOS).** Status indicating apparatus is completely unavailable for response to an emergency incident. This status includes units unavailable because of special details, preventive maintenance, or mechanical failure. However, OOS status does not apply to units that are unavailable because of a previous dispatch to an emergency or routine incident, or to units performing in-service activities that would not delay a response or return to in-service status.
- l. **Out-of-Service Period.** The length of time during which apparatus will be unavailable to respond to an emergency incident. This time may be further defined as:
 - 1. **Short Term.** Period expected to be less than 72 hours.
 - 2. **Long Term.** Period expected to exceed 72 hours.



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- m. **Personnel.** All on-duty firefighters, rescuers, and emergency medical service providers.
- n. **Primary Apparatus.** A vehicle that is first due on a response, including but not limited to engines, ladder trucks, quints, tankers, ambulances, rescue squads, and medic units.
- o. **Secondary Apparatus.** Fire and rescue vehicles not designated as primary apparatus.
- p. **Shift Chief.** The on-duty DFRS chief officer assigned as the operations chief for a specific shift.
- q. **Station Officer.** Senior company officer on duty at a station.
- r. **Unit Inventory Form (UIF).** The current, written inventory of all items and equipment carried on apparatus. Special operating instructions and notation of all existing body damage and mechanical problems must also be noted on this form.

Sec. 4. **Policy Statement.** It is the policy of the Fire and Rescue Commission to ensure the provision of adequate fire suppression, rescue, and emergency medical services by efficient deployment of appropriate **apparatus** throughout the County at all times. The Chief of the **Division of Fire and Rescue Service** is responsible for the administration of this policy. Disagreements regarding the reassignment of **primary apparatus** will be referred to the **Fire Administrator**, who will make the final decision.

Sec. 5. **Procedure.**

- a. **Immediate Replacement.** When a normally-assigned **primary apparatus** is placed **OOS** without prior planning or notice due to a mechanical or safety failure, or a collision or similar event, and **secondary apparatus** is not available within that **LFRD**, the procedure below must be followed.



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1. The **station officer** must notify the **LFRD Chief** (or designee), the **District Chief**, and **ECC** which units are **OOS**, and the reason and expected duration of that status.
 2. The **ECC supervisor** must make immediate **apparatus** transfers as necessary.
 3. When necessary, the **Shift Chief** (or designee), after consulting with the **LFRD Chief** (or designee), will attempt to borrow a suitable apparatus replacement. The **Shift Chief** will secure a replacement vehicle from the **secondary apparatus** fleet when possible.
- b. **Routine Replacement.** When normally-assigned **primary apparatus** is expected to be **OOS** due to a planned activity or special detail, the procedure below must be followed before the unit is placed **out-of-service**.
1. **Short Term.** When the planned **OOS period** is expected to be **short term**, the **station officer** must notify the **District Chief** and the **LFRD Duty Officer**. The **District Chief** must notify the **LFRD Chief** (or designee) and the **Shift Chief**.
 2. **Long Term.** When the planned **OOS period** is expected to be **long term**, the **station officer** must notify the **LFRD Chief** (or designee), the **District Chief**, and the **LFRD Duty Officer** of the unit(s) involved, the reason for their placement **OOS**, and the expected duration of that status. Whenever possible, at least 72 hours advance notice should be given.
- c. **Apparatus Loaned to Manufacturers or Taken Out of the County for Parades or Other Events, Including Preventive Maintenance.** Before **primary apparatus** is loaned or taken out of the County, the **LFRD Chief** (or designee) must notify the Chair of the **Chiefs Committee** (or designee) and the **Shift Chief** to ensure adequate coverage or replacement. The **Fire Administrator** (or designee) will determine the conditions under which County-owned **apparatus** will be loaned and/or taken out of County for parades or other



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events. The procedures below must be followed.

1. The manufacturer must provide a certificate of insurance to the title holder before a vehicle may be loaned.
 2. When **primary apparatus** is to be loaned, **secondary apparatus** must be available to replace it for the duration of the loan if it causes reduction of geographical coverage.
- d. **Unit Inventory Form.** A UIF for each piece of **apparatus** assigned to an **LFRD** and/or **DFRS** must be maintained by the loaning and receiving departments.
- e. **Locating Secondary Apparatus.**
1. When a unit is placed **OOS** and the appropriate replacement is not available at the station or **LFRD**, the **station officer** of the affected station must inform the **District Chief** and the **LFRD Duty Officer**. The **District Chief** must contact the **Shift Chief** to determine whether appropriate **secondary apparatus** is available at another location.
 2. The **Shift Chief** (or designee) will locate appropriate **secondary apparatus** for the affected station and arrange for its delivery. The **Shift Chief** (or designee) will facilitate any necessary staffing changes and will ensure the **LFRD Chief** is notified of the apparatus change.
- f. **Resolution of Disagreements.** Disagreements regarding the reassignment of **primary apparatus** must be referred to the **Fire Administrator** (or designee), who will make the final decision. Apparatus reassignments will remain as reassigned until the **Fire Administrator** (or designee) advises otherwise.
- g. **Responsibilities when Apparatus is Reassigned to Another Station.**
1. The **Shift Chief** (or designee) is responsible for making all necessary arrangements for obtaining the replacement **apparatus**, or confirming that those arrangements have been made.



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2. The **station officer** at the borrowing station and/or the **DFRS** representative will verify the unit's inventory and mechanical and body condition and must sign a **UIF** for the replacement **apparatus**. If there are any inventory discrepancies, the **station officer** at the borrowing station must immediately notify the **station officer** of the loaning station.
 3. The **LFRD** and/or **DFRS** require formal acknowledgement of the loan of **apparatus**. The **station officer** at the borrowing station will retain a copy of the **UIF**, return the original to the **station officer** of the loaning station, and provide a copy to the **Shift Chief**.
 4. The borrowing **LFRD** and/or **DFRS** must ensure that only qualified **personnel** are permitted to operate reassigned **apparatus**.
 5. The borrowing **LFRD** and/or **DFRS** is responsible for all costs of vehicle operation and repairs during the reassignment, and must maintain the **apparatus** and its equipment. The loaning **LFRD's** Chief (or designee) and/or the **DFRS** Chief (or designee) may authorize the borrowing **LFRD** and/or **DFRS** to perform required repairs and preventive maintenance.
 6. The **station officer** at the borrowing station must notify the **station officer** of the loaning **LFRD** and/or the appropriate **District Chief** of any mechanical problems or collisions involving the loaned **apparatus**. The loaning **LFRD** and/or the **DFRS Chief** (or designee) must be consulted before the unit is repaired.
- h. **Responsibility when the Secondary Apparatus Assignment is no Longer Required.**
1. The borrowing **LFRD** and/or the appropriate **District Chief** is responsible for making all necessary arrangements for returning the replacement **apparatus** and notifying the **Shift Chief**.



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2. The borrowing **LFRD** and/or **DFRS** must refuel the **apparatus** and bring all fluids up to normal levels when it is readied for return. The **apparatus** must be returned in a clean and ready condition. All known defects and damage must be listed in writing and forwarded to the affected **LFRD** Chief and the **Shift Chief**.

3. When the **apparatus** is returned, the **station officer** of the loaning **LFRD** and/or the **DFRS District Chief** must verify the unit inventory and sign the original **UIF** and the copy, indicating any discrepancies. That officer will retain the original **UIF** and return a copy to the borrowing station and/or **DFRS Shift Chief**. The **station officer** must also complete any additional forms required by the loaning **LFRD** and/or **DFRS**, and notify the **LFRD** Chief (or designee) and/or **District Chief**. The **District Chief** will notify the **Shift Chief** of the **apparatus'** return and its condition.

Sec. 6. **Effective Date.** This policy is effective on November 14, 2000.

Attest:

 Gordon A. Aoyagi, Chairman
 Fire and Rescue Commission

Date

Approve:

 Bruce Romer,
 Chief Administrative Officer

Date

Non-emergency apparatus reassign clean BF wp final 10/17/00

	<h1>EXECUTIVE REGULATION</h1>	No. 2-98 AMII
	<h2>MONTGOMERY COUNTY FIRE AND RESCUE COMMISSION</h2>	EFFECTIVE DATE: 1 / 1 / 2001
TITLE	CERTIFICATION STANDARDS FOR TRAINING AND EXPERIENCE REQUIREMENTS	PAGE 1 OF 13

CERTIFICATION STANDARDS FOR TRAINING AND EXPERIENCE REQUIREMENTS

Issued by: Montgomery County Fire and Rescue Commission
 Executive Regulation 2-98AMII
 Authority: Code Section 21-2.(d)(3)

Supersedes: Training Requirements and Certification Standards, Ex.Reg. No. 1-98AM
 Council review: Method (2) under Code Section 2A-15
 Register Vol. 17, Issue 6

Effective date: January 23, 2001

SUMMARY:

This regulation supersedes the Fire and Rescue Commission's Executive Regulation 1-98, Training Standards and Certification Requirements, makes them effective immediately for new fire and rescue personnel, and establishes an implementation timetable for application of certain training standards and experience requirements for existing emergency service providers. The Standards establish training requirements to be met by all emergency service providers, both career and volunteer, and include eligibility requirements for the various officer ranks.

Appendix A-1 of this regulation has been amended to correct an error in the training and experience requirements for the rank of Firefighter/Rescuer II. The requirement "Essentials of Firefighting *or* EMT-B" is corrected to state "Essentials of Firefighting *and* EMT-B".

DEADLINES:

Montgomery County Register Comment: June 30, 2000
 Montgomery County Fire Board Review: June 30, 2000
 Division of Fire and Rescue Services Review: June 30, 2000
 Local Fire and Rescue Departments Review: June 30, 2000



EXECUTIVE REGULATION

No. 2-98 AMII

MONTGOMERY COUNTY FIRE AND RESCUE COMMISSION

EFFECTIVE DATE:

1 / 1 / 2001

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CERTIFICATION STANDARDS FOR TRAINING AND EXPERIENCE
REQUIREMENTS

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ADDRESS: Send all comments pertaining to the proposed regulation to Gordon A. Aoyagi, Chairman, Montgomery County Fire and Rescue Commission, 101 Monroe Street, Rockville, Maryland, 20850

STAFF: For additional information, you may contact Beth Feldman on 240-777-2423.

BACKGROUND: Training and experience standards are necessary to ensure that individuals who perform fire suppression, rescue and emergency medical service functions possess the requisite knowledge, skills and abilities to safely and effectively perform those functions.

These training and experience standards are developed from applicable national, state, and local standards. This regulation generally amends previous versions of the rank structure, training, and experience requirements for firefighters and emergency medical service providers.

Sec. 1. **Purpose.** This regulation adopts and implements training and experience requirements and certification standards consistent with Montgomery County Code Section 21-18. These requirements apply to volunteer and career personnel engaging in similar operational duties. This regulation will take effect on January 1, 2001, to ensure that the new standards are met without adversely affecting the delivery of fire and rescue services.

Personnel must complete the courses in Appendices A-1 and A-2 within two years after the Public Safety Training Academy initially offers them.

Sec. 2. **Definitions.**

- a. **Active.** Career or volunteer personnel serving in positions directly involved in mitigating emergency incidents and performing services that may include response to fire, rescue, and medical emergencies.



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- b. **Career.** A fire/rescue Merit System employee of Montgomery County, or an employee of a local fire and rescue department who provides firefighting, rescue, or emergency medical service.
- c. **Certified/Certification.** Indicates that the Fire and Rescue Commission has approved an individual's eligibility to serve at a specific rank level in the Montgomery County Integrated Emergency Command Structure, in accordance with this Standard.
- d. **Command Officer.** An individual certified as a District/Duty Chief, Assistant Chief, Deputy Chief, Chief, or Division Chief.
- e. **Commission.** The Fire and Rescue Commission.
- f. **Division of Fire and Rescue Services (DFRS).** The division of the Montgomery County Fire and Rescue Service that shares with the Local Fire and Rescue Departments the responsibility for direct fire suppression and emergency medical services activities. The Division is responsible, among other duties, for fire prevention; fire and rescue and emergency medical services training; emergency planning; and communications between emergency fire and rescue services personnel.
- g. **EMS Provider.** A volunteer member of a local fire or rescue department who is certified to perform emergency medical service duties.
- h. **Emergency Service Provider.** An individual who is accepted as a volunteer member by a local fire or rescue department or as a career employee of the Division of Fire and Rescue Services and is certified to perform emergency firefighting, rescue or emergency medical services.
- i. **Fire Administrator.** Non-uniformed department head of the Montgomery County Fire and Rescue Service, appointed by the County Executive. The Administrator serves as ex officio chair of the Commission and is responsible for implementing and enforcing Commission policies, administering all fire and rescue services provided in the County, and supervising the chiefs of both the



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Division of Fire and Rescue Services and the Division of Volunteer Fire and Rescue Services.

- j. **IECS**. Integrated Emergency Command Structure.
- k. **Local Fire and Rescue Department (LFRD)**. Individual fire or rescue squad corporation responsible for providing fire, rescue, and emergency medical services, in conjunction with the Division of Fire and Rescue Services.
- l. **MFSPQB**. Abbreviation for Maryland Fire Services Personnel Qualifications Board. Operating under the authority of the NBFSPQ, this is the accreditation agency for fire service personnel in the State of Maryland.
- m. **NBFSPQ**. Abbreviation for National Board on Fire Service Professional Qualifications. The NBFSPQ uses the National Fire Protection Association's professional qualifications standards to define the knowledge and performance requirements for fire service personnel.
- n. **Personnel**. All on-duty firefighter/rescuer and emergency medical service personnel, including volunteers, employees of the Local Fire and Rescue Departments, and County Merit System employees.
- o. **Training Officer**. An individual with the Division of Fire and Rescue Services who is designated by the DFRS Division Chief as the training officer for the Montgomery County Fire and Rescue Service.
- p. **Volunteer**. An individual who, without salary, performs firefighting, rescue, or emergency medical services with a local fire and rescue department or with the division of fire and rescue services.



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Sec. 3. **Applicability.** This regulation applies to all new and existing **active** firefighter/rescuer and emergency medical services **personnel**, both career and volunteer, who are engaged in firefighter/rescuer or emergency medical services activities.

Sec. 4. **Policy.** It is the **Commission's** policy to ensure that all **active** firefighter/rescuer and emergency medical services **personnel** meet standards of training and experience to be eligible to serve in the Montgomery County Fire and Rescue Service and to participate in the **IECS**. The training and experience requirements are defined by this regulation and are attached as Appendix A-1 for Firefighter/Rescuers, and Appendix A-2 for EMS Providers. **Certification** may be requested after completing the training and/or experience requirements for any stated rank or title. Personnel who request promotion must obtain the necessary training and experience requirements listed between their current rank and the IECS rank to which they are requesting promotion.

Individuals may enter or re-enter the Montgomery County Fire and Rescue Service in several ways. Some may enter without any prior firefighting, rescue or emergency medical service training or experience. Individuals who have obtained prior experience may seek to enter from other jurisdictions. **Personnel** may also re-enter the Montgomery County Fire and Rescue Service delivery system following an absence from **active** participation with a County **LFRD** or the **Division of Fire and Rescue Services (DFRS)**. **Active** participants in the Montgomery County Fire and Rescue Service may also take training from other agencies and organizations.

- a. **Categories Established.** Two categories of participation are established: Firefighter/Rescuer (**volunteer and career**) and **EMS Provider (volunteer)**.
- b. **Entry Requirements.** An individual who becomes a volunteer member of a **LFRD** or Rescue Squad by meeting the membership requirements of that organization, successfully completing a criminal records check, and being rated medically acceptable, or one who is employed by the **DFRS** or a **LFRD** in the firefighter/rescuer series, is classified as a Firefighter/Rescuer Candidate or **EMS Provider** Candidate and is eligible for training at the Public Safety Training Academy (PSTA).



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c. **New Personnel.**

1. **Orientation Training for New Personnel.** All personnel who enter the Montgomery County fire and rescue service after December 8, 1988 must satisfactorily complete an orientation training program, regardless of past experience. The orientation training is performance-based and not hour-specific. The training must meet the performance criteria of the **Commission**. The orientation training may be conducted in the station and/or at the Public Safety Training Academy.
2. The **LFRD** chief or the **DFRS** Division Chief must certify successful completion of the orientation training for their respective **personnel**.
3. **Personnel** in the Firefighter/Rescuer category who successfully complete the orientation training are considered Firefighter/Rescuer candidates until they have completed the training required for Firefighter/Rescuer I.
 - A. Firefighter/Rescuer candidates may ride fire apparatus as observers and may assist qualified **personnel** when proper supervision is provided. However, they must not enter burning buildings, participate in activities requiring advanced training, or be subjected to hazardous environments except during supervised training sessions.
 - B. When a Firefighter/Rescuer has completed the initial year of service, he/she begins to qualify for the experience criteria for promotion.
 - C. The FF/R II meets the minimum staffing requirements for fire apparatus.
4. **Personnel** in the **EMS Provider** category who successfully complete the orientation training are considered **EMS Provider** candidates until they have completed the training required for **EMS Provider** I. They may ride the medical units as observers and may assist qualified **personnel** when



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proper supervision is provided.

d. **Determination of Experience for Promotion**

1. **Volunteer** fire and rescue **personnel** must meet the requirement for **certification** of **active** service in accordance with the Montgomery County Length of Service Awards Program during a calendar year to receive credit for that year's experience.
2. **Career** fire and rescue **personnel** must attain at least a satisfactory performance evaluation to receive credit for one year's **active** experience.

e. **Equivalency Process.** **Personnel** who have acquired training inside or outside of Montgomery County, and/or experience from jurisdictions or agencies outside Montgomery County may apply for equivalent training or experience and/or service time **certification**.

1. **Personnel** who enter the Montgomery County Fire and Rescue Service may request equivalency for experience and/or service time at similar ranks within the Montgomery County **IECS**. To request equivalency for experience and/or service time, they must complete and submit Appendix D, Experience and/or Service Time Application, with the specified supporting documentation, to the **Training Officer**. These requests must be accompanied by a description of the position served in, and relevant information regarding measuring activity level.
2. To request equivalency for training, **personnel** must complete and submit the Non-Jurisdictional Course Equivalency Application (Appendix C), with the specified supporting documentation to the Division **Training Officer**. Copies of the documentation listed below must be submitted for each course to be evaluated for equivalency:
 - A. Course syllabus;
 - B. Course objectives, preferably for each class session or lesson;



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- C. Length of course, specifying number of hours per class session or lesson;
 - D. Method of evaluation or testing; and
 - E. Verification of successful course completion.
3. The **Training Officer** must review all equivalency requests within 15 working days of receipt. If the **Training Officer** confirms that the documentation meets the requirements of the course, the equivalency is approved and a **certificate** is issued.
4. If the **Training Officer** does not recommend approval of an equivalency request, the request must be forwarded to the Equivalency Committee for its review and recommendation.
5. The Equivalency Committee must approve or deny the request, and may recommend additional action that the applicant may take to obtain approval. These recommendations may include completing a segment of a specific course or the course testing process.
6. An individual who is denied equivalency for training courses, experience and/or service time may appeal the decision of the Equivalency Committee to the **Commission**.
- A. The individual must submit all equivalency appeals to the Commission on Appendix C, Non-Jurisdictional Course Equivalency Application, or Appendix D, Experience and/or Service Time Equivalency Application, as appropriate.
 - B. Requests must include all supporting documentation.
7. The **Commission** may grant extensions or equivalencies based on an individual's skill, knowledge, ability, or experience on a case-by-case basis. The **Commission's** decision to grant or deny any request for extension or equivalency is final and may not be appealed.



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8. **Personnel** who successfully complete the challenge testing process offered through the **MFSPQB** or the **NBFSPQ certification** program may be required to complete jurisdictional-specific components of a given training course.
 9. **Personnel** who have obtained either **NBFSPQ** or **MFSPQB certification** may be **certified** as having equivalent training.
 10. Experience for **career** and **volunteer** fire and rescue **personnel** is twelve continuous months of service time, which may be prorated on a month for month basis to receive credit for one year of experience.
- f. **EMS Providers.** **EMS providers** may qualify for charge status only when they are granted legal recognition or reciprocal **certification**, as established by Montgomery County or the Maryland Institute for Emergency Medical Services Systems and their **Local Fire and Rescue Department**.
- g. **Command Officers.** **Command officers** must meet the program requirements of the Commission's Command Officer Professional Development and Improvement (COPDI) policy to maintain their eligibility to participate in the **IECS** at the **command officer** level.
- h. **Additional Requirements.** The **LFRDs** and the **DFRS** Division Chief may determine additional requirements for their respective **personnel**.
- i. **Promotions.** Progression in rank must be incremental without skipping a position (i.e., Lieutenant, Captain, District Chief/Duty Chief, Assistant Chief/Deputy Chief¹, Chief). Except for individuals who meet the grandfathering requirements of Section 4. k., all training and experience requirements as

¹ Either an Assistant Chief or Deputy Chief is eligible for and may be promoted to the rank of Fire/Rescue Chief providing the years of service are met.



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indicated in Appendix A-1 or Appendix A-2 for that rank must be met before promotion.

- j. **Temporary Promotions.** Effective on the date of adoption, the **Commission** will prepare a Promotion Eligibility List, consisting of **active volunteer personnel** who have met the training and experience requirements for a rank higher than that currently held. **Active volunteer personnel** will serve at their **certified** rank in the Montgomery County **IECS**. They may serve up to the highest rank as **certified** in the Promotion Eligibility List. All temporary promotions must comply with all applicable Commission, **DFRS**, and/or **LFRD** policies. **Personnel** may be temporarily promoted up to the highest **certified** rank by written notification to the **Commission**. The **Commission** will prepare a Notice of Temporary Promotion and distribute it with the **IECS** Distribution List.
- k. **Implementation Process/Grandfather Provisions.** The provisions below apply to all **active personnel** who entered the Montgomery County Fire and Rescue Service before December 8, 1988.
1. **Personnel** are eligible for appointment, election, or promotion to the highest rank held in the five year period from February 8, 1985 to February 8, 1990, provided they completed six months of experience in the highest rank held during that time.
 2. To participate in the **IECS** as an officer, **personnel** must have obtained Firefighter III **certification**. This requirement does not apply to individuals who are acting only in the capacity of a member or employee as an **EMS Provider**.²

² Montgomery County Fire Board minutes of June 4, 1975, "Effective July 1, 1978, no career or volunteer member shall be promoted, selected or elected to an operational fire officer's position on either an acting or permanent basis unless they have been certified as Firefighter III."



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3. All **personnel** must maintain CPR - Health Care Provider **certification** at all times.
4. All **personnel** who held EMT-A **certification** on February 8, 1990 must maintain EMT-B **certification** from the State of Maryland.
5. Individuals may participate in the **IECS** at a higher rank only if they meet the training and experience requirements listed in Appendix A-1 or Appendix A-2, as appropriate, for the ranks between the grandfathered rank and the rank to which they are to be promoted. Completion of prerequisite training may be necessary for admission to some required training classes before promotion.
6. **Personnel** remain eligible for promotion to the highest rank as **certified** on the **IECS** list and/or the Commission's Promotion Eligibility List on the effective date of this policy, provided all **certification** requirements are maintained and current.

Sec. 5. Responsibilities.

- a. The **Commission** must develop a list of all fire and rescue **personnel** in rank order, and **certify** qualified individuals who meet these training and experience standards to participate in the Montgomery County **IECS**.
- b. The **Commission** Chair must ensure that the Equivalency Committee comprises a balanced representation of the **career** and **volunteer** components of the Montgomery County Fire and Rescue Service.
- c. The **LFRDs** and the **DFRS** are responsible for applying for **certification** for training and experience for their respective members or employees, and forwarding the application to the **Commission**.
- d. The **Fire Administrator** must implement and enforce this regulation.



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Sec. 6. **Certification to Participate in the IECS.** The Commission must maintain a list of all qualified individuals whom it has **certified** to participate in the **IECS**.

- a. **Documentation.** Individuals who request to participate in the Montgomery County **IECS** must provide documentation of eligibility for **certification**, along with the Emergency Service Provider Certification form (Appendix B). Documentation must include all required **certificates** or other records of successful completion and/or other means of satisfying the training and experience requirements as appropriate for the rank requested. The **LFRD** chief or the **DFRS** Division Chief, as appropriate, must certify this documentation as correct.
- b. **Additions to Certification List.** The **LFRDs** and the **DFRS** may request to add qualified individuals to the list by addendum at any time. The **LFRD** or the **DFRS** must forward applications for **certification** to the **Commission**, using the Emergency Service Provider Certification form (Appendix B), and must include all required documentation and certificates of completion. The **Commission** chair must provide an addendum to the **certification** list within 45 days following the submission date of a valid request for **certification**.

Sec. 7. **Severability.** If a court of final appeal holds that any part of this regulation is invalid, that ruling does not affect the validity of other parts of the regulation.

Sec. 8. **Effective Date.** This regulation is effective on January 23, 2001

Sec. 9. **Attachments:**

Appendix A-1 Training and Experience Requirements for Firefighter/Rescuer Personnel

Appendix A-2 Training and Experience Requirements for EMS Provider Personnel

Appendix B - Emergency Services Provider Certification Form



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Appendix C - Non-Jurisdictional Course Equivalency Application

Appendix D - Experience and/or Service Time Equivalency Application

Recommended:

Gordon A. Aoyagi, Chair
Fire and Rescue Commission

Date

Approved:

Douglas M. Duncan,
County Executive

Date

2-98AMII amended final 12/4/00 BF wp

**MONTGOMERY COUNTY FIRE AND RESCUE COMMISSION
TRAINING AND EXPERIENCE REQUIREMENTS FOR FIREFIGHTER/RESCUER PERSONNEL
APPENDIX A-1**

<u>CANDIDATE</u> Volunteer Membership	<u>RECRUIT FIREFIGHTER/RESCUER</u> Station Orientation Air/Blood-borne Pathogens CPR - Health Care Provider Haz Mat Operations Human Relations SCBA /PPE	<u>FIREFIGHTER/RESCUER I</u> Essentials of Firefighting or EMT-B No experience requirement	<u>FIREFIGHTER/RESCUER II</u> Essentials of Firefighting and EMT-B No experience requirement Training meets or exceeds NFPA Std. 1001 (1992) or current edition. Once certified, must maintain Maryland EMT certification.
<u>FIREFIGHTER/RESCUER III</u> EMT-B and CPR Practical Rescue Essentials II Company Level Operations Experience- 3 years total, at least 2 years at FF/RII. Up to 1 year at FF/R I may count toward total experience requirements.	<u>MASTER FIREFIGHTER/RESCUER*</u> EMT-B and CPR Pump Operators Aerial Operations Experience- 3 years total, at least 2 years at FF/RII. *MFF/R is an optional rank	<u>FIRE/RESCUE LIEUTENANT</u> EMT-B and CPR Pump Operators Aerial Operations Fire Officer I Instructor I Experience- 2 years at FF/R II, and 1 year at FF/R III or MFF/R.	<u>FIRE/RESCUE CAPTAIN</u> EMT-B and CPR Fire Officer II Experience- 2 years at FF/R II, and 1 year at FF/R III or MFF/R and 2 years at F/R Lieutenant.
<u>FIRE/RESCUE DIST/DUTY CHIEF</u> EMT-B and CPR Fire Officer III Must comply w/COPDI requirements Experience- 2 yrs at FF/R II, & 1 yr at FF/R III or MFF/R, & 2 yrs at Lt. & 2 yrs at Capt.	<u>FIRE/RESCUE ASST./ DEP. CHIEF</u> EMT-B and CPR Must comply w/COPDI requirements Experience- 2 yrs at FF/R II, & 1 yr at FF/R III or MFF/R, & 2 yrs at Lt. & 2 yrs at Capt. & 2 yrs at Dist/Duty Chief.	<u>FIRE/RESCUE CHIEF/DIV. CHIEF</u> EMT-B and CPR Must comply w/COPDI requirements Experience- 2 yrs at FF/R II, & 1 yr at FF/R III or MFF/R, & 2 yrs at Lt. & 2 yrs at Capt. & 2 yrs at Dist/Duty Chief, & 1 yr at Asst. or Deputy Chief.	

Appendix A-2, 2/01

**MONTGOMERY COUNTY FIRE AND RESCUE COMMISSION
TRAINING AND EXPERIENCE REQUIREMENTS FOR EMS PROVIDER PERSONNEL
APPENDIX A-2**

<p><u>EMS PROVIDER CANDIDATE</u></p> <p>Volunteer Membership</p>	<p><u>RECRUIT EMS PROVIDER</u></p> <p>Station Orientation Air/Blood-borne Pathogens CPR - Health Care Provider or equivalent Haz Mat Awareness Human Relations</p>	<p><u>EMS PROVIDER I</u></p> <p>EMT-B No experience requirement</p>	<p><u>EMS PROVIDER II</u></p> <p>Basic Trauma Life Support (BTLS) No experience requirement Obtain EMT charge status per LFRD Policies and Procedures</p>
<p><u>EMS PROVIDER III or EMS MASTER PROVIDER*</u></p> <p>EMS Company Operations Experience - 3 years total, 2 years at EMS Provider II.</p> <p>* EMS Master Provider is an optional rank</p>	<p><u>EMS PROVIDER LIEUTENANT</u></p> <p>Instructor I EMS Officer I Experience - 2 years at EMS Provider II, and 1 year at EMS Provider III or Master EMS Provider</p>	<p><u>EMS PROVIDER CAPTAIN</u></p> <p>EMT - P EMS Officer II Experience - 2 years at EMS Provider II, and 1 year at EMS Provider III or Master EMS Provider, and 2 years at EMS Provider Lieutenant</p>	<p><u>EMS PROVIDER DUTY CHIEF</u></p> <p>Pediatric Advanced Life Support (PALS) Must comply with COPDI requirements Experience - 2 years at EMS Provider II, and 1 year at EMS Provider III or Master EMS Provider, and 2 years at EMS Provider Lieutenant and 2 years at EMS Provider Captain</p>

APPENDIX B
EMERGENCY SERVICES PROVIDER CERTIFICATION FORM
 MONTGOMERY COUNTY, MD
 FIRE AND RESCUE COMMISSION

Applicant's Name _____ Date _____

Local Fire and Rescue Department _____ Social Security No. _____

Primary Station No. _____ Secondary Station No. (If different)

Driver License Class _____ Number _____ Date of Birth

Membership/Employment Date _____ Certification Requested _____
 (Rank)

TRAINING:

(Include completion date for all training successfully completed)

LOSAP OR CAREER ACTIVE EXPERIENCE

	<u>Category/Rank</u> <u>(F/R or EMS)</u>	<u>Time in Rank</u>		<u>Year (s) Held</u>	
		<u>Years</u>	<u>Months</u>	<u>From</u>	<u>To</u>
_____ Station Orientation	_____ Recruit	_____	_____	_____	_____
_____ Air/Blood-borne Pathogens	_____ I	_____	_____	_____	_____
_____ Date of CPR Certification	_____ II	_____	_____	_____	_____
_____ Haz Mat Awareness	_____ III	_____	_____	_____	_____
_____ Haz Mat Operations	_____ Master	_____	_____	_____	_____
_____ Human Relations - 4 hours	_____ Lieutenant	_____	_____	_____	_____
_____ Human Relations - other	_____ Captain	_____	_____	_____	_____
_____ SCBA/PPE	_____ District Chief	_____	_____	_____	_____
_____ Emer. Med. Tech. (B) (P)					
_____ Basic Trauma Life Support	_____ Duty Chief	_____	_____	_____	_____
_____ CPR Instructor	_____ Asst. Chief	_____	_____	_____	_____
_____ Essentials of Firefighting I, II	_____ Deputy Chief	_____	_____	_____	_____
_____ Firefighter I, II, III	_____ Chief	_____	_____	_____	_____
_____ MFSPQB Certification	_____ Div. Chief	_____	_____	_____	_____
_____ Emer. Vehicle Oper. Course					
_____ Company Level Operations					
_____ Practical Rescue					
_____ Pump Operations					
_____ Aerial Operations					
_____ Instructor I, II					

I hereby certify that the information provided on this form and all attachments are correct.

_____ EMS Officer I, II
 _____ Fire Officer I, II, III

Signature _____ Date _____
 (Must be signed by the local fire and rescue department Chief)

_____ Pediatric Adv. Life Support
 _____ Officership
 _____ Incident Command
 _____ Other (specify)
 _____ Other (specify)

Please attach documentation for actual training or equivalency

APPENDIX C
NON-JURISDICTIONAL COURSE EQUIVALENCY APPLICATION
FIRE AND RESCUE SERVICES
MONTGOMERY COUNTY, MARYLAND

INSTRUCTIONS: Applicants must show that the course taken at other training facilities meets the objectives of the course provided by Montgomery County, Maryland. To request equivalency for training, the individual must complete **one application for each course** for which equivalency is requested and forward with all required supporting documentation, to the Training Officer. **Do not send originals**, as application packages will not be returned.

Include:

- course syllabus
- course objectives, preferably for each class session or lesson
- length of course, specifying number of hours per class session or lesson
- method of evaluation or testing
- verification of successful course completion

Applicant's Name _____ Soc. Sec. No. _____

Address _____

City _____ State _____ Zip _____

Montgomery Co, MD Affiliation _____

I am requesting non-jurisdictional equivalency for training for the following course:

I hereby certify that the information provided on this form and all attachments are correct

Applicant's Signature Date

Department Chief Signature Date

APPENDIX D
EXPERIENCE AND/OR SERVICE TIME EQUIVALENCY APPLICATION
 FIRE AND RESCUE SERVICES
 MONTGOMERY COUNTY, MARYLAND

INSTRUCTIONS: To request equivalency for experience and/or service time, complete this form and forward it with all required supporting documentation to the Training Officer. To ensure proper consideration of this application, provide as much relevant information with documentation as possible. **Do not send originals** as application packages will not be returned. For each year of equivalent credited service requested, submit copies of the documentation listed below, using the Montgomery County LOSAP annual certification Standards for Eligibility requirements (Executive Regulation 82-91) as a guide:

- training courses completed
- drills of at least two hours duration
- sleep in/standby
- elected/appointed position
- attendance at approved meetings
- participation in department/station responses

Certifiable documentation attesting to your active fire and/or rescue service could include, for example, a signed letter from the Chief of your previous department. Documentation must list specific dates of service in each position/rank held and the responsibilities for that position/rank.

Applicant's Name _____ Soc. Sec. No. _____

Address _____

City _____ State _____ Zip _____

Montgomery Co, Maryland Affiliation _____

I am requesting non- jurisdictional experience and/or service time equivalency in the following position/rank, for the listed months and years of service in each position/rank.

<u>Category/Rank</u> (F/R or EMS)	<u>Time in Rank</u>		<u>Year (s) Held</u>	
	<u>Years</u>	<u>Months</u>	<u>From</u>	<u>To</u>
___ Candidate	___	___	___	___
___ I	___	___	___	___
___ II	___	___	___	___
___ III	___	___	___	___
___ Master	___	___	___	___
___ Lieutenant	___	___	___	___
___ Captain	___	___	___	___
___ District Chief	___	___	___	___
___ Duty Chief	___	___	___	___
___ Asst. Chief	___	___	___	___
___ Deputy Chief	___	___	___	___
___ Chief	___	___	___	___
___ Div. Chief	___	___	___	___



POLICIES AND PROCEDURES

MONTGOMERY COUNTY DIVISION OF FIRE AND RESCUE SERVICES

NO. 512

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DATE
12/05/2002

TITLE

PROMOTION PROCEDURE

DFRS CHIEF APPROVAL

PURPOSE

- 1.0 To establish a fair and equitable policy and procedure to promote personnel from one job classification to another.

APPLICABILITY

- 2.0 All personnel in the Fire and Rescue Occupational Series.

2.1



This policy was developed in cooperation with the International Association of Fire Fighters Local 1664.

DEFINITIONS

- 3.0 **Active:** Career or volunteer personnel serving in positions directly involved in mitigating emergency incidents and performing services that may include response to fire, rescue, and medical emergencies. (FRC Executive Regulation No. 2-98AMII Sec. 2.)
- 3.1 **Closing Date:** Normally 1700 hours, two weeks after the posted date.
- 3.2 **Equivalency:** Training acquired inside or outside of Montgomery County, and/or experience from jurisdictions or agencies outside Montgomery County, which has been certified by the Training Officer as meeting Montgomery County requirements in accordance with FRC Executive Regulation No. 2-98AMII, Certification Standards for Training/Experience Requirements, Sec. 4.e. Equivalency Process.
- 3.3 **Non-competitive Promotion:** Promotion authorized by the Chief Administrative Officer as defined by the applicable Montgomery County Personnel Regulations.
- 3.4 **Promotion:** The advancement of a DFRS employee from one job classification to another with a higher grade level.
- 3.5 **Promotion Board:** A group appointed by the Chief, DFRS to evaluate and recommend candidates to fill a vacancy in the ranks of District Chief, Captain, Lieutenant and Master Firefighter, in accordance with the Montgomery County Personnel Regulations.



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3.6 Vacancy Announcement: A written notice generated by the Bureau of Program Support Services, advising all DFRS personnel of position vacancies available within the DFRS.

POLICY

- 4.0 The goal of the Division is to fill all vacancies in a timely manner according to its needs.
- 4.1 DFRS will promote personnel according to the provisions of the applicable Personnel Regulations, and any other applicable policies. (See Attachment 6.0, Promotion Requirements for Fire and Rescue Class Positions.)

PROCEDURE

- 5.0 The Bureau of Program Support Services will issue Vacancy Announcements to all DFRS work sites.
- 5.1 The Station Officer must post the Vacancy Announcement in a conspicuous location at the work site on the day it is received. Removal of the vacancy announcement is permitted only after the position is filled.
- 5.2 Position vacancies will be open for the submission of requests for a period of at least two weeks from the date of announcement.
- 5.3 Personnel on the Eligibility List who wish to be considered for promotion, must submit a "Request for Promotion" Form (AD88006) along with any other required documents to the Deputy Chief, Bureau of Program Support Services by the closing date listed.
- 5.4 The Promotion Board must convene as soon as possible, after the closing date, to review all applications and forward a recommendation(s) to the Chief, DFRS.
- 5.5 The Chief, DFRS will select the appropriate number of personnel to fill the advertised vacancies as appropriate for the needs of the Division.
- 5.6 The Bureau of Program Support Services will issue a Personnel Action naming the employees selected for promotion.



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- 5.7 All candidates must be notified of the results of the promotion process in a timely manner.
- 5.8 Employees desiring equivalency for courses received from jurisdictions or agencies outside of Montgomery County must refer to the most current version of the Montgomery County Fire and Rescue Commission Policy No. 23-06.
- a. For competitive promotions, the Training Officer must grant equivalency in writing prior to the closing date for receipt of application for the promotion examination for the specific rank.
 - b. For non-competitive promotions, the Training Officer must grant equivalency in writing prior to the employee submitting a Request for Promotion Form (AD88006) via the Chain-of-Command.
- 5.9 For non-competitive promotion (Firefighter/Rescuer II and III), the employee is responsible for advising the Shift Chief via the chain-of-command when all applicable requirements have been met. In addition:
- a. The employee must complete a Request for Promotion Form (AD88006) and attach documentation demonstrating successful completion and maintenance of all DFRS required courses, certifications, licenses, service time, education, and physical requirements.
 - b. The employee's District Chief must verify completion of all appropriate documents by completing forms AD95061, AD95061a, AD95061b, AD95061c, AD95062 or AD95063 and forwarding the same to the Shift Chief for review.
 - c. The Shift Chief must transmit the verified documents to the Human Resource Section, Bureau of Program Support Services via the appropriate Bureau Chief.
 - d. The Bureau of Program Support Services will ensure that the employee meets the requirements and that the necessary forms are processed for the promotion. The promotion shall become effective at the beginning of the first pay period after the requirements were met.



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A handwritten signature in black ink, appearing to be "V. J. [unclear]", written over the "DFRS CHIEF APPROVAL" text.

ATTACHMENTS

- 6.0 Promotion Requirements for Fire and Rescue Class Positions.
- 6.1 Request for Promotion (AD88006)
- 6.2 Vacancy Announcement (AD88007)
- 6.3 Promotion to Firefighter/Rescuer III Memorandum (AD95061)
- 6.4 Certification to Drive a BLS unit (AD95061a)
- 6.5 Certification of Driver's Qualification (AD95061b)
- 6.6 Certification to be an aide on a BLS unit (AD95061c)
- 6.7 Certification in CPR, AED, BBP, SCBA, and HAZMAT (AD95063)
- 6.8 Promotion to Fire Fighter/Rescuer II Memorandum (AD95062)

CANCELLATION

- 7.0 This policy cancels and replaces DFRS Policy and Procedure No. 512 entitled Promotion Procedure, dated August 6, 1996.

FIRE/RESCUE CAREER PROGRESSION

Grade B6	Fire/Rescue Deputy Chief
Grade B4	Fire/Rescue Assistant Chief
Grade B3	Fire/Rescue District Chief
Grade B2	Fire/Rescue Captain
Grade B1	Fire/Rescue Lieutenant
Grade F4	Master Firefighter/Rescuer
Grade F3 *	Firefighter/Rescuer III
Grade F2	Firefighter/Rescuer II
Grade F1	Firefighter/Rescuer I (Recruit)

* Also eligible for Fire/Rescue Lieutenant

Promotion Requirements for Fire and Rescue Class Positions

The purpose of this document is to outline advancement requirements within the Fire/Rescue Occupational Series. This document contains the education, training, and experience requirements for promotion to each classification in the Fire/Rescue Occupational Series and supersedes all previous documents.

The Fire/Rescue Personnel System includes the following classifications within the Fire/Rescue Occupational Series:

	<u>Class Code</u>	<u>Grade</u>
Fire/Rescue Deputy Chief	003150	B6
Fire/Rescue Assistant Chief	003163	B4
Fire/Rescue District Chief	003165	B3
Fire/Rescue Captain	003167	B2
Fire/Rescue Lieutenant	003168	B1
Master Firefighter/Rescuer	003169	F4
Firefighter/Rescuer III	003170	F3
Firefighter/Rescuer II	003171	F2
Firefighter/Rescuer I (Recruit)	003172	F1

I. Proficiency and Non-Competitive Advancement

The Firefighter/Rescuer III class is the budget level class for the Firefighter/Rescuer series, consisting of Firefighter Rescuer I (Recruit), Firefighter/Rescuer II, and Firefighter/Rescuer III. A budget level series is intended to identify qualitative differences between the work performed by individuals in different classes and the amount of supervision exercised over these individuals as they perform their work. The budget level, i.e., Firefighter/Rescuer III, is the highest grade in the occupational series to which Firefighter/Rescuers may be advanced within their positions on a non-competitive basis.

Advancement from Firefighter/Rescuer I (Recruit) through Firefighter/Rescuer III is proficiency advancement. In proficiency advancement, all Firefighter/Rescuers who meet the advancement criteria are advanced to a higher grade when the requirements are met. Contingent upon completion of the service time and training requirements, all Firefighter/Rescuers who hold the rank of Firefighter/Rescuer I and who meet the advancement criteria will advance to the rank of Firefighter/Rescuer II, and to Firefighter/Rescuer III.

II. Competitive Advancement Requirements

In a competitive advancement, there are usually more qualified applicants than available positions. Above the rank of Firefighter/Rescuer III, the numbers of authorized positions are limited. Selection for the ranks of Master Firefighter/Rescuer, Fire/Rescue Lieutenant, Fire/Rescue Captain, Fire/Rescue District Chief, Fire/Rescue Assistant Chief, and Fire/Rescue Deputy Chief will be competitive. Only some of the officers qualified for these positions will be advanced due to the limited number of positions or other organizational, management, and/or budgetary reasons.

III. Educational Requirements

Specific educational requirements for each rank must be met by the closing date for receipt of applications for the promotion of the respective rank. The educational requirements for the officers' ranks are defined by the number of college credits required. Experience may not be substituted for education.

IV. Training Requirements

Specific training requirements for each rank must be met prior to receiving a proficiency advancement to that rank or by the closing date for receipt of application for a competitive promotion examination to that rank (See Section IX).

Questions concerning training equivalencies at all ranks should be directed to the **Training Officer** in accordance with FRC Executive Regulation No. 2-98AMII.

V. Experience Requirements

Specific experience requirements for each rank must be met prior to receiving proficiency advancement to that rank or by the closing date for receipt of application for competitive promotion examination to that rank. In-grade experience within any rank is defined as the experience gained while permanently promoted in that rank. Experience gained while serving in a temporary promotion capacity cannot be used to meet the in-grade experience requirement for permanent promotion to the next higher rank above that temporary promotion rank. Education may not be substituted for required in-grade experience. Date of appointment to a rank is the date listed on the Personnel Action Form (PAF).

VI. Competitive Examinations

Promotion to the rank of Master Firefighter/Rescuer, Fire/Rescue Lieutenant, Fire/Rescue Captain, Fire/Rescue District Chief, Fire/Rescue Assistant Chief, and Fire/Rescue Deputy Chief are competitive.

Prior to the administration of an examination for these ranks, the Montgomery County Office of Human Resources will publish an announcement detailing the examination procedures. The announcement may include, but is not limited to, the following information: the procedures for application submission; the deadline for receipt of applications; the minimum requirements for eligibility to compete in the examination; a description of the examination process, suggestions related to preparing for the examination, if applicable; procedures for examination review and appeal, if applicable; procedures for scoring and creation of the Eligible List; study list, if applicable; and the anticipated effective date of the Eligible List.

All minimum qualifications for each rank must be met by the closing date for receipt of application for the promotion examination of the specific rank. Individuals who fail to meet the required experience, education, or training requirements by the closing date for receipt of application as specified in the announcement will be determined ineligible to compete in the promotion examination process.

VII. Use of Eligible Lists

Following the competitive promotion examination process, the Montgomery County Office of Human Resources will provide to the DFRS Division Chief a certified list of candidates eligible for promotion. The Division Chief will fill vacancies that occur in accordance with Personnel Regulations, Division Policy, and related provisions of the Bargaining Agreement between the County and IAFF Local 1664.

VIII. Qualifications for Promotion to Each Rank

The specific experience, education and training requirements, for promotion to each rank, except Firefighter/Rescuer I are listed below. Individuals appointed or promoted to each of the ranks listed below will be required to serve a probationary period of six months, during which time performance will be carefully evaluated. Continuation in the rank will be contingent upon successful completion of the probationary period.

Firefighter/Rescuer II

Experience: One (1) year of career experience as a Montgomery County Firefighter/Rescuer I.

Education: High school graduate or equivalent acceptable to the State of Maryland.

Certification & Training: Successful completion of Montgomery County Division of Fire and Rescue Recruit School

Montgomery County Firefighter II Certification or equivalency

EMT-B, EMT-I, CRT or EMT-P Certification

Current CPR Certification

Current AED Certification

Current Blood Borne Pathogens Certification

Current SCBA Certification

Current Hazardous Materials Certification

Emergency Vehicle Operator Course (EVOC)

Human Relations Course (6 hours)*

- EEO/AA and the Law (Affirmative Action & Sexual Harassment)

- Cultural Diversity

Hazardous Materials First Responder, Operations (Haz Mat 1A & 1B)

Valid Vehicle Driver's License

Firefighter/Rescuer III

Experience: Satisfactory completion of two (2) years of career experience as a Montgomery County Firefighter/Rescuer II.

Education: High School graduate or equivalent acceptable to the State of Maryland.

Certification Montgomery County Firefighter III Certification or equivalency, consisting of:

& Training:

- Firefighter III Course, and
- Practical Rescue

OR

- Essentials of Firefighting II,
- Company Level Operations, and
- Practical Rescue

EMT-B, EMT-I, CRT or EMT-P Certification

Current CPR Certification

Current AED Certification

Current Blood Borne Pathogens Certification

Current SCBA Certification

Current Hazardous Materials Certification

Emergency Vehicle Operator Course (EVOC)

Pumps and Hydraulics Course

Truck Company Operations Course (or Aerial Operations)

Hazardous Materials First Responder, Operations (Haz Mat 1A & 1B)

Valid Class A or B Maryland Drivers License or

Out of State License (that does not have Non-CDL A & B)

Certified by DFRS to:

- Be the aide on a BLS unit
- Drive a BLS unit
- Drive and operate at least one piece of major Fire/Rescue apparatus requiring a minimum of a Class "B" license. Major Fire/Rescue apparatus is defined as engines, trucks/towers or rescue squads.

Master Firefighter/Rescuer

Experience: Satisfactory completion of one (1) year of career experience as a Montgomery County Firefighter/Rescuer III.

Education: High school graduate or equivalent acceptable to the State of Maryland.

Certification & Training: Montgomery County Firefighter III Certification or equivalency, consisting of:

- Firefighter III Course, and
- Practical Rescue

OR

- Essentials of Firefighting II,
- Company Level Operations, and
- Practical Rescue

EMT-B, EMT-I, CRT or EMT-P Certification

Current CPR Certification

Current AED Certification

Current Blood Borne Pathogens Certification

Current SCBA Certification

Current Hazardous Materials Certification

Emergency Vehicle Operator Course (EVOC)

Pumps and Hydraulics Course

Truck Company Operations Course (or Aerial Operations)

Fire Officer Development I Course, which includes:

- Performance Planning and Appraisal Course
- Progressive Discipline Course
- Problem Solving and Decision Making Course

OR

Fire Officer I Course (or Officership I)

and

- Performance Planning and Appraisal Course
- Progressive Discipline Course
- Problem Solving and Decision Making Course

Instructor I Course

Incident Command Course

(or Company Level Operations, or Tactics)

Human Relations Course (6 hours)

- EEO/AA and the Law (Affirmative Action & Sexual Harassment)
- Cultural Diversity

Hazardous Materials First Responder, Operations (Haz Mat 1A & 1B)

Certified by DFRS to:

- Be the aide on a BLS unit
- Drive a BLS unit
- Drive and operate at least one piece of major Fire/Rescue apparatus requiring a minimum of a Class "B" license. Major Fire/Rescue apparatus is defined as engines, trucks/towers, or rescue squads.

Fire/Rescue Lieutenant

Experience: Satisfactory completion of three (3) years of career experience as a Montgomery County Firefighter/Rescuer III OR completion of two (2) years of experience as a Montgomery County Master Firefighter/Rescuer OR any combination of experience at these two ranks equal to three (3) years.

Education: Successful completion of fifteen (15) semester hours in a degree program at an accredited college or university. The Division requires no specific courses. However, employees should take courses in English, Technical Writing, Public Speaking, Mathematics, and Fire Science or EMS-related courses. Degree seeking employees should consider Fire Science, Fire Administration, EMS, or other fire service-related areas as a major.

Certification

& Training: Montgomery County Firefighter III Certification or equivalency, consisting of:

- Firefighter III Course, and
- Practical Rescue

OR

- Essentials of Firefighting II,
- Company Level Operations, and
- Practical Rescue

EMT-B, EMT-I, CRT or EMT-P Certification

Current CPR Certification

Current AED Certification

Current Blood Borne Pathogens Certification

Current SCBA Certification

Current Hazardous Materials Certification

Emergency Vehicle Operator Course (EVOC)

Pumps and Hydraulics Course

Truck Company Operations Course (or Aerial Operations)

Instructor I Course

Fire Officer Development I Course, which includes:

- Performance Planning and Appraisal Course
- Progressive Discipline Course
- Problem Solving and Decision Making Course

OR

Fire Officer I Course (or Officership I)

and

- Performance Planning and Appraisal Course
- Progressive Discipline Course
- Problem Solving and Decision Making Course

Incident Command Course

(or Company Level Operations, or Tactics)

Human Relations Course (8 hours)

- EEO/AA and the Law (Affirmative Action & Sexual Harassment)
- Managing Diversity

OR

- EEO/AA and the Law (Affirmative Action & Sexual Harassment)
- Cultural Diversity
- EEO and More: What Officers Need To Know - *This course as part of FOD I*

OR

- Managing EEO/AA and the Law
- Managing Diversity

Hazardous Materials First Responder, Operations (Haz Mat 1A & 1B)

Fire/Rescue Captain

Experience: Satisfactory completion of two (2) years of career experience as a Montgomery County Fire/Rescue Lieutenant.

Education: Successful completion of thirty (30) semester hours in a degree program at an accredited college or university. No specific courses required by the Division. However, employees are encouraged to take courses in English, Technical Writing, Public Speaking, Mathematics, and Fire Science or EMS-related courses. Degree seeking employees should consider Fire Science, Fire Administration, EMS, or other fire service-related areas as a major.

Certification

& Training: Montgomery County Firefighter III Certification or equivalency, consisting of:

- Firefighter III Course, and
- Practical Rescue

OR

- Essentials of Firefighting II,
- Company Level Operations, and
- Practical Rescue

EMT-B, EMT-I, CRT or EMT-P Certification

Current CPR Certification

Current AED Certification

Current Blood Borne Pathogens Certification

Current SCBA Certification

Current Hazardous Materials Certification

Emergency Vehicle Operator Course (EVOC)

Pumps and Hydraulics Course

Truck Company Operations Course (or Aerial Operations)

Instructor I Course

Fire Officer Development I Course, which includes:

- Performance Planning and Appraisal Course
- Progressive Discipline Course
- Problem Solving and Decision Making Course

OR

Fire Officer I Course (or Officership I)

and

- Performance Planning and Appraisal Course
- Progressive Discipline Course
- Problem Solving and Decision Making Course

Incident Command Course

(or Company Level Operations, or Tactics)

Fire Officer Development II Course (prior to September 2000),
which includes:

- Fundamentals of Mid-Level Management
- Planning For Results
- Performance and Conduct Problems

OR

Fire Officer II Course

and

- Fundamentals of Mid-Level Management
- Planning For Results
- Performance and Conduct Problems

Human Relations Course (8 hours)

- EEO/AA and the Law (Affirmative Action & Sexual Harassment)
- Managing Diversity

OR

- EEO/AA and the Law (Affirmative Action & Sexual Harassment)
- Cultural Diversity
- EEO and More: What Officers Need To Know

*This comes as
part of FOD I*

OR

- Managing EEO/AA and the Law
- Managing Diversity

Hazardous Materials First Responder, Operations (Haz Mat 1A & 1B)

Fire/Rescue District Chief

Experience: Satisfactory completion of two (2) years of career experience as a Montgomery County Fire/Rescue Captain.

Education: Associate Degree or successful completion of sixty (60) semester hours in a degree program at an accredited college or university.

Certification

& Training: Montgomery County Firefighter III Certification or equivalency, consisting of:

- Firefighter III Course, and
- Practical Rescue

OR

- Essentials of Firefighting II,
- Company Level Operations, and
- Practical Rescue

EMT-B, EMT-I, CRT or EMT-P Certification

Current CPR Certification

Current AED Certification

Current Blood Borne Pathogens Certification

Current SCBA Certification

Current Hazardous Materials Certification

Fire Officer III Course (beginning with the 2003 promotional exam)

Managing Supervisory Performance Course

Strategic Planning Course

Human Relations Course (8 hours)

- EEO/AA and the Law (Affirmative Action & Sexual Harassment)
- Managing Diversity

OR

- EEO/AA and the Law (Affirmative Action & Sexual Harassment)
- Cultural Diversity
- EEO and More: What Officers Need To Know - *part of F&I*

OR

- Managing EEO/AA and the Law
- Managing Diversity

Hazardous Materials First Responder, Operations (Haz Mat 1A & 1B)

Fire/Rescue Assistant Chief

Experience: Two (2) years of career experience as a Fire/Rescue District Chief in the Montgomery County Division of Fire and Rescue Services.

Education: Successful completion of ninety (90) semester hours in a degree program at an accelerated college or university.

Certification & Training: EMT-B, EMT-I, CRT or EMT-P Certification
Current CPR Certification
Current AED Certification
Current Blood Borne Pathogens Certification
Current SCBA Certification
Current Hazardous Materials Certification

Fire/Rescue Deputy Chief

Experience: Two (2) years of career experience as a Fire/Rescue Assistant Chief in the Montgomery County Division of Fire and Rescue Services.

Education: Bachelor's degree or at least one hundred and twenty (120) semester hours from an accredited college or university.

Certification & Training: EMT-B, EMT-I, CRT or EMT-P Certification
Current CPR Certification
Current AED Certification
Current Blood Borne Pathogens Certification
Current SCBA Certification
Current Hazardous Materials Certification

IX. Promotion Examination Schedule

The Division of Fire and Rescue Services and the Office of Human Resources intend to provide promotional examinations for the ranks of Master Firefighter/ Rescuer, Fire/Rescue Lieutenant, Fire/Rescue Captain and Fire/Rescue District Chief on a two-year cycle. This cycle may be modified if needs require.

Projected Schedule

Master Firefighter/Rescuer	Fall, even numbered years
Fire/Rescue Lieutenant	Fall, even numbered years
Fire/Rescue Captain	Fall, odd numbered years
Fire/Rescue District Chief	Spring, odd numbered years

The examination processes for Fire/Rescue Assistant Chief and Fire/Rescue Deputy Chief will be scheduled as needed.



DIVISION OF FIRE AND RESCUE SERVICES
MONTGOMERY COUNTY, MARYLAND

VACANCY ANNOUNCEMENT

Number: _____

Date: _____

Number of Positions: _____

Position Description: _____

Closing Date: _____

Bureau Contact: Applications must be hand carried by the applicant to:
Deputy Chief, Bureau of Program Support Services
EOB, 12th Floor
101 Monroe Street
Rockville, MD 20850

Vacancy Announcement & Request for Promotion form may also be obtained from:
www.co.mo.md.us/dfrs/pss/vacancy



DIVISION OF FIRE AND RESCUE SERVICES
MONTGOMERY COUNTY, MARYLAND

MEMORANDUM

Date: _____

TO: Deputy Chief _____
Bureau of Program Support Services

VIA: _____
Shift Chief

FROM: _____
District Chief

SUBJECT: Promotion to Firefighter/Rescuer III

The person listed below has been determined by me to be eligible for promotion from FF/R II to FF/R III. Please advise if there are any questions or problems.

NAME: _____ STATION/SHIFT: _____

SOCIAL SECURITY NUMBER: _____

<u>DATE</u>	<u>FIREFIGHTER III REQUIREMENTS</u>
_____	Request for Promotion
_____	Firefighter III Certification
_____	Current EMT-B, CRT, or EMT-P Certification
_____	Emergency Vehicle Operator Course (EVOC)
_____	Pumps & Hydraulics Course
_____	Truck Company Operations Course
_____	Practical Rescue Course
_____	Valid Maryland Class A or B Driver's License or out of state equivalent
_____	Human Relations Courses (6 hours)
_____	Hazardous Materials Course (1A & 1B)

THE FOLLOWING MUST BE CERTIFIED IN WRITING BY A DFRS OFFICER:

- _____ 2 Years in Firefighter/Rescuer II Classification
- _____ Certified to be Aide on a BLS Unit (form AD95061c)
- _____ Certified to drive a BLS Unit (form AD95061a)
- _____ Certified to drive apparatus requiring a Class 'B' license (form AD95061b)
- _____ Current annual certification in CPR, AED/BBP, SCBA, and Hazardous Materials (form AD95063)



DIVISION OF FIRE AND RESCUE SERVICES
MONTGOMERY COUNTY, MARYLAND

MEMORANDUM

Date: _____

TO: Whom It May Concern

FROM: Name: _____
Rank: _____

SUBJECT: Certification to Drive a Basic Life Support Unit

This memorandum certifies that Firefighter/Rescuer _____,
assigned to station _____ has been qualified to drive and operate a Montgomery
County Basic Life Support Unit known as Ambulance _____.

This certification is effective _____.

Name and Rank of DFRS Certifying Official

Date



DIVISION OF FIRE AND RESCUE SERVICES
MONTGOMERY COUNTY, MARYLAND

MEMORANDUM

Date: _____

TO: Whom It May Concern

FROM: Name: _____
Rank: _____

SUBJECT: Certification of Driver's Qualifications

This memorandum certifies that Firefighter/Rescuer _____, assigned to station _____ has been qualified to drive and operate fire and rescue apparatus known as Engine _____, Truck _____, Tower _____, or Rescue Squad _____. I further certify that to operate this apparatus a Maryland Class "B" Operator's License or equivalent is required.

This certification is effective _____.

Name and Rank of DFRS Certifying Official

Date



DIVISION OF FIRE AND RESCUE SERVICES
MONTGOMERY COUNTY, MARYLAND

MEMORANDUM

Date: _____

TO: Whom It May Concern

FROM: Name: _____
Rank: _____

SUBJECT: Certification to be an Aide on a Basic Life Support Unit in Montgomery County

This memorandum certifies that Firefighter/Rescuer _____,
assigned to station _____ has been qualified to perform as an aide on a
Montgomery County Basic Life Support Unit known as Ambulance _____.

This certification is effective _____.

Name and Rank of DFRS Certifying Official

Date



DIVISION OF FIRE AND RESCUE SERVICES
MONTGOMERY COUNTY, MARYLAND

MEMORANDUM

Date: _____

TO: Deputy Chief _____
Bureau of Program Support Services

FROM: Name: _____
Rank: _____

SUBJECT: Current Certification in CPR, AED/BBP, SCBA and Hazardous Materials

This memorandum certifies that Firefighter/Rescuer _____,
assigned to station _____ has completed the course requirements for the
following annual certifications.

	Class Date	Instructor
CPR	_____	_____
AED/BBP	_____	_____
SCBA	_____	_____
Hazardous Materials	_____	_____

District Chief

Date



DIVISION OF FIRE AND RESCUE SERVICES
MONTGOMERY COUNTY, MARYLAND

MEMORANDUM

Date: _____

TO: Deputy Chief _____
Bureau of Program Support Services

VIA: _____
Shift Chief

FROM: _____
District Chief

SUBJECT: Promotion to Firefighter/Rescuer II

The person listed below has been determined by me to be eligible for promotion from FF/R I to FF/R II. Please advise if there are any questions or problems.

NAME: _____ STATION/SHIFT: _____

SOCIAL SECURITY NUMBER: _____

<u>DATE</u>	<u>FIREFIGHTER II REQUIREMENTS</u>
_____	Request for Promotion
_____	Firefighter II Certification
_____	Current EMT-B, CRT, or EMT-P Certification
_____	Emergency Vehicle Operator Course (EVOC)
_____	Valid Maryland Class D Driver's License or out of state equivalent
_____	Human Relations Courses (6 hours)
_____	Hazardous Materials Course (1A & 1B)

THE FOLLOWING MUST BE CERTIFIED IN WRITING:

- _____ One year experience as an active Montgomery County emergency services provider, career or volunteer, certified by the District Chief or the Chief of the Local Fire and Rescue Department
- _____ Current annual certification in CPR, AED/BBP, SCBA, and Hazardous Materials (form AD95063)

Sec. 545. Fire Chief.

The Fire Department shall be administered by a Fire Chief, who shall be appointed by the County Executive. The appointment shall be made solely on the basis of the individual's qualifications for the duties of the office. In making this appointment, the County Executive may consider, but shall not be restricted to persons who are recommended by the Fire Advisory Board. The Fire Chief shall be responsible directly to the County Executive.

(Bill No. 74-82, § 1; Res. No. 39-88; Res. No. 34-02)

Attorney's note--Pursuant to the approval of the general electorate in 1982, Section 545 was amended to delete the requirement that the County Executive appoint the Fire Administrator from a list of nominees submitted to the Fire Advisory Board.

The 1988 amendment provided that the Fire Administrator would be responsible directly to the Chief Administrative Officer rather than the County Executive. (Res. No. 39-88).

The 2002 amendment changed the title of the Fire Administrator to Fire Chief and provided that the Fire Chief would be responsible directly to the County Executive rather than the Chief Executive Officer. (Res. No. 34-02)

Reporter's note--This section establishes a Fire Department which shall be responsible for the administration of the affairs of the County in fire suppression, fire prevention, fire training, and fire communications.

Under the existing law, there is no Fire Department in Anne Arundel County. Section 30-5 of the Anne Arundel County Code provides for a Chief of the Fire Prevention Bureau who is charged with the responsibility of enforcing the fire prevention code. As the title implies, fire prevention applies to inspection and correction of fire hazards in structure in Anne Arundel County and not to fire fighting. Section 30-13 of the County Code provides for a 12-man Fire Prevention Committee which is charged with the responsibility of making recommendations to the Board of County Commissioners for "amendment, revisions and additions" to the fire prevention code.

The most important function of a fire department is fire suppression, that is, the fighting of fires. At the present time the Anne Arundel County government does not concern itself with fighting fires and there is no governmental agency which is charged with the responsibility of fire suppression. Fire suppression service is supplied to the residents of the County by 23 volunteer fire companies. The volunteer fire companies are completely independent of each other and of the County. In addition to the voluntary contributions and proceeds from fairs, bazaars, raffles, etc., the volunteer fire companies receive the benefit of an appropriation from the County Commissioners of the taxpayer's money in excess of \$900,000 annually. These monies are raised by special tax levies and by the dedication of certain State-received revenues. See Section 718 and the notes thereon for further comment on special taxes and the dedication of State-shared revenues.

After careful study and lengthy deliberations, the Charter Board is firmly convinced that fire suppression is a governmental function. Although the Board is cognizant of some of the fears of the members of the volunteer companies concerning the establishing of a Fire Department, the Charter Board is firmly convinced that in order to provide better and more efficient fire suppression to Anne Arundel County citizens, the County government must include fire suppression in the Fire Department.

According to a report of the Charter Board's consultants, there is room for improvement in fire suppression service in Anne Arundel County. For example, there is a serious need for a central alarm system whereby a person attempting to report a fire would have one phone number to call in the County to report the fire, rather than a choice of the 21 volunteer fire companies listed on the back of the front cover of the Anne Arundel telephone directory. In this regard there was enacted in the 1957 Session of the General Assembly, Section 10-23 of the Anne Arundel County Code authorizing and directing the County Commissioners to levy a tax "for the purpose of providing, constructing and maintaining adequate training facilities and a central alarm system for the volunteer firemen within the County". At the same time there was established a Firemen's Training Tax Committee consisting of seven members, the County Business Manager, a County Commissioner, four members from the Volunteer Firemen's Association and one member selected by the Fire Marshal of the City of Annapolis, subject to the approval of the Mayor and City Council of Annapolis. It is the duty of this Committee to approve vouchers for the payment of funds received from the special tax mentioned above. Although money is available for a central alarm system, as provided by this tax, no such alarm system has been built. This Committee is abolished and its duties shall be performed by the Fire Department, the Office of Finance and the Office of the Budget.

Under prior law (Article II of Chapter 10 of the 1957 Anne Arundel County Code) there was a Board of Fire Commissioners consisting of three members. It is the duty of the Board of Fire Commissioners to examine and inspect, approve or disapprove any volunteer fire department in the County according to certain minimum requirements before the County Commissioners will provide funds to such volunteer fire company. Upon the adoption of the Charter, this board will be abolished and its duties shall be performed by the Fire Administrator.

Sec. 547. Functions and duties of the Fire Department.

The Fire Department shall be responsible for the administration of the affairs of the County in fire suppression, fire prevention, fire training, fire communications, emergency medical services, and any other duty as may be assigned by the County Executive or by law from time to time. Nothing herein shall permit the Fire Administrator to participate in the corporate affairs of any volunteer fire company.

(Bill No. 72-82, § 5)

DEPARTMENT OF RECREATION AND PARKS

Anne Arundel County Code

§ 12-101. Fire Department.

- (a) There is an Anne Arundel County Fire Department as provided in the Charter.
- (b) The Department is not assigned to a core group.
- (c)
 - (1) In addition to the authority, duties, responsibilities, and functions prescribed in the Charter or this Code, the Department is the successor to the Office of Emergency Management and has authority over and responsibility for emergency management.
 - (2) Every reference to the Office of Emergency Management in the Charter, this Code, or any regulation or policy of any officer or agency of the County means the Fire Department.

§ 12-102. Fire Chief.

- (a) The head of the **Fire Department** is the **Fire Chief**.
- (b)
 - (1) The **Fire Chief** is appointed by and serves at the pleasure of the County Executive as provided in the Charter.
 - (2) The **Fire Chief** shall be appointed solely on the basis of the appointee's qualifications for performing the duties of the office.
- (c)
 - (1) The **Fire Chief** is the successor to the Emergency Management Director.
 - (2) With respect to emergency management, the **Fire Chief** has the same authority, duties, responsibilities, and functions as the former Emergency Management Director.
- (d) The **Fire Chief** reports directly to the County Executive.
- (e) Every reference to the Emergency Management Director in the Charter, this Code, or any regulation or policy of any officer or agency of the County means the **Fire Chief**.

(Bill No. 18-93, § 2; Bill No. 43-99, § 2; Bill No. 7-02, § 1)

Charter reference--§ 545

§ 1-301. Board established. There is a Fire Advisory **Board**, a unit of the executive branch of government.

(Bill No. 71-95, § 2)

Anne Arundel County Code

§ 1-302. Membership.

- (a) The Fire Advisory Board consists of nine members. Of the nine members:
- (1) three shall be volunteer firefighters appointed by the Anne Arundel County Volunteer Firefighters Association;
 - (2) two shall be career firefighters and members of Local 1563, Anne Arundel County Professional Firefighters, International Association of Firefighters, AFL-CIO-CLC, or any other employee organization representing a majority of the uniformed fire personnel of the County, appointed by the employee organization;
 - (3) one shall be a career firefighter at the rank of fire battalion chief or deputy fire chief, appointed by the firefighters holding those ranks; and
 - (4) three shall be citizen members, who shall be from different geographical areas within the County representing three of the four battalion areas at any one time on a rotating basis, appointed by the County Executive.
- (b)
- (1) The term of each volunteer firefighter and each career firefighter shall be four years, conterminous with the term of the County Executive.
 - (2) The terms of original citizen members shall be one year, two years, and three years, respectively. Thereafter the term of each citizen member shall be three years. A citizen member may not serve more than two consecutive terms.
 - (3) A board member whose term has expired shall hold over until a successor is appointed.
 - (4) A vacancy shall be filled by appointment for the remainder of the unexpired term.
- (c) The chairman of the Board shall be appointed by the County Executive from among the citizen members of the Board.(Bill No. 71-95, § 2)

§ 1-303. Duties.

The Fire Advisory Board shall have the power and duty to advise and consult with the County Executive, the Fire Chief, and other County officials and employees on matters concerning the administration of fire suppression, fire prevention, fire training, emergency medical services functions, and fire communication activities.

(Bill No. 71-95, § 2; Bill No. 7-03, § 1)

Anne Arundel County Code**§ 1-201. Volunteer companies--Formation.**

A volunteer fire company or volunteer ambulance and rescue squad may not be organized without first, the approval of the Fire Chief, and then the approval of the County Council.

(Code 1967, § 10-101; Bill No. 7-03, § 1)

§ 1-202. Same--Work program and financial requirements.

(a) At least 150 days before the end of each fiscal year, each volunteer fire company and each volunteer ambulance and rescue squad shall submit an annual work program setting forth the nature, volume, costs, and other factors concerning the work to be performed and the estimate of expenditures for their operations for the ensuing fiscal year to the Fire Chief.

(b) The Fire Chief shall review, adjust, and compile the work programs and estimates of expenditures for submittal to the Budget Officer as part of the total annual work program and budgets of the Fire Department as provided in § 704 of the Charter.

(Code 1967, § 10-103; Bill No. 7-03, § 1)

§ 1-203. Reciprocity agreements.

(a) The County shall reimburse a volunteer company for operational expenses consistent with the County budget if the volunteer company has entered into a reciprocity agreement with the County in the form required by the Fire Chief.

(b) Each reciprocity agreement shall:

(1) provide for reimbursement of expenses in accordance with the operational budget adopted for the company by the County.

(2) delineate the County's authority in matters concerning command and control, staffing, operational readiness, and dispute resolution.

(Bill No. 81-95, § 2; Bill No. 7-03, § 1)

§ 1-204. Reimbursement for court appearance.

The County shall reimburse a volunteer fire fighter for income lost as the result of being required to appear in court in connection with duties as a fire fighter. The reimbursement may not exceed the pay rate for the lowest classification of firefighting personnel.

(Code 1967, § 10-104; Bill No. 81-95, § 1)

§ 1-205. Reserved**§ 1-206. "Active volunteer member" defined.**

In this section "active volunteer member" means an individual who has accumulated at least 50 points each calendar year in accordance with the point system set forth in § 1-210 of this subtitle.

(Code 1967, § 10-300)

Anne Arundel County Code

§ 1-207. Establishment; administration.

a) There is a retirement program for qualified active volunteer members of the County volunteer fire companies, the Annapolis volunteer fire companies, the Anne Arundel Alarmers Association of Anne Arundel County, Inc., and the Seventh District Ambulance and Rescue Squad, Inc.

b) The service award program shall be administered by the Controller.

(Code 1967, §§ 10-300, 10-302(a); Bill No. 23-01, § 1)

§ 1-208. Funding

The benefits provided for in this part shall be funded as may be provided in the annual budget.

(Code 1967, § 10-308)

§ 1-209. Eligibility for benefits.

(a) A person who has served as a member of a County volunteer fire company, an Annapolis volunteer fire company, the Anne Arundel Alarmers Association of Anne Arundel County, Inc., or the Seventh District Ambulance and Rescue Squad, Inc., is entitled to receive benefits under this section if the person is:

(1) eligible under the provisions of subsection (c) of this section; and

(2) certified in accordance with the provisions of § 1-212 of this subtitle to have served as an active volunteer member on or after January 1, 1970.

(b) A person who discontinued active volunteer service on or before December 31, 1969, may receive credit for the service after being certified in accordance with the provisions of § 1-212 of this subtitle to have performed five years' active volunteer service on or after January 1, 1970.

(c) The following persons are entitled to receive benefits under this section:

(1) persons who are at least 50 years old and who have completed at least 25 years of active volunteer service with a County volunteer fire company, an Annapolis volunteer fire company, the Anne Arundel Alarmers Association of Anne Arundel County, Inc., or the Seventh District Ambulance and Rescue Squad, Inc.; and

(2) volunteer fire fighters who have been determined by the Maryland Workers' Compensation Commission to have been permanently and totally disabled in the performance of duties as a volunteer fire fighter.

(d) The surviving spouse of a volunteer fire fighter who, at the time of death, was receiving benefits under the provisions of subsection (c) of this section is entitled to benefits under this section. The benefits shall be paid to the surviving spouse monthly until the death or remarriage of that spouse.

(Code 1967, §§ 10-301, 10-302; Bill No. 36-87, § 1; Bill No. 23-01, § 1)

Anne Arundel County Code

§ 1-210. Crediting of points.

To qualify for benefits under this part, points shall be credited to each volunteer as follows:

- (1) (i) for training courses approved by the Fire Chief:

<i>Course Hours</i>	<i>Points</i>
1--195	
20-44	10
45 or more	15
 - (ii) maximum credit for training courses 25
 - (2) (i) for each drill of at least two hours 1
 - (ii) maximum credit for drills 20
 - (3) (i) for each full night of sleep-in duty 20
 - (ii) for each standby duty of at least 4 hours 1
 - (iii) maximum credit for sleep-in and standby duty 20
 - (4) for completion of a one-year term in an elected or appointed position in the volunteer fire company or the Anne Arundel Alarmers Association of Anne Arundel County, Inc. 25
 - (5) (i) for attendance at an official meeting of the company or a meeting pertaining to the County Fire Service 1
 - (ii) maximum credit for attendance at all meetings 20
 - (6) for responding to the following:
 - (i) at least 25 calls for a company that responds to 1--500 calls annually 25
 - (ii) at least 50 calls for a company that responds to 501--1,000 calls annually 25
 - (iii) at least 75 calls for a company that responds to 1,001--1,500 25
 - (iv) at least 100 calls for a company that responds to 1,501 or more calls annually 25
 - (7) for full-time obligated service in the Armed Forces of the United States while a volunteer fire fighter:
 - (i) for each full year 50
 - (ii) for less than a full year Prorated
 - (8) for a volunteer with at least 15 years of service who cannot complete the volunteer fire fighters' service award program due to a medical disability 50
- (Code 1967, § 10-306; Bill No. 23-01, § 1; Bill No. 7-03, § 1)

Anne Arundel County Code

§ 1-211. Credit for service on or before December 31, 1969.

(a) To provide credit for service on or before December 31, 1969, each County and Annapolis volunteer fire company, the Anne Arundel Alarmers Association of Anne Arundel County, Inc., and the Seventh District Ambulance and Rescue Squad, Inc. shall review its annual membership roster to determine the number of years of credit to which each member is entitled. In making the determination, the standards for active service shall be used as guidelines. Approval for prior service shall be certified by the chief and the board of directors of the individual company.

(b) If a volunteer member requests credit for service in more than one company, each company shall provide the certification.

(c) Whenever sufficient records are unavailable to prove service on or before December 31, 1969, the certification shall be made only after thorough investigation and on the best information, knowledge, and belief of the chief and board of directors of the individual company.

(Code 1967, § 10-307; Bill No. 23-01, § 1)

§ 1-212. Records and statements of eligibility

a) Each participating volunteer fire company, the Annapolis volunteer fire companies, the Anne Arundel Alarmers Association of Anne Arundel County, Inc., and the Seventh District Ambulance and Rescue Squad, Inc., shall maintain detailed and accurate records for each volunteer member on forms prescribed by the Board of Trustees of the Anne Arundel County Volunteer Firemen's Association and approved by the Controller.

(b) On January 1 of each year the board of directors of each volunteer fire company, the Annapolis volunteer fire companies, the Anne Arundel Alarmers Association of Anne Arundel County, Inc., and the Seventh District Ambulance and Rescue Squad, Inc., shall furnish to the Board of Trustees of the Anne Arundel County Volunteer Firemen's Association a statement under oath listing the volunteer members who have qualified for credit for the previous year. The statement shall include any additional information required in accordance with the provisions of subsection (a) of this section.

(c) On receipt of a statement made in accordance with this section, the Board of Trustees of the Anne Arundel County Volunteer Firemen's Association shall review the list of each company, the Annapolis volunteer fire companies, the Anne Arundel Alarmers Association of Anne Arundel County, Inc., and the Seventh District Ambulance and Rescue Squad, Inc., and furnish copies of the list to the Controller by February 1, together with a certification as to the accuracy of each list. If the Controller approves the certified lists the Controller shall forward copies to the volunteer fire companies, the Annapolis volunteer fire companies, the Anne Arundel Alarmers Association of Anne Arundel County, Inc., and the Seventh District Ambulance and Rescue Squad, Inc., by March 1. On receipt the approved list shall be posted by the respective companies in a conspicuous place in the fire hall for 30 days.

(Code 1967, §§ 10-303, 10-304; Bill No. 23-01, § 1)

§ 1-213. Appealing eligibility.

An individual whose name does not appear on the approved certified list made in accordance with § 1-212 of this subtitle, or who is denied credit for service on or before December 31, 1973, may appeal in writing to the Controller within 30 days after the expiration of the period for posting the list. The Controller shall make a final decision. A person aggrieved by the decision of the Controller may appeal to the County Board of Appeals.

(Code 1967, § 10-305)

State Code reference--Article 25A, § 5(A).

Anne Arundel County Code

§ 1-214. Amount, commencement of benefits.

- a) Except as provided in subsection (b) of this section, benefits under this part shall be \$250 a month for life.
- (b) The benefits paid to a surviving spouse under this part shall be \$150 a month
- (c) Payments of benefits under this section shall begin on the first day of the first month following eligibility.

(Code 1967, § 10-302; Bill No. 35-90, § 1; Bill No. 23-01, § 1)

RECIPROCITY AGREEMENT BETWEEN ANNE ARUNDEL COUNTY
AND
VOLUNTEER FIRE COMPANY

THIS RECIPROCITY AGREEMENT is made this _____ day of _____, 2003 by and between Anne Arundel County, Maryland, a body corporate and politic hereinafter called "County") and the _____ (hereinafter called "Company"), a separately incorporated body and legal entity organized under the laws of the State of Maryland. This Agreement is entered into pursuant to Article 18, 1-203 of the Anne Arundel County Code.

WHEREAS, the County is charged by its Charter with the responsibility of providing fire protection, emergency medical services, and other designated public safety duties assigned by the County Executive.

WHEREAS, the Company works together with the County to provide fire protection, emergency medical services, and perform other designated public safety duties by serving its community and other areas of Anne Arundel County;

WHEREAS, the Company has saved the taxpayers of Anne Arundel County from the fiscal burden of building a fire station;

WHEREAS, it is in the best interest of public safety that the Company owned fire station located at _____, remain operational;

WHEREAS, the annual operating costs of maintaining the Company may exceed the corporate body's fiscal resources;

WHEREAS, it is a wise investment of tax dollars to contribute to the operational costs of the Company owned facility;

WHEREAS, this agreement is based in part upon recommendations published in a report entitled "Revisions of Fire Department Study Committee", dated March 1995.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Company and the County agree as follows:

1. **Term.** This Reciprocity Agreement shall be for a one year term, commencing on July 1, 2003 and ending on June 30, 2004.
2. **Reciprocity Agreement.** The County agrees to develop an operational budget for the Company in accordance with prescribed procedures and policies set forth by the Anne Arundel County Code and the Fire Chief of the Anne Arundel County Fire Department. Additionally, the development of the Company's budget shall take into consideration the funding level appropriations of the prior fiscal year, which were earmarked for the Company. The County further agrees to disburse legally adopted appropriations (budgeted Funding for each appropriate

line item in the Volunteer Support portion of the County Fire Department Budget) provided the Company abides by all terms and conditions of this Agreement. The Company agrees that if it operates a fund raising facility in conjunction with the fire station, the utilities (i.e., electricity, gas, fuel oil) for the fund raising facility will be provided separately and will be the financial responsibility of the Company. In the event it is not possible to have separate utilities, and the utilities for the fund raising facility are combined with the fire station utilities, the County will reimburse the Company 65% of the total utility costs. Dumpster service for the fund raising facility will be provided separately and will be the financial responsibility of the Company. If it is not possible to provide a separate dumpster service for the fund raising facility and the service is combined with the fire station dumpster service, the County will reimburse the Company 65% of those dumpster service costs.

3. **General Definition of Relationship between Company and County.** The Company is Organized and exists to protect the lives and property of the citizens of Anne Arundel County and the communities it serves. The Company is under the control of the County Fire Chief relevant to operational matters. Operational matters include fire suppression, rescue and emergency medical services activities, use and maintenance of apparatus (as defined by recommendation #7 of the Revisions of Fire Department Study Committee dated March 1995 (hereinafter called Report), operational assignment of career personnel, and health and safety issues. The Company has a legal obligation to follow all reasonable rules, regulations, orders and administrative procedures, deemed necessary or advisable by the County Fire Chief to fulfill his/her Charter responsibility, as they exist or as they may be amended from time to time, excluding those areas defined as corporate affairs of the Company. The County Fire Chief shall not participate in the corporate affairs of the Company. The Company shall furnish firefighting services in the [REDACTED] area of Anne Arundel County, Maryland, as further defined as its "first due response area" by the County Fire Chief, however the Company shall provide firefighting services wherever dispatched by the A. A. County Fire Department on an emergency basis during the term of this Agreement.

4. **Prohibition Against Discrimination and Harassment.** The parties hereby acknowledge that Federal, State, and County laws prohibit discrimination and sexual harassment in the workplace. The parties hereby acknowledge that the Anne Arundel County Government is committed to full compliance with the letter and spirit of federal, state and County laws governing prevention of and appropriate response to discrimination and sexual harassment in the workplace. The parties to this Agreement acknowledge and agree that harassment and/or discriminatory practices of any type undermine the integrity of the individual work relationship, adversely affect the morale of the entire work force, and interfere with the County's mission to provide quality services to the citizens of Anne Arundel County. In conformance to these policies the parties agree:

A. That members of the Company shall not engage in any act or acts of harassment, intimidation, humiliation, retaliation, or discrimination, in violation of any laws, against any individual with respect to terms, conditions or privileges of service because of the individual's race, color, religion, sex, age, national origin, sexual orientation, marital status, or disability.

B. In the event of a complaint of unlawful or discriminatory practices, which requires an investigation, the following procedures apply. If the alleged unlawful or discriminatory practice involves only volunteer personnel, the County Fire Chief shall immediately refer the matter to the President of the Company for all further action. If the alleged unlawful or discriminatory practice involves only career personnel, the County Fire Chief has exclusive authority to address the issue as he/she deems appropriate. If the alleged unlawful or discriminatory practices is volunteer to career directed or vice versa, the President of the Company and the County Fire Chief will each appoint two personnel to constitute a review panel. This panel will investigate the situation and make a written recommendation to the County Fire Chief within 10 working days of the panel appointment.

5. **Volunteer Grievance Procedure.** A Volunteer Grievance Procedure has been created by the parties and appears as Addendum 1 which is hereby incorporated into this Agreement. In the event of a dispute that meets the definition of a grievance as defined in Addendum 1, the Volunteer Grievance Procedure shall apply and is adopted by the parties hereto as the appropriate mechanism to resolve such disputes.





6. **Staffing of Company Facility.** The Company agrees to maintain, in quarters or available with apparatus, at all times before a call, at least a defined minimal staffing level of qualified emergency responders. If career personnel are utilized to establish this staffing level, the minimum number for the duration of this Agreement shall be 4 personnel during week days and 4 personnel during nights and weekends. The minimal career complement shall consist of the following ranks: Fire Lieutenant, Fire Fighter/EMT-Paraedic, Fire fighter/CRT, Fire Fighter 3, Fire Fighter 2. If volunteer personnel are utilized to establish this staffing level, the minimum number shall be two personnel. The minimal volunteer complement shall consist of one Fire Fighter (FADO) who is qualified by the Company to operate heavy apparatus and at least one Fire Fighter I who is EMT certified. Any volunteer personnel making up this minimal complement shall be listed in the Volunteer Certification Data Base. Within the number of career employees authorized for long term assignment to the Company, the County Fire Chief shall retain authority for individual employee assignment. The Company, however, must be notified in advance of the new career employee assignment and be given the opportunity to discuss the assignment with the County Fire Chief. The Company may request that the County Fire Chief remove any specific employee already assigned to the company and replace him/her with another career employee provided that such a request is supported by a reasonable explanation as to the employee's incompatibility with the Company. The Company acknowledges the County Fire Chief's sole authority to temporarily assign any career personnel necessary on a short term basis to its facility in order to deal with an exigent circumstance which is necessary to provide for public safety.




7. **Assignment of Career of Career Officers.** The County agrees to carefully assess the officers who may be regularly assigned to the Company to insure compatibility with the volunteer fire company component. The recognized County appointed volunteer company commander will be consulted prior to the assignment of any career officer to his facility.


8. **Filling of the Career Officer's Leave Vacancy.** The filling of the career officer's leave Vacancy will be in accordance with the County Fire Department's policy.
9. **Recognition of Company Designated Line Officer.** As with other volunteer fire companies, the County acknowledges that the Company may choose to appoint line officers (Chief, Assistant Chief, Captain, Lieutenant, etc.) within its corporate structure, some of whom may not be certified by the County at their rank relative to operational response. The County acknowledges the right and responsibilities of these non-County certified officers to manage and direct the Company owned assets relative to the corporate affairs of the Company. The Company agrees that any line officers of the Company not certified at their Company designated rank by the County will work in agreement with the County officer assigned to the Company relevant to the direction of career fire fighter grade personnel, if applicable. All Company assets will be under the control of the Company designated officer.
10. **Right of the County to Inspect Facilities and Equipment.** The Company acknowledges the right of the County Fire Chief or his/her designated representatives to inspect the Company's facilities and equipment, or the County's facilities and equipment utilized by the Company, at appropriate intervals and in a manner prescribed by the County Fire Chief and scheduled with the Company Commander.
11. **Inventories, Audits and Equipment.** The Company shall allow the County Fire Chief or his designee access to only those records of the Company that will verify the expenses for which reimbursement is sought or provided under this Agreement. Also the Company shall conduct on a yearly basis an inventory of all County non-expendable equipment and property given to or in the possession of the company. A list of those items will be provided by the Quartermaster. A copy of this completed inventory shall be provided to the County Fire Chief by January 1st of the fiscal year to which this Agreement applies.
12. **Disputes Regarding this Agreement.** In case of a dispute regarding the meaning, interpretation, or application of this Agreement, the Company agrees that the decisions and directives of the County Fire Chief shall immediately control the situation. At the soonest available time, however, the dispute will be presented to the Fire Advisory Board. The Fire Advisory Board will review the issue(s) in dispute and tender a decision. The decision of the Fire Advisory Board shall be final and binding.
13. **No Waiver of Immunities.** This Agreement shall not be construed as a waiver of any common law or statutory defense or immunity possessed by the County or the Company, or their respective departments, boards, officers, employees, agents and members.
14. **Lease Agreements.** This agreement does not constitute a lease of the facility nor does it replace any existing lease agreement.
15. **Binding Effect.** This Reciprocity Agreement shall inure to the benefit of and bind the respective parties, their representatives, successors and assigns.

IN WITNESS WHEREOF, County and Company, by their duly authorized representatives, have signed and sealed this Agreement, on the day and year above first written.




Galesville Volunteer Fire Company, Inc.,

 (Seal)
BY: Name: 
Title: 
Date: 


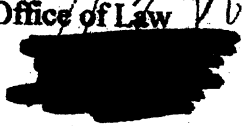




My commission expires:


ANNE ARUNDEL COUNTY, MARYLAND

 (Seal)
BY: Name: 
Title: Chief Administrative Officer
Date: 

Approved as to form and legal sufficiency:


Office of Law 


Date

ANNE ARUNDEL COUNTY FIRE DEPARTMENT



Incident Scene Management Policy & Procedure

OPM: 2

INTRODUCTION

The application of sound management principles to any undertaking which requires the coordination of various resources is paramount to the success of that undertaking. This concept is applied to our personal and professional lives everyday. We manage our personal budgets, our own time, and many other aspects of our own lives. Professionally, we do manage our personnel and apparatus, the activities of our working days, our budget, and our goals and objectives. We do this by applying the basic textbook management principles of planning, directing, organizing, coordinating, communicating, delegating and evaluating.

So should it be with the emergency operations. The major difference between routine, day-to-day management and emergency management is the time frame for gaining control of the situation. Emergency operations still require the management of resources, goals and objectives, and activities in order to insure a satisfactory outcome. In other words, emergency operations still require planning, directing, organizing, coordinating, communicating, delegating and evaluating. Therefore, the same management process applied to our routine everyday operations can, and should, be applied to emergency operations.

This policy & procedure manual clearly spells out the incident scene management process adopted by this department. It adopts the management principles previously mentioned and, because of its modular concept, can be applied to any incident regardless of the type or magnitude of that incident. As a function specific tool rather than a rank specific one, it is equally adaptable because anyone can fill any position assuming appropriate training for that position.

It shall be a matter of departmental policy that all personnel be familiar with this manual and fully functional in any position which he/she might reasonably be expected to fill.

Roger C. Simonds, Sr.
Chief of the Department

INCIDENT SCENE MANAGEMENT

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INTRODUCTION

The application of sound management principles to any undertaking which requires the coordination of various resources is paramount to the success of that undertaking. This concept is applied to our personal and professional lives everyday. We manage our personal budgets, our own time and many other aspects of our own lives. Professionally we also manage our personnel and apparatus, the activities of our working days, our budget and our goals and objectives. We do this by applying the basic textbook management principles of planning, directing, organizing, coordinating, communicating, delegating and evaluating.

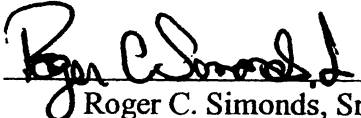
So should it be with emergency operations. The major difference between routine, day to day management and emergency management is the time frame for gaining control of the situation. Emergency operations still require the management of resources, goals and objectives, and activities in order to insure a satisfactory outcome. In other words, emergency operations still require planning, directing, organizing, coordinating, communicating, delegating and evaluating. Therefore, the same management process applied to our routine everyday operations can, and should, be applied to emergency operations.

This policy and procedure manual clearly spells out the incident scene management process adopted by this department. It adopts the management principles previously mentioned and, because of its modular concept, can be applied to any incident regardless of the type or magnitude of that incident. As a function specific tool rather than a rank specific one, it is equally adaptable because anyone can fill any position assuming appropriate training for that position.

It shall be a matter of departmental policy that all personnel be familiar with this manual and fully functional in any position which he/she might reasonably be expected to fill.

All departmental command level officers (Acting Officers, Lieutenants, and Captains) shall receive training on the Department's Incident Management System. Initial training shall consist of three (3) hours of simulation activities based on potential emergencies within the department.

In addition, all senior level command officers (Company, Battalion, Division, and Deputy Chiefs) shall have advanced incident management training covering topics such as: multiple alarm operations, natural and manmade disasters, high rise operations, confined space operations, hazardous material operations, and other target hazards that these officers may be expected to manage/mitigate. These officers shall also complete annual incident management system training that includes simulation activities as prescribed by the Chief of the Department


Roger C. Simonds, Sr.,
Chief of the Department

PURPOSE & SCOPE

The Incident Management System is designed to control personnel, facilities, equipment and communications throughout an emergency operation. It is designed to begin developing from the time an incident occurs until the requirement for management and operations no longer exists. The structure of the Incident Management System can be established and expanded depending upon the changing conditions of the incident. The Incident Management System meets the following operating requirements necessary of any emergency management process:

- I. Management capabilities for:
 - I.A Single jurisdiction/single agency involvement
 - I.B Single jurisdiction/multi-agency involvement
 - I.C Multi-jurisdiction/multi-agency involvement
- II. Organizational structure adaptable to any emergency or incident to which fire protection agencies would be expected to respond.
- III. Applicable and acceptable to users throughout the region.
- IV. Readily adaptable to new technology.
- V. Ability to expand in a logical manner from an initial attack situation into a major incident.
- VI. Basic common elements in organization, terminology and procedures.
- VII. Implementation with the least possible disruption to existing systems.
- VIII. Effective in fulfilling all management requirements yet simple enough to insure low operational maintenance costs.

As such, the system can be utilized for any type or size of emergency ranging from a minor incident involving only a few units to a major incident involving several agencies. It is intended to be staffed and operated by qualified personnel from any emergency services agency and may involve personnel from a variety of agencies.

GENERAL GUIDELINES

- I. It shall be a matter of departmental policy that the Incident Management System be utilized at all emergency incidents.
- II. The Incident Management system shall be applied to drills, exercises, and other situations that involve hazards similar to those encountered at actual emergency incidents and to simulated incidents that are conducted for training and familiarization purposes
- III. When an incident is under the overall jurisdiction of an agency other than the fire department (law enforcement, military, etc), fire department personnel shall utilize the incident command system to manage our operations and coordinate our activities with the agency having overall jurisdiction.
- IV. The safety of fire department personnel operating in hazardous conditions is the responsibility of all members of the department. Personnel shall monitor the safety of fellow crew members while operating in hazardous areas.
- V. Risk management principles shall be routinely employed by supervisor personnel at all levels of the incident management system to define the limits of acceptable and unacceptable positions and functions for all members at the incident scene.
- VI. Supervisors shall be alert to recognize conditions and actions that create a hazard within their span of control. All supervisors shall have the authority and responsibility to take immediate action to correct imminent hazards and to advise the appropriate supervisor regarding their actions.
- VII. All supervisors assigned to operations functions shall support the overall strategic plan, as directed by the incident commander, and shall work toward the accomplishment of tactical objectives.
- VIII. Where conflicting orders are received at any level of the incident management system, the individual receiving the conflicting order shall inform the individual giving the order that a conflict exists. If the conflicting order is required to be carried out, the individual giving the conflicting order shall so inform the individual who provided the initial order.

RESPONSIBILITIES OF COMMAND

To develop a well orchestrated response to any incident, clear lines of authority, responsibility and accountability must be defined. To this end the following policy shall provide direction and authority for the command function.

I. Command Procedure

- I.A The effective functioning of all units and personnel at any incident requires clear decisive action on the part of an incident commander.
- I.B This procedure fixes responsibility for the command function and its associated duties on one individual at any time during an incident.
- I.C Command procedures are designed to accomplish the following:
 - I.C.1 Fix the responsibility for COMMAND on a certain individual.
 - I.C.2 Assure that strong, direct and visible command will be established as early as possible in the operation.
 - I.C.3 Establish an effective framework outlining the activities and responsibilities.
 - I.C.4 Provide a system for the orderly transfer of command to subsequent arriving authorities.

II. Authority and Responsibility

II.A Command responsibilities

- II.A.1 Assume and confirm (announce to all units) command of an incident. Establish an incident command post in an visible area or location.
- II.A.2 Assess incident priorities.
 - II.A.2.a Life Safety (Firefighter/civilian)
 - II.A.2.b Incident Stabilization
 - II.A.2.c Property Conservation
- II.A.3 Apply "Standardized Principles of Risk":
 - II.A.3.a Activities that present a significant risk to the safety of

members shall be limited to situations where there is a potential to save endangered lives.

- II.A.3.b Activities that are routinely employed to protect property and the environment shall be recognized as inherent risks to the safety of members, and actions shall be taken to reduce or avoid these risks.
- II.A.3.c No risk to the safety of members shall be acceptable when there is no possibility to save lives, property or the environment.
- II.A.4 Determine strategic goals.
 - II.A.4.a In situations where the risk to fire department members is excessive as defined by the Standardized Principles of Risk noted above, activities shall be limited to defensive operations.
 - II.A.4.b The Incident Commander shall ensure that any change in strategy is communicated to all affected supervisors.
- II.A.5 Develop incident action plan.
- II.A.6 Determine tactical objectives.
- II.A.7 Develop appropriate organizational structure.
 - II.A.7.a During incidents where multiple agencies may have significant responsibilities, a unified command may be required.
 - II.A.7.b The Incident Commander shall initiate and maintain an inventory worksheet (incident command board) at the beginning of operations and maintain the system throughout operations. For greater details, refer to the Accountability OPM.
 - II.A.7.c As incidents escalate in size and complexity, the Incident Commander shall divide the incident into tactical-level management units (divisions, groups, branches, etc) to effectively manage the incident and maintain the span of control.
 - II.A.7.c.(1) The Incident Commander shall announce the

establishment of tactical work units (divisions, groups, etc) to all units operating on the incident.

II.A.8 Manage incident resources.

II.A.8.a The Incident Commander shall maintain an awareness of the location and function of all companies or units at the scene of an incident. This shall be achieved by instituting and maintaining the Department's Personnel Accountability System throughout the incident.

II.A.9 Coordinate overall incident activities.

II.A.10 Ensure safety of on-scene personnel.

II.A.10.a The Incident Commander shall integrate risk management into every facet of the incident management process.

II.A.10.b The Incident Commander shall assign a Safety Officer to access the incident scene for hazards or potential hazards whenever the size/nature of the incident and/or the span of control limits the Incident Commander's ability to effectively monitor the safety function.

II.A.10.c On all significant (2nd alarm & greater) and special operations incidents the Incident Commander shall assign an Incident Safety Officer.

II.A.10.d The Incident Commander shall maintain an awareness of the location and function of all companies or units at the scene of an incident. This shall be achieved by instituting and maintaining the Department's Personnel Accountability System throughout the incident.

II.A.10.e The Incident Commander shall assign an individual or crew to manage the accountability function.

II.A.10.f The Incident Commander shall evaluate the risk to personnel and if necessary request a BLS or ALS unit to standby.

II.A.10.g The Incident Commander shall ensure that any crew entering a "hazardous environment" must have visual, voice or signal line communications.

II.A.11 Review, evaluate, and revise the strategical/tactical plans as required.

II.A.12 Initiate, maintain, and control incident communications.

II.A.13 Coordinate activities of outside agencies.

II.A.14 Authorize release of information to media.

II.A.15 Control access to the scene (Media, Civilians, etc)

II.A.16 Assign Operations, Planning, Logistics and Finance functions based on the needs or complexity of the incident.

II.B Normal operating procedure

II.B.1 The 1st arriving company officer, acting officer or individual occupying that seat on the 1st arriving unit shall be responsible for, and shall have the authority to, exercise all command functions deemed reasonable and prudent until such time as he/she is relieved by senior authority.

II.B.2 The 1st arriving company officer, acting officer or individual occupying that seat on the 1st arriving unit shall:

II.B.2.a Perform a size-up in accordance with OPM: 2 - SIZE UP, page 8.

II.B.2.b Determine the appropriate goal(s) and objective(s).

II.B.2.c Assign tactical objectives as required, including support of automatic protection systems.

II.B.2.d Transmit a Brief Initial Report in accordance with OPM: 2 - BRIEF INITIAL REPORT, page 14.

II.B.2.e Determine the need for assistance and request such assistance as necessary.

III. Addressing the Command Function

III.A Passing COMMAND

III.A.1 May only be done by the 1st arriving company officer, acting officer, or individual occupying that seat on the 1st arriving unit.

III.A.2 May be done only after all other necessary command functions have been completed according to the BIR format. However, the

responsibility, authority and accountability for the incident shall remain with the individual on the 1st arriving unit until properly relieved.

- III.A.3 Shall be the result of a conscious decision by the company officer, acting officer or individual occupying that seat in the 1st arriving unit that he/she must necessarily commit him/herself to a tactical objective and, therefore, may not be in an appropriate position to adequately manage the incident.
- III.A.4 When COMMAND is passed, the next arriving appointed officer must report to the scene rather than to Level I staging.
- III.A.5 Shall not relieve the individual of the responsibilities for executing command functions until such time as he/she has been properly relieved. Until such relief, the individual shall be considered the Incident Commander.

III.B Assuming COMMAND

- III.B.1 Personnel shall not assume the role of Incident Commander prior to arriving on the scene.
- III.B.2 Is the result of a conscious decision by the company officer, acting officer or individual occupying that seat in the 1st arriving unit that the incident requires immediate command and control, or that there are sufficient resources available to adequately handle the necessary tactical objectives. In this situation the Incident Commander must remain in a position to appropriately manage the incident.
- III.B.3 Must be done by the company officer, acting officer or individual occupying that seat in the next arriving unit if COMMAND was initially passed.
- III.B.4 May be done by the company officer, acting officer or individual occupying that seat in the 1st arriving unit if, after having already passed COMMAND, decides that assuming COMMAND is now warranted as a result of changes in the situation.
- III.B.5 May be done by higher ranking officers as the incident dictates.

III.C Considerations for passing/assuming COMMAND

- III.C.1 Size & extent of the incident
 - III.C.1.a Small or less complex incidents where your immediate assistance in a tactical operation would have a positive

impact on the outcome might indicate the need to pass COMMAND. EX: Room and contents fire; a limited number of persons trapped; etc.

III.C.1.b Investigating where the status reported is 'Nothing Evident.' This constitutes a tactical objective which might place you in an inappropriate position to adequately manage the incident should something go wrong. Passing COMMAND may be appropriate.

III.C.1.c The magnitude or type of incident may require immediate command and control of resources. EX.: Significant hazmat incidents; structure fires requiring resources beyond the 1st alarm assignment; many persons trapped or a large scale evacuation; mass casualty incidents; etc. Assuming COMMAND would be appropriate.

III.C.2 Availability of relief

III.C.2.a If senior authority is close at hand, passing COMMAND may be appropriate.

III.C.2.b If senior authority will be significantly delayed, assuming COMMAND may be appropriate.

III.C.3 Entry/standby team requirements

III.C.3.a If required to serve on an entry/standby team in accordance with OPM: 4 - RAPID INTERVENTION, significant consideration should be given to the ability to appropriately command the incident. If command functions interfere with the ability to carry out the duties of an entry/standby team member as specified in OPM: 4 - RAPID INTERVENTION, the situation may indicate that COMMAND be passed.

III.C.3.b If the immediate on-scene resources are sufficient to provide an entry and a standby team as well as an independent incident commander, assuming COMMAND may be appropriate.

IV. Transfer of COMMAND

IV.A Purpose - Transfer of COMMAND refers to the act of one individual relieving another individual of authority, responsibility and accountability as it pertains to the execution of the function of COMMAND on any given incident. The progressive Chain-of-Command principle shall be utilized.

- IV.A.1 Should an incident commander be of a non-officer grade, he/she shall be relieved as soon as practical by the 1st arriving officer.
- IV.A.2 The 1st officer to assume COMMAND shall retain COMMAND until formally relieved by a ranking officer. Ranking officers shall have the discretionary authority to relieve a subordinate officer of COMMAND. However, the senior officer present assumes accountability regardless of whether he/she takes COMMAND or not. The exception is officers dispatched to perform a specific function (e.g., Safety Officer, EMS Duty Officer, etc.)

IV.B Transfer of COMMAND Procedure

- IV.B.1 At all times possible, transfer of command shall be done face to face. When a face to face transfer cannot be accomplished the incoming individual may assume COMMAND immediately, but should make every effort to gain the necessary information as soon as possible.
- IV.B.2 The individual preparing to assume COMMAND shall, at an appropriate moment, request a status report from the Incident Commander
- IV.B.3 The Incident Commander shall provide the incoming individual the following information:
 - IV.B.3.a The current situation.
 - IV.B.3.b Any injuries, loss of life, etc.
 - IV.B.3.c Status of incident accountability.
 - IV.B.3.d All current control efforts and the status of those efforts.
 - IV.B.3.e The anticipated course of the incident.
 - IV.B.3.f The location of on scene resources.
 - IV.B.3.g Fire Hazard Survey (if applicable)
 - IV.B.3.h Any other information pertinent to the incident.
- IV.B.4 When the incoming individual is fully prepared to assume COMMAND, he/she shall then formally relieve the current Incident Commander and reassign that individual as necessary.
- IV.B.5 All transfers of COMMAND shall be transmitted over the tactical channel.

Anne Arundel County Fire Department's Rules and Regulations -
Vehicle Replacement Policy**Vehicle Replacement Policy**

The following policy is established to regulate the acquisition of vehicles, boats and other apparatus intended for use within the Anne Arundel County Fire Department.

- 1) **The Maintenance Section shall develop and maintain a planned systematic long-range apparatus replacement program/schedule for all pumpers, ladder trucks and medical units. The replacement schedule shall be used as the foundation for determining the replacement of apparatus.**
- 2) **The life expectancy and replacement of vehicles shall depend on many factors including, but not limited to, the following: maintenance and repair costs; mileage; frequency of use; chassis and body structural condition and appearance; technological advances in apparatus safety features; operating efficiency; accident damage; operational needs; and the economic conditions of the County government.**
- 3) **Utilization of State Fire, Rescue and Ambulance Funds for Vehicle Replacement**
 - a) **Replacement of Fire Department vehicles utilizing the annual grant from the State Fire, Rescue and Ambulance (508) Fund is governed by the following procedures:**
 - i) **Proceeds from the annual State Fire, Rescue and Ambulance Fund will be primarily utilized to fund the purchase and/or replacement of County owned fire, rescue and emergency medical vehicles. This grant will normally be shown as revenue in object account 52501.5401.ST in the County budget system.**
 - ii) **Expenditures for the purchase and/or replacement of County owned fire, rescue and emergency medical vehicles will normally be shown in object account 1208-7661 Lease Rate Vehicle Replacement or in individual Division 8531 Automotive Equipment object accounts in the County budget system, depending on the vehicle to be purchased/replaced.**
 - iii) **By November 1 of each year, the Maintenance Section will develop a list of vehicles owned by volunteer fire companies that are in need of replacement. This list may include engines, ladder trucks, squads and tankers but will exclude ambulances, brush trucks, jeeps, chief's cars and other smaller vehicles.**
 - iv) **Based on the operational needs of the Fire Department, the Chief of the Fire Department may offer grants to volunteer fire companies for the replacement of vehicles identified on the replacement list. The total amount of grants will not exceed the equivalent of the cost of an engine meeting specifications developed by the Maintenance Section. The volunteer fire company accepting the grant will be responsible for funding the remainder of the cost of the replacement vehicle. Should a volunteer fire company elect not to accept the grant or be unable to fund the remainder of the cost of the replacement vehicle, the grant may then be offered to another volunteer fire company.**
 - v) **The Chief of the Fire Department's decision as to whether and to whom the grant is offered will be final and binding.**
 - vi) **Expenditures for the replacement of volunteer fire company owned vehicles would normally be shown in object account 1203.8715 Payments to Volunteer Fire Companies in the County budget system.**
 - b) **Prior to the payment of the grant, the volunteer fire company shall:**
 - i) **Sign a certificate of non-discrimination as required by the Maryland Department of State Police.**
 - ii) **Execute an Equipment Agreement and Lien against the replacement vehicle.**
 - c) **Expenditures for the replacement of volunteer fire company owned vehicles must be made in the fiscal year in which the funds are appropriated. Funds for the replacement of volunteer fire company owned vehicles may not roll from one fiscal year to the next.**
- 4) **Volunteer companies purchasing replacement or additional vehicles must submit a written request to the Chief of the Department, and receive approval prior to purchasing any vehicle. The request shall be submitted on a Special Report via the chain of command.**

- 5) Specifications for all vehicles must be submitted to the Deputy Chief of Fire and SERVICES for review and approval prior to the purchase of any vehicle. The specifications must comply with the minimum requirements established in the Volunteer Apparatus Specifications Requirements Section of this Regulation.
- 6) All vehicles, boats, lawn mowers or any other type of apparatus must be registered with the Maintenance Section and receive a County identification number prior to being placed in-service. Vehicle registration forms are available from the Maintenance Section.

Volunteer Apparatus Specification Requirements


- 1) Specifications for all new vehicles must be submitted to the Deputy Chief of the SERVICES Bureau for review and approval before purchasing a vehicle. Specifications must comply with the requirements below.
- 2) Volunteer fire companies are responsible for purchasing the fire department radio for any new vehicle. The commander of the Communications Division shall be contacted for further information regarding the radio purchase.
- 3) Volunteer fire companies are responsible for obtaining the siren and all emergency lighting for new vehicles purchased.
- 4) When purchasing new or replacement apparatus or vehicles, volunteer fire companies are responsible for the cost to add additional drops or the modification of existing drops from the fire station's vehicle exhaust recovery system necessary to accommodate the new or replacement vehicle. Reimbursement for this cost may be made through the volunteer support division budget or the repair and renovation of volunteer fire stations capital project.
- 5) Engine, Truck and Squad specifications shall comply with all current Federal Motor Vehicle Safety Standards and the latest edition of NFPA 1901 and include the following minimum requirements:
 - a) Diesel engine, preferably Detroit or Cummins
 - b) Allison automatic transmission.
 - c) Engine or transmission retarder, preferably an output shaft transmission retarder or Jacobs engine compression brake.
 - d) Hale fire pump, minimal 1250 gpm, single stage pump with governor relief valve system and pump thermal relief cooler.
 - e) Polypropylene water tank with lifetime warranty.
 - f) Rockwell front and rear axles.
 - g) 240 amps or greater alternator.
 - h) Completely enclosed four-door cab.
 - i) An extended paint finish warranty to cover the complete unit to be free from all rust, corrosion and/or similar oxidation for a period of ten (10) years.
 - j) Custom built cabs and bodies shall be constructed of a non-corrosive material, preferably aluminum or stainless steel.
 - k) A coolant system (anti-freeze) treatment filter
 - l) Dash mounted maximum vehicle "height" and loaded "weight" tag.
 - m) Dash mount amp and volt gauge.
 - n) Apparatus electrical system shall be 240/120 volt, 20 amp or 120 volt, 20 amp.
- 6) Ambulance specifications shall comply with all current Federal Motor Vehicle Safety Standards and the latest edition of Federal Ambulance Design Standards (known as Federal KKK specifications) and include the following minimum requirements:
 - a) Type 1 ambulance design/chassis
 - b) Diesel engine
 - c) Automatic transmission
 - d) 200 amp or greater alternator
Electronic Siren - Federal PA-300 siren or EQ2B
 - e) Automatic engine high idle system with load manager
 - f) 30 amp battery/charger power supply (shoreline) to maintain batteries
 - g) Spare tire with jack/lug wrench
 - h) Coolant system (anti-freeze) treatment filter to protect the coolant system and extend the life of major engine components.
 - i) Cot - must meet current EMS requirements (Contact EMS office)
- 7) Small vehicle specifications (Utility vehicles, chief cars, etc) shall comply with all Federal Motor Vehicle Safety Standards.

Excerpt from Anne Arundel Fire Department's Rules and Regulations

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Retirement Procedure

- 1) The procedure outlined above shall also apply to those employees that are retiring from the Fire Department.
- 2) The Office of Personnel shall be notified in writing of the pending retirement at least two (2) months prior to the anticipated retirement date.

[Back to Top](#) Career Employee Position Specifications

Fire Communications Operator

- 1) Nature and Variety of Work
 - a) This is specialized work in receiving and assisting with dispatch of messages in this fire communications center during an assigned shift.
 - b) Work involves responsibility for operating telephone, Teletype, two-way radio, and related communications equipment and for performing related clerical tasks. These positions serve as call-takers and require fast, efficient, and accurate receiving and processing of calls and messages from and to fire and emergency vehicles and personnel. Work is performed independently within departmental and Federal Communications Commission rules and regulations, and is reviewed by superiors through observation, conferences, and reports.
- 2) Examples of Work (May not include all duties performed)
 - a) Assists in dispatching Fire Department emergency equipment and personnel; maintains accurate account of the location of equipment; assists field personnel in locating streets and addresses; maintains radio dispatch records; answers incoming radio calls from field units.
 - b) Notifies ambulances, road maintenance crews, signal lights crews, and Police Department when necessary. Operates two-way radios, Teletype machines, CAD equipment, teleprinter, and related communications equipment.
 - c) Prepares maintains necessary records and reports.
 - d) Performs related work as required.
- 3) Required Knowledge, Abilities and Skills
 - a) Knowledge of the geography of the County and the location of streets and main highways.
 - b) Basic knowledge of police and fire functions and operations, relevant laws and statutes related to communications.
 - c) Ability to utilize maps and manual index of county intersections when necessary.
 - d) Ability to quickly learn the operation of Teletype, radio, CAD, and other communications equipment in the communications center.
 - e) Ability to understand and follow moderately complex oral and written instructions.
 - f) Ability to speak clearly and concisely with a well-modulated voice under emergency conditions.
 - g) Ability to maintain records and perform miscellaneous routine clerical work.
 - h) Ability to establish and maintain effective working relationships with other employees.
- 4) Minimum Qualifications

Graduation from high school or possession of a G.E.D. certificate; some experience in communications center operations, computer operation, and emergency telephone answering service; and possession of a valid non-commercial Class C motor vehicle operator's license issued by the State.

Fire Fighter 2

Fire Fighter 2

1) Nature and Variety of Work

- a) This is skilled fire fighting work in combating, extinguishing, and preventing fires in the operation and routine custodial maintenance of fire department equipment, apparatus, and quarters.
- b) Work involves combating, extinguishing, and preventing fires to protect life and property. Work also involves custodial maintenance of fire station equipment, apparatus, and quarters, as well as operating equipment as a relief driver when specifically assigned. Employees of this class learn and participate in the operation of apparatus and the performance of hazardous tasks under emergency conditions which may require strenuous exertion in fire, heat, smoke, and cramped surroundings. Although fire fighting and rescue work are the most difficult and responsible areas of activity, a major portion of duty time is spent drilling and studying methods, techniques, and organization, and in routine duties in the care and maintenance of fire department property and equipment. Work is usually performed in accordance with explicit instructions and well-defined procedures under command of a superior officer (EXCEPT DURING AN EMPLOYEE'S PROBATIONARY PERIOD WHERE ALL WORK WILL BE PERFORMED UNDER THE DIRECT SUPERVISION OF AN EXPERIENCED INDIVIDUAL). Work is reviewed in progress upon completion of adherence to established procedures and command instructions.

2) Examples of Work (May not include all duties performed)

- a) Responds to fire alarms and other emergencies in full protective gear and with equipment; lays out, drags, and connects hose and nozzle, and directs water stream; raises and climbs ladders; climbs stairs and other structures; breaks down doors; and uses and operates various types of fire fighting apparatus such as trucks and equipment, saws and other power tools, pike poles, sledgehammers, axes, extinguishers, hoses and water guns. Enters and navigates structures and confined spaces under adverse conditions.
- b) Removes persons (sometimes unconscious) from danger and gives first aid to the injured; performs salvage operations, placing covers, sweeping water, and removing debris.
- c) Attends company drills in fire station or training school, receives instruction in fire fighting methods, equipment, operations, first aid, and street and hydrant locations.
- d) Performs routine duties in the cleaning, maintenance, and repair of fire department property and equipment.
- e) Performs functions of an emergency medical technician, responding to and/or driving to emergency and other ambulance calls, rendering emergency care, and transporting patients in ambulances.
- f) Performs related work as required.

3) Required Knowledge, Abilities and Skills

- a) Ability to learn and apply fire fighting principles, practices, methods, techniques, and equipment to work situations.
- b) Ability to climb ladders and work at heights.
- c) Ability to perform arduous work under adverse conditions.
- d) Ability to operate motor vehicles safely.
- e) Ability to establish and maintain effective working relationships with superiors, other employees, volunteer fire fighter, and the public.

4) Minimum Qualifications

Graduation from high school, some work experience; possession of a valid non-commercial Class C motor vehicle operator's license issued by the State and the ability to obtain a Class B motor vehicle operator's license issued by the State upon graduation from the Anne Arundel County Fire Training Academy program.

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Fire Fighter 3

1) Nature and Variety of Work

- a) This is specified fire protection work in operating and caring for major pieces of equipment and combating fires; conducting fire prevention inspections; dispatching equipment to alarms of fire and calls for emergency medical services; and investigating the causes of fires.
- b) Work involves responsibility for the performance of the assigned specialized duties, responding to the instruction about to be performed at the scene of a fire, and participation in training activities and in company station equipment and quarters maintenance tasks. Work is carried out in keeping with standing orders and established procedures of the department, and is evaluated through observation and review of reports by company or other officer.

2) Examples of Work (May not include all duties performed)

- a) As fire equipment operator: drives fire apparatus including pumpers, aerial ladder trucks, and other equipment; and operates equipment at fire scene; performs light repair and preventive maintenance and services to equipment, and maintains tools and other equipment used at alarms.
- b) As fire investigator: makes investigations into the causes of fires; inspects fire grounds, collects evidence, makes sketches, takes photographs, and interviews witnesses and interrogates suspects; apprehends and/or arrests persons where there is sufficient cause to believe they have committed a crime; keeps records and prepares reports; testifies at hearings and in court.
- c) As fire prevention inspector: inspects existing buildings and new constructions to identify and secure correction of fire hazards, availability of fire protection facilities, and safe means of egress and life safety; safe storage handling and practices related to chemicals, explosives, gases, and flammable liquids; maintains records and prepares reports of findings; conducts demonstrations and gives lectures to inform the public regarding fire hazards and prevention; conducts operational tests of fixed automatic fire protection systems; testifies at hearings and in court.
- d) As fire communications dispatcher: utilizes computer aided dispatch system to answer all requests for fire and ambulance service; obtains information necessary for dispatching; correlates information received with index of county intersections when necessary; dispatches emergency apparatus; maintains records and prepares reports.
- e) Performs duties of Firefighter II at the scenes of fires and other emergencies; participates in training and may assist in training new recruits; participates in house duties; and takes part in-service company inspections.
- f) Performs related work as required.

3) Required Knowledge, Skills and Abilities

- a) Considerable knowledge of firefighting practices, principles, methods, techniques, and equipment, with special reference to the area of assignment.
- b) Knowledge of fire laws, rules, and regulations, with particular reference to the area of assignment.
- c) Knowledge of county geography and the location of streets and maintain highways.
- d) Some knowledge of the techniques of leadership, training, and supervision.

- e) Ability to apply firefighting and emergency medical principles, practices, methods, techniques, and equipment to field and work situations.
 - f) Ability to operate motor vehicles and emergency tools and equipment safely.
 - g) Ability to perform arduous work under adverse conditions.
 - h) Ability to climb ladders, work at heights, lift up to 275 pounds with assistance, and crawl in confined spaces or over physically hazardous terrain.
 - i) Ability to fill out, file, and maintain records and prepare reports of investigations; inspections, dispatching, equipment operation and maintenance and documentation of other work related activities.
 - j) Ability to utilize maps and manual index of county intersections as dispatcher.
 - k) Ability to quickly learn the operation of Teletype, radio, CAD, and other communications equipment in the communications center when necessary.
 - l) Ability to read, interpret, understand and follow rules, regulations, and moderately complex oral and written instructions or orders.
 - m) Ability to speak clearly and concisely with a well modulated voice under emergency conditions.
 - n) Ability to establish and maintain effective working relationships with superiors, other employees, volunteer fire fighter, and the public.
 - o) Skill in the operation of hand tools and equipment for protection.
- 4) Minimum Qualifications

Graduation from high school, two or more years of experience as a firefighter in the classified service of the Anne Arundel County Fire Department; and possession of a valid non-commercial Class A motor vehicle operator's license issued by the State, and the ability to obtain a Class A motor vehicle operator's license issued by the State.

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Firefighter/Cardiac Rescue Technician

- 1) Nature and Variety of Work
 - a) This is skilled and highly responsible technical work as a cardiac rescue technician.
 - b) Work involves responsibility for performing basic and advanced life support care for sick, injured, or convalescent persons at the site of an emergency or en route to hospital or other destination. Work is carried out under stressful conditions and must be performed to the established protocols governing emergency medical and cardiac rescue services. Work is performed with some technical independence, and is evaluated in terms of the application of approved techniques and safe and skilled operations of equipment in transporting patients to hospitals or other locations of emergency care.
- 2) Examples of Work
 - a) Performs necessary basic and advanced life support care for sick, injured, or convalescent persons at the site of an emergency or en route to hospital or other destination; observes established CRT protocols in the use of emergency medical procedures.
 - b) Communicates by radio with emergency personnel such as doctors or higher-level emergency medical personnel.
 - c) Carries out physicians' orders and supplies patient information on request of physicians.
 - d) Maintains a daily log of responses; obtains medical data and maintains inventories of equipment and supplies; maintains ambulance and equipment.
 - e) Records patient assessments, prepares reports and maintains related records to emergency medical responses.
 - f) Lifts onto and carries individuals on stretchers and into ambulance and transports to appropriate

medical facility.

- g) Performs general duty fire protection work, as required.
 - h) Participates in station maintenance and in general and specialized training.
 - i) Performs duties of Firefighter II at the scenes of fires and other emergencies; participates in training and may assist in training new recruits; participates in house duties; and takes part in-service inspections.
 - j) Performs related work as required.
- 3) Required Knowledge, Abilities, and Skills
- a) Considerable knowledge of emergency health care procedures.
 - b) Considerable knowledge of symptoms of medical emergencies and of appropriate responses to such conditions.
 - c) Knowledge of firefighting practices, principles, methods, techniques, and equipment.
 - d) Knowledge of the techniques of leadership, training and supervision.
 - e) Ability to apply emergency medical care and to administer emergency medical procedures.
 - f) Ability to evaluate patients' conditions and to properly render needed emergency health care.
 - g) Ability to operate emergency vehicles.
 - h) Ability to establish and to maintain effective work relationships with superiors, other employees, and the public.
 - i) Ability to respond quickly and effectively in emergency situations.
 - j) Ability to communicate effectively, orally and in writing.
- 4) Minimum Qualifications

Graduation from high school or possession of a G.E.D. certificate, successful completion of the Anne Arundel County Fire Department fire training academy program, certification as a Cardiac Rescue Technician by the Maryland State Board of Medical Examiners, possession of a valid non-commercial Class C motor vehicle operator's license issued by the State, and the ability to obtain a Class A motor vehicle operator's license issued by the State.

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Firefighter/EMT-Paramedic

- 1) Nature and Variety of Work
 - a) This is skilled and highly responsible technical work as a cardiac rescue and emergency medical technician.
 - b) Work involves responsibility for performing basic and advanced life support care to sick, injured; or convalescent persons at the site of an emergency or en route to hospital or other destination. Work is carried out under stressful conditions and must be performed to established protocols governing emergency medical and cardiac rescue services. Work is performed with considerable technical independence, and is evaluated in terms of the applications of approved techniques and safe and skilled operations of equipment in transporting patients to hospitals or other locations of emergency care.
- 2) Examples of Work (May not include all duties performed)
 - a) Performs necessary basic and advanced life support care on sick, injured, or convalescent persons at the sites of emergencies or en route to hospitals or other locations; observes established EMT-P/CRT protocols in the use of advanced emergency medical procedures.
 - b) Carries out physicians' orders and supplies patient information on request of physicians.
 - c) Maintains a daily log of responses; obtains medical data and maintains inventories of equipment and suppliers; maintains ambulance and equipment; prepares required reports.
 - d) Performs general duty fire protection work as required.

- e) Participates in station maintenance activities and in general and specialized training.
 - f) Performs duties as Firefighter II and CRT at the scenes of fires and other emergencies; participates in training and may assist in training new recruits; participates in house duties; takes part in-service company inspections.
 - g) Performs related work as required.
- 3) Required Knowledge, Abilities and Skills
- a) Considerable knowledge of emergency health care procedures.
 - b) Considerable knowledge of symptoms of medical emergencies and of appropriate responses to such conditions.
 - c) Knowledge of firefighting practices, principles, methods, techniques, and equipment.
 - d) Knowledge of the techniques of leadership, training, and supervision.
 - e) Ability to apply emergency medical care and to administer emergency medical procedures and medications.
 - f) Ability to evaluate patients' conditions and properly render needed emergency health care.
 - g) Ability to operate emergency vehicles.
 - h) Ability to establish and maintain effective work relationships with superiors, other employees, and the public.
 - i) Ability to respond quickly and effectively in emergency situations.
 - j) Ability to communicate effectively, orally and in writing.
 - k) Ability to maintain emergency medical certifications.
- 4) Minimum Qualifications

Graduation from high school, successful completion of the Anne Arundel County Fire Training Academy program, certification as a nationally registered emergency medical technician-paramedic and certification by the Maryland State EMS Board; possession of a valid non-commercial Class C motor vehicle operator's license issued by the State and the ability to obtain a class A motor vehicle operator's license issued by the State.

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Fire Lieutenant

- 1) Nature and Variety of Work
- a) This is technical and supervisory work in fire suppression or prevention, investigation, and training, or in emergency medical services.
 - b) Work involves responsibility for performing supervisory and technical duties in one of the major areas of fire and medical emergency protection services within the County. Work is carried out under general supervision; employees of this class are expected to work with considerable independence in their respective assigned areas. Work is evaluated for adherence to established policies and procedures and for prudent use of technical discretion, by observation and review of reports.
- 2) Examples of Work (May not include all duties performed)
- a) In Suppression: serves as officer-in-charge of shift and use of fire fighting personnel assigned to a station; conducts drills in the use of apparatus, equipment and fire rescue; inspects quarters and apparatus; combats fires, mitigates medical and other emergencies utilizing experience and training in fire fighting and medical care strategy in accordance with incident command system; pre-plans fire fighting strategy in difficult and hazardous areas; requests additional emergency equipment and resources as necessary; directs the movement of personnel and apparatus during fires and other emergencies as required; conducts fire inspections of buildings with assigned station personnel.

- b) In Hazardous Materials Specialty: performs all responsibilities of suppression lieutenant; performs hazardous materials mitigation; develops and implements safety procedures on HazMat incidents and serves as sector commander; coordinates and supervises the purchase, repair, replacement, and integral part of Hazardous Materials response team; maintains a working relationship with volunteer HazMat support team, safety equipment vendors, local chemical user industry, and other regional HazMat teams.
- c) In Alarm Services: supervises the operation and use of the Computer Aided Dispatch system in the receipt of emergency calls and the proper dispatching of ambulances, fire fighting equipment, and personnel on an assigned shift; monitors calls, receipt of information needed for dispatching, processes information received with calls from the public to assign personnel and equipment through use of established plans; makes decisions on assignment of equipment and coverage of areas in emergency situations; performs dispatching as needed; makes field checks in order to maintain the currency of map information; conducts tours of dispatch center and speaks before the public.
- d) In Investigation: assists in supervising and participates in investigations into the causes of fires; inspects fire grounds, collects evidence, makes sketches, takes photographs, interviews witnesses and interrogates suspects; apprehends and arrests persons where there is sufficient cause to believe they have committed arson; prepares records and reports; testifies at hearings and in court; trains and reviews work of less experienced investigators; gives lectures, talks and otherwise participates in training courses; and serves in suppression work as needed.
- e) In Prevention: assisting in supervising and participates in the inspection of buildings and facilities for conformance with fire prevention codes; reviews plans for new construction and alteration, with exception of private dwellings, for conformity with fixed safety and other relevant codes; consults with architects, engineers, contractors, developers, and others regarding code interpretations and regulations on construction and operation of buildings and occupancies.
- f) In Training: develops lesson plans, training aids, and other materials to be used in the fire school or other formalized training classes; instructs in such subjects as: basic and advanced fire fighting; officer training, driver training, motor pump operation, emergency medical care and rescue work, first aid and all types of automatic fire protection devices such as sprinkler systems, standpipe systems, and other principles, practices and methods, techniques, and equipment used in fire fighting and prevention; prepares varied training materials and maintains and makes minor repairs to fire training facility buildings and equipment; researches new equipment and products for department and writes recommendations for purchasing, etc.
- g) In Emergency Medical Services: performs the duties of an EMT-P in response to medical emergencies and serves as the officer-in-charge of a medical group; requests additional emergency equipment and resources necessary; directs the movement of personnel and apparatus during fires and other medical emergencies as required; quickly responds to highly stressful and sometimes dangerous situations to promptly and appropriately assess the situation and the patient and provide required care; coordinates and conducts emergency medical care and rescue training programs; inspects apparatus.
- h) For All Lieutenant Positions: directs and participates in daily work routines of personnel within the station; instructs personnel in rules, regulations, and operating procedures; maintains personnel and other records; supervises and participates in keeping records; assists in training and evaluating subordinates; gives lectures to inform the public regarding fire and its prevention; maintains liaison with other fire departments, state and county agencies; and organizations; makes recommendations and takes action on personnel matters in accordance with departmental rules and regulations; submits reports and makes recommendations in reference to assigned unit or division; speaks before the public, conducts public relations activities and gives guided tours of facility; when assigned, coordinates and develops special programs to address public health and welfare laws, policies, etc.; maintains required level of training and certification.
- i) Performs duties of Fire Fighter II and/or EMT-P, as may be appropriate, at the scenes of fires

and other emergencies.

- 3) Required Knowledge, Skills and Abilities
 - a) Considerable knowledge of emergency management principles, practices, methods, techniques, and equipment with special reference to assignments.
 - b) Knowledge of emergency laws, rules, and regulations.
 - c) Knowledge of the principles and practices of leadership, training, and supervision.
 - d) Demonstrates knowledge of incident command system at appropriate level.
 - e) Ability to apply principles, practices, methods, techniques, and equipment of emergency operations to work as required on assignments.
 - f) Ability to analyze difficult emergency situations, and problems, to make quick assessments and to use good judgment in making decisions.
 - g) Ability to assign, train, supervise, and evaluate the work of lower ranking departmental personnel.
 - h) Ability to keep records and to prepare reports.
 - i) Ability to establish and maintain effective working relationships with superiors, subordinates, volunteers, and the public.
 - j) Ability to communicate effectively, both orally and in writing.
 - k) Ability to obtain and maintain necessary certifications and training for area of assignment.
- 4) Minimum Qualifications

Graduation from high school and five (5) years of progressively responsible experience in the classified service of the Anne Arundel County Fire Department; certification as Fire Officer 1 by the Maryland Fire Service Personnel Qualifications Board; in addition, for assignment to the Advanced Life Support Division, certification as a nationally registered EMT/Paramedic; and certification by the Maryland State EMS Board; and possession of a valid Class A motor vehicle operator's license issued by the State.

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Fire Captain

- 1) Nature and Variety of Work
 - a) This is technical and supervisory work in fire suppression or prevention.
 - b) Work involves responsibility for command of a fire suppression company in the station and at the scenes of emergencies or for the performance of specialized work in the area of fire prevention, including the technical review and approval of plans for the construction or alteration of commercial buildings. Work is carried out under general direction of a commanding officer, who inspects premises and observes and directs personnel at the scenes of emergencies, or generally monitors the technical adequacy of plan review. Work is evaluated for adherence to required standards, through observation, inspection, and review of findings and reports.
- 2) Examples of Work (May not include all duties performed)
 - a) In suppression: acts as commanding officer of a company of firefighting personnel assigned to a fire station and is responsible for station training and drilling program; calls for drills in the use of apparatus and equipment, fire rescue, and first aid; maintains and directs the daily work routine, inspecting quarters and apparatus, instructing members in rules, regulations, and procedures; combats fires utilizing full experience and training in firefighting strategy; pre-plans fire strategy in hazard areas; supervises fire inspection programs for in-service personnel on own authority as necessary; directs the movement of men and apparatus at fires; evaluates the work of subordinates and makes recommendations on personnel and other records; prepares reports; establishes and maintains effective working relationships with superiors, subordinates, volunteer firefighters, and the public.

- b) In prevention: performs technical review and approves plans for new construction or alterations of commercial facilities as to compliance with the fire prevention code and fire protection requirements of the building code; supervises the enforcement of the fire prevention code; supervises the inspection or testing of buildings, fire protection systems; and equipment; supervises handling of complaints on fire safety matters and the maintenance of records; supervises; assigns; trains, and evaluates the work of subordinates and makes recommendations on personnel matters; inspects target and high hazard buildings; consults with architects, engineers, contractors, and developers regarding code interpretations; regulations, and building construction; conduct demonstrations and lectures to inform the public on fire and safety matters; prepares technical reports; maintains effective working relationships with subordinates and the public; serves as suppression officer as needed.
- c) In investigation: performs technical investigations, assigns duties to other investigators regarding fire, bomb explosion, internal and background investigations; supervises all investigations in accordance with applicable laws; consults with other fire investigators, police, state attorney's office, and others regarding investigations.
- d) In training: develops, coordinates and delivers lesson plans, training aids and other materials to be used in the fire school and other formalized training classes; instructs in such subjects as basic and advanced firefighting; officer training, emergency medical services and rescue programs; coordinates scheduling of personnel, facilities, and equipment; maintains extensive training records of personnel and of facility and equipment use; assists in the preparation of an maintains the divisional budget; researches new or improved techniques, equipment or procedures and prepares detailed reports of the findings with recommendations; may serve as departmental safety officer to monitor compliance with state, local and federal regulations and responds to emergencies as required by departmental rules and regulations.
- e) In hazardous materials; coordinates all on scene hazardous materials mitigation operations such as safety procedures, and decontamination; oversees the maintenance of hazardous materials records, medical, exposure, run response, and industry SARA and RCRA reporting requirements; coordinates HazMat companies responses preparedness; coordinates Computer Aided Dispatch system data entry, In-Service Inspection Hazardous Materials Information System, and agency training in HazMat awareness; manages the joint career/volunteer HazMat team effort through coordination of joint training efforts with volunteer, career, and other regional team members.
- f) **IN HEALTH AND SAFETY; DEVELOPS, IMPLEMENTS, AND MANAGES THE DEPARTMENT'S INFECTION CONTROL PROGRAM; DEVELOPS COMPLIANCE PROGRAMS /OPERATIONAL PROCEDURES IN ACCORDANCE WITH VARIOUS FEDERAL, STATE, AND LOCAL STANDARDS; IDENTIFIES AND ANALYZES EXPOSURES TO HAZARDS; RECOMMENDS APPROPRIATE LEVELS OF PERSONAL PROTECTIVE EQUIPMENT; DIRECTLY SUPERVISES DEPARTMENT'S VACCINATION TESTING OFFICERS; DEVELOPS TRAINING PROGRAMS; ACTS AS AN INSTRUCTOR; MAINTAINS CONFIDENTIAL EMPLOYEE RECORDS; INVESTIGATES AND CONDUCTS ANALYSES OF WORKPLACE INJURIES, ILLNESSES, AND FATALITIES; MAINTAINS RECORDS OF ALL MEASURES TAKEN TO IMPLEMENT OR CORRECT SAFETY AND HEALTH HAZARDS; OCCUPIES SEATS ON VARIOUS DEPARTMENTAL COMMITTEES; ORDERS PERSONNEL PROTECTIVE EQUIPMENT AND DEVICES; MAKES RECOMMENDATIONS ON THE SERVICE TESTING AND EVALUATION OF NEW EQUIPMENT; PRODUCES VARIOUS CORRESPONDENCE TO DEPARTMENTAL MEMBERS AND OTHER OUTSIDE AGENCIES; PREPARES WRITTEN REPORTS; MAKES RECOMMENDATIONS ON PERSONNEL MATTERS; ACTS AS A LIAISON WITH THE FIRE DEPARTMENT PHYSICIAN, HEALTHCARE AGENCIES, GOVERNMENTAL INSTITUTIONS, AND OTHER PRIVATE AGENCIES TO ENSURE THAT NEEDED MEDICAL ADVICE AND TREATMENT ARE AVAILABLE TO**

MEMBERS OF THE DEPARTMENT;

- g) In Public Information; serves as departmental public information officer addressing media, releasing statements to the press; represents the departmental public service and committee meetings or events.
 - h) In Maintenance: coordinate all vehicle and equipment maintenance and repair activities; assures compliance with safety regulations; develops specifications for departmental vehicle purchases and coordinates bid and purchase process.
 - i) For All Captain Positions: directs and participates in daily work routines of personnel within the station or work unit; serves as station commander or emergency services duty officer; instructs personnel in rules, regulations, and operating procedures; maintains personnel and other records; supervises and participates in keeping records; assists in training and evaluation subordinates; gives lectures, talks and otherwise participates in training courses; assigns, trains, evaluates and supervises subordinate personnel and their work; conducts demonstrations and gives lectures to inform the public regarding fire and its prevention; maintains liaison with other fire departments, state and county agencies; and organizations; makes recommendations and takes action on personnel matters in accordance with departmental rules and regulations; submits reports and makes recommendations in reference to assigned duties; coordinates and develops special programs to address public health and welfare laws, policies, etc., maintains required level of certification.
 - j) Performs duties of Firefighter II and/or EMT-P, as may be appropriate, at the scenes of fires and other emergencies.
- 3) Required Knowledge, Skills and Abilities
- a) Considerable knowledge of firefighting principles, practices, methods, techniques, equipment, and regulations, and standards, and sound practices applicable to fire prevention and safety.
 - b) Considerable knowledge of the principles and practices of leadership, training, and supervision.
 - c) Considerable knowledge of fire rules and regulations.
 - d) Ability to assign, train, supervise, and evaluate the work of firefighting personnel.
 - e) Ability to apply fire protection principles, practices, methods, and techniques to the fighting or prevention of fires.
 - f) Ability to analyze difficult situations, problems, and data and to use judgment in decision making.
 - g) Ability to supervise the keeping of records and to prepare reports.
 - h) Ability to establish and maintain effective working relationships with superiors, subordinates, volunteers, and the public.
 - i) Ability to communicate effectively, both orally and in writing.
- 4) Minimum Qualifications

Completion of two years of acceptable college education and four years of progressively responsible experience in the classified service of the Anne Arundel County Fire Department, two years of which must have been at the level of lieutenant; or graduation from high school and six years of progressively responsible Anne Arundel County Fire Department experience, two years of which must have been at the lieutenant level; ~~in addition,~~ **FOR HEALTH AND SAFETY ASSIGNMENT, CERTIFICATION AS A NATIONALLY REGISTERED EMT/PARAMEDIC AND SAFETY OFFICER CERTIFICATION IN ACCORDANCE WITH NFPA 1021, for emergency medical services, certification as a nationally registered EMT/Paramedic and certification by the State Board of Medical Examiners; and possession of a valid Class A motor vehicle operator's license issued by the State.**

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Fire Battalion Chief

- 1) Nature and Variety of Work
 - a) This is responsible supervisory and administrative work in directing and coordinating the management and/or delivery of emergency fire and/or medical services to citizens of Anne Arundel County.
 - b) Work involves responsibility for taking charge of emergency scenes and in commanding companies of fire fighting personnel, or in directing Emergency Medical Services operations and for meeting training requirements of the division. Work may involve responsibility for staff management and development. Position also acts as a liaison to volunteer fire companies. Work is performed under general guidance in accordance with established policy and procedure, State protocol and departmental directive. Work is evaluated by Division Chief through conferences and reports.
- 2) Examples of Work
 - a) Acts as commanding officer of shifts of fire fighting personnel; coordinates station training, drilling and/or certification programs at battalion or division level; calls for and schedules drills in the use of apparatus and equipment, fire rescue and emergency medical service.
 - b) Maintains and directs the daily work routine of personnel within assigned battalion, coordinates paid and volunteer firefighters, inspects quarters and apparatus, and instructs personnel in rules, regulations, and operational procedures.
 - c) Combats fires and other emergency conditions utilizing full experience and training in emergency management strategy.
 - d) Pre-plans emergency management strategy in difficult and hazardous areas; transmits greater alarms or response on own authority as necessary; directs the movement of staff and apparatus during fires and other emergencies as required.
 - e) Reviews, evaluates and reports on the work of subordinates, and makes recommendations on personnel matters; supervises the keeping of personnel and other records, manages overtime costs and leave scheduling; helps formulate the budget; serves as safety officer; presides at disciplinary and grievance hearings as designated.
 - f) May serve as liaison with licensing and training agencies, coordinates and trains special operations teams, etc.; and oversees quality assurance of field providers.
 - g) Submits reports and makes recommendations for staffing levels, emergency equipment use, purchase, replacement and maintenance, and prepares statistical data on apparatus within assigned battalion.
 - h) Calls for fire prevention inspection of buildings by personnel within assigned battalion, and promotes educational program.
 - i) Performs duties of Firefighter II and/or EMT-P, as may be appropriate, at the scenes of fires and other emergencies.
 - j) Performs related duties as directed.
- 3) Required Knowledge, Skills and Abilities
 - a) Considerable knowledge of emergency management principles, practices, methods, techniques and equipment with special reference to assignments.
 - b) Good knowledge of the principles and practices of leadership, training and supervision.
 - c) Good knowledge of relevant laws, rules and regulations.
 - d) Ability to assign, train, supervise, and evaluate the work of assigned personnel.
 - e) Ability to apply emergency management principles, practices, methods, techniques and equipment in the command and control of emergency
 - f) Ability to maintain appropriate certifications as required by local, state or federal mandates.
 - g) Ability to analyze complex emergency situations, problems, and data and utilize skill and expertise in decision-making process.
 - h) Ability to establish and maintain effective working relationships with superiors, subordinates, volunteers and the public.
 - i) Ability to supervise the keeping of records and to prepare reports.

4) Minimum Qualifications

Completion of two years of acceptable college course work in fire science, emergency health services, public or business administration, or a related field, and nine years of progressively responsible experience in the Anne Arundel County Fire Department including two years as a captain; certification as a Fire Officer 3 by the Maryland Fire Service Personnel Qualifications Board; and possession of a valid non-commercial Class C motor vehicle operator's license issued by the State.

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Fire Division Chief

1) Nature And Variety of Work

- a) This is responsible management and administrative work in the planning, development and direction of an assigned division of the Anne Arundel County Fire Department.
- b) Work involves responsibility for managing multiple battalions or emergency medical services groups, directing fire communications operations center, DEVELOPING, COORDINATING, AND DIRECTING COMPREHENSIVE SAFETY, HEALTH AND WELLNESS PROGRAMS, AS WELL AS ENSURING COMPLIANCE WITH NATIONAL, STATE, AND LOCAL ADMINISTRATIVE REGULATIONS AND/OR CONSENSUS STANDARDS, coordinating a comprehensive Fire Training and Research program or directing the enforcement of County and State fire prevention and investigation codes. Work requires extensive understanding of related laws, policies and procedures, and fire administration practices. Work is performed under the general direction of the appropriate Deputy Fire Chief who evaluates work through conferences and review of reports for attainment of desired results.

2) Examples of Work (May not include all duties performed)

- a) For suppression assignment: Commands multiple battalions of fire fighting personnel; coordinates station training and drilling programs within assigned battalion; calls for and schedules drills in the use of apparatus and equipment, fire rescue and first aid; combats fires and other emergency conditions utilizing full experience and training in fire fighting strategy; pre-plans fire fighting strategy including difficult and hazardous areas; transmits greater alarms on own authority as necessary; directs the movement of staff and apparatus during fires and other emergencies as required; submits reports and makes recommendations for maintenance, and prepares statistical data on apparatus within assigned battalion; calls for inspection of buildings by personnel within assigned battalion, and promotes educational programs.
- b) For communications assignment: Directs and participates in County fire alarm operations; assigns, trains, supervises and evaluates fire alarm personnel; continually studies equipment response patterns and makes revisions as necessary to afford maximal protection to lives and property; supervises the creation and maintenance of detailed maps of County for dispatching purposes; coordinates the acquisition, installation and maintenance of communications facilities in the center, stations and mobile units; sets up field communications, command posts, and participates in calling in additional staff and equipment; revises procedures and writes manuals.
- c) For training and research assignment: Directs the personnel and operations of the Training Division; determines course content; supervises the development and writing of lesson plans and the giving of instructions; coordinates officer training; assists battalion officers with station training and drilling programs; prepares training schedules; schedules use of the training facilities and equipment; maintains extensive training records of all personnel; arranges for guest instructors in specialized areas; evaluates the progress of the training facilities and all related equipment; studies and observes operations, practices, procedures of the department and makes recommendations for improvements and training; meets with the Volunteer Training Committee

- in matters relating to volunteer personnel to develop and approve training and certification standards; supervises the testing of apparatus and equipment and prepares the necessary reports; coordinates with the Maryland Department of Education and Veteran Trainee Benefits; provides liaison with County, State and Federal entities related to training.
- d) For prevention and investigation assignment: Directs and participates in the enforcement of County and State fire prevention codes, analyzes trends in fire loss data, evaluates same and recommends improvements in fire protection and the County fire prevention code; does involved technical review and approves plans for new subdivisions, construction or alterations of commercial facilities as to compliance with the fire prevention code and fire protection requirements in the building code; and supervises similar work at less difficult levels; coordinates fire prevention matters with other County and State agencies; reviews and evaluates all new water distribution systems as well as existing systems to determine adequate fire flows and hydrant spacing; establishes and administers programs and procedures for the enforcement of fire prevention code; inspection or testing of buildings, fire protection systems, and equipment; handling of complaints on fire safety matters and the proper maintenance of records; establishes and administers programs for fire safety training and education throughout the County; shall interpret the intent of the fire prevention code as it applies to new and existing buildings; establishes and administers programs for the investigation of fire department applicants and internal fire department matters.
- e) For emergency medical services assignment: Directs and participates in County emergency medical and rescue operations; assigns, trains, supervises and evaluates emergency medical and rescue personnel; directs EMS training personnel and determines course content and supervises all emergency medical and rescue training.
- f) **FOR HEALTH AND SAFETY ASSIGNMENT: DEVELOP, COMMUNICATE, IMPLEMENT, AND MANAGE THE DEPARTMENT'S RISK MANAGEMENT PLAN; DEVELOPS COMPLIANCE PROGRAMS TO MEET VARIOUS FEDERAL, STATE, LOCAL AND CONSENSUS HEALTH AND SAFETY STANDARDS; DEVELOPS DEPARTMENTAL POLICIES AND OPERATING PROCEDURES; MAINTAINS AN AWARENESS OF FORTHCOMING HEALTH AND SAFETY REGULATORY ISSUES; MAINTAIN RECORDS OF ALL MEASURES TO TAKEN TO IMPLEMENT OR CORRECT SAFETY AND HEALTH HAZARDS OR UNSAFE PRACTICES; CONDUCT AN ANALYSIS/INVESTIGATION OF ALL SERIOUS LINE OF DUTY INJURIES, ILLNESSES, INFECTIOUS EXPOSURES, AND FATALITIES; IDENTIFY AND ANALYZE SAFETY AND HEALTH HAZARDS AND DEVELOP CORRECTIVE ACTIONS TO DEAL WITH THESE HAZARDS; MAKE RECOMMENDATIONS REGARDING THE EVALUATION OF NEW EQUIPMENT AND ITS ACCEPTANCE OR APPROVAL BY THE FIRE DEPARTMENT; MAKE RECOMMENDATIONS REGARDING THE SERVICE TESTING OF EQUIPMENT TO DETERMINE ITS SUITABILITY FOR CONTINUED SERVICE; ENSURE THAT SAFETY AND HEALTH HAZARDS ARE CORRECTED; OVERSEES THE DEPARTMENTAL OCCUPATIONAL SAFETY AND HEALTH WORKGROUP; REPORT RECOMMENDATIONS OF THE DEPARTMENT'S HEALTH AND SAFETY WORKGROUP TO THE CHIEF OF THE DEPARTMENT; PROVIDE INFORMATION AND ASSISTANCE TO OFFICERS AND FIRE FIGHTERS FOR SURVEYING THEIR DISTRICTS, SO THEY WILL BE ABLE TO IDENTIFY AND REPORT SAFETY AND HEALTH HAZARDS THAT COULD HAVE ADVERSE EFFECTS ON FIRE DEPARTMENT OPERATIONS OVERSEES THE DEPARTMENTAL UNIFORM WORKGROUP; MAINTAINS A LIAISON WITH EQUIPMENT MANUFACTURERS, STANDARDS-MAKING ORGANIZATIONS, REGULATORY AGENCIES, AND SAFETY SPECIALISTS OUTSIDE THE FIRE DEPARTMENT REGARDING CHANGES TO EQUIPMENT AND PROCEDURES AND METHODS TO ELIMINATE UNSAFE PRACTICES AND REDUCE EXISTING HAZARDOUS CONDITIONS; OVERSEES THE DEPARTMENTAL**

WELLNESS/FITNESS PROGRAM, OVERSEES DEPARTMENTAL INFECTION CONTROL PROGRAM, OVERSEES THE DEPARTMENTAL SAFETY OFFICER PROGRAM, OVERSEES THE DEPARTMENTAL VEHICLE COLLISION AND INJURY REVIEW BOARDS.

- g) For all positions: Reviews, evaluates and reports on the work of subordinates, and makes recommendations on personnel matters, presides at disciplinary and grievance hearings as designated; supervises the keeping of personnel and other records; prepares and supervises the annual budget of the division; maintains daily work routine of personnel within assigned unit, inspects quarters and/or apparatus, and instructs personnel in rules, regulations, and operational procedures.
- h) Performs duties of Firefighter II and/or EMT-P at the scenes of fires and other emergencies,
- 3) Required Knowledge, Skills and Abilities
 - a) Considerable knowledge of the specialty area of assignment to include relevant laws, rules and regulations, and accepted practices, principles, methods and techniques of the field and of the department.
 - b) Good knowledge of the principles and practices of leadership, training and supervision.
 - c) Ability to assign, train, supervise, and evaluate the work of assigned personnel.
 - d) Ability to establish and maintain effective working relationships with others.
 - e) Ability to supervise the keeping of records and to prepare reports.
 - f) Ability to maintain appropriate certifications as required by local, state and federal mandates.
- 4) Minimum Qualifications

Completion of two years of acceptable college course work in fire science, emergency health services, public or business administration, or a related field and 11 years of progressively responsible experience in the Anne Arundel County Fire Department including two years at the level of Fire Battalion Chief; certification as a Fire Officer 4 by the Maryland Fire Service Personnel Qualifications Board; and possession of a valid non-commercial class C motor vehicle operator's license issued by the State;

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Deputy Fire Chief

- 1) Nature and Variety of Work
 - a) This is highly responsible administrative and management work in planning and overseeing work of assigned divisions of the Fire Department.
 - b) Work is performed independently under general direction of the Fire Chief and is evaluated and reviewed for effectiveness in meeting goals and objectives.
- 2) Examples of Work
 - a) Assists in planning, organizing, directing and overall administration of fire operations, emergency medical services and special operations, services, or administration bureaus.
 - b) Assists in formulation of assigned divisional budgets or serves as principal departmental budget manager.
 - c) As chief of fire administration: manages the departmental personnel, payroll and procurement systems and records; manages computerized information systems for the department; represents Fire Chief during labor negotiations and manages labor relations function.
 - d) Develops and enforces departmental policies and procedures.
 - e) Assigns, trains, supervises and evaluates the work of subordinates including assigned civilian staff.
 - f) Handles matters of public contact and discipline within scope of authority.
 - g) Responds to and takes command of multiple alarm fires, emergency medical scenes or special

tactical operations as required.

h) Keeps records and prepares reports as assigned.

i) Acts as the Fire Chief in absence when directed to do so.

j) Performs related duties as required.

3) Required Knowledge, Skills and Abilities

a) Extensive knowledge of emergency management principles, practices, methods, techniques and equipment; extensive knowledge of leadership, training and supervision.

b) Extensive knowledge of the principles of emergency management organizations and administration; extensive knowledge of related protocols, laws, rules, and regulations.

c) Ability to assist in the planning, organizing, directing, and administering of assigned department functions and activities.

d) Ability to assign, train, supervise, and evaluate the work of fire personnel.

e) Ability to apply emergency management principles, practices, methods, and techniques at an advanced level of work.

f) Ability to maintain appropriate certifications as required by local, state and/or federal mandates.

g) Ability to supervise the keeping of records and to prepare reports.

h) Ability to establish and maintain effective working relationships with superiors, subordinates, and the public.

i) Ability to communicate effectively, orally and in writing.

4) Minimum Qualifications

Graduation from an accredited four-year college or university with major course work in fire science, emergency health services, public or business administration or a related field and eleven years of progressively responsible experience in the Anne Arundel County Fire Department, including at least two years at the level of Battalion Chief; or two years of acceptable college course work and 13 years of progressively responsible experience in the Anne Arundel County Fire Department, including two years at the level of Battalion Chief; certification as a Fire Officer 4 by the Maryland Fire Service Personnel Qualifications Board, and possession of a valid non-commercial Class C motor vehicle operators license issued by the State.

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directing, and supervising mental health or substance abuse programs.

(148B) Deputy Director, Public Works, a bachelor's degree from an accredited four-year college or university with a degree in civil engineering or a related field; some graduate level course work in business administration, management, or a related field; extensive engineering experience in a specific engineering program area such as civil, environmental, transportation, utility, highway, water, wastewater, or sanitary engineering, including management, supervisory, and administrative experience; and possession of a valid non-commercial class C motor vehicle operator's license issued by the State;

(149) (Repealed by Bill No. 52-02, § 1)

* (150) Deputy Fire Chief, graduation from an accredited four-year college or university with major course work in fire science, emergency health services, public or business administration, or a related field and 11 years of progressively responsible experience in the Anne Arundel County Fire Department, including at least two years at the level of division chief; or two years of acceptable college course work and 13 years of progressively responsible experience in the Anne Arundel County Fire Department, including two years at the level of division chief; certification as a Fire Officer 4 by the Maryland Fire Service Personnel Qualifications Board; and possession of a valid non-commercial class C motor vehicle operator's license issued by the State;

(151) Deputy Police Chief, graduation from an accredited four-year college or university a total of ten or more years of experience in progressively responsible police work in police administration, management, or supervision, including one or more years of experience at the rank of major or captain; and possession of a valid non-commercial class C motor vehicle operator's license issued by the State;

(152) Deputy Sheriff I, graduation from high school, considerable general work experience, possession of a valid non-commercial class C motor vehicle operator's license issued by the State, and a minimum age of 21 at the time of appointment;

(153) Deputy Sheriff II, graduation from high school; preferably supplemented by college-level course work in law enforcement, criminal justice, police administration, or a related field; considerable experience as a deputy sheriff in the Anne Arundel County Sheriff's Office; and possession of a valid non-commercial class C motor vehicle license issued by the State;

(154) Deputy Sheriff III, graduation from high school; a minimum of 60 credits of acceptable college-level course work in law enforcement, criminal justice, police administration, or a related discipline; through experience as a deputy sheriff in the Anne Arundel County Sheriff's Office to include two years at the rank of Deputy Sheriff II; and possession of a valid non-commercial class C motor vehicle operator's license issued by the State;

(154A) Deputy Sheriff IV, graduation from high school; completion of 60 credits of college-level course work in law enforcement or a related discipline; extensive experience as a deputy sheriff in the Anne Arundel County Sheriff's Office to include two years at the rank of Deputy Sheriff III; and possession of a valid non-commercial class C motor operator's license issued by the State;

(155) Detention Officer, graduation from high school; possession of a valid non-commercial class C motor vehicle operator's license issued by the

repair and maintenance of buildings and mechanical equipment; and possession of a valid non-commercial class C motor vehicle operator's license in the State;

(183) Facilities Maintenance Mechanic II, graduation from high school or vocational school, experience at the journeyman level in one or more of the building and mechanical trades, and possession of a valid non-commercial class C motor vehicle operator's license issued by the State;

(183A) Facility Superintendent, trails and greenways, graduation from an accredited four-year college or university with major course work in park management, conservation or natural resources management, recreation or forestry; considerable experience in park operation and maintenance, including supervisory experience; and possession of a valid non-commercial class C motor vehicle operator's license issued by the State;

(183B) Field Service Representative, graduation from high school, thorough experience in meter reading and repair, experience in public relations, and possession of a valid non-commercial class C motor vehicle operator's license issued by the State;

(183C) Financial Analyst, graduation from an accredited four-year college or university with major course work in accounting, economics, business administration, or a related field; experience in cost analysis and general accounting; and possession of a valid non-commercial class C motor vehicle operator's license issued by the State;

(183D) Financial Clerk I, graduation from high school including or supplemented by accounting or accounting-related course work; and considerable experience in bookkeeping, payroll, or disbursements work;

(183E) Financial Clerk II, graduation from high school including or supplemented by accounting or accounting-related course work; and thorough experience in bookkeeping, payroll, or disbursements work;

(183F) Financial Operations Manager, graduation from an accredited four-year college or university with major course work in accounting supplemented by graduate level course work in business or public administration, and considerable supervisory experience in financial and administrative operations.

(183G) Financial Operations Supervisor, graduation from an accredited four-year college or university with major course work in finance, accounting, business or public administration, or a related field, and thorough experience in financial services in the specialty area of assignment or a related field to include some supervisory experience;

(183H) Financial Reporting Manager, graduation from an accredited four-year college or university with major course work in accounting, preferably supplemented with graduate course work; and extensive experience in complex accounting and fiscal operations, including considerable experience in preparing governmental financial reports and in supervision;

(184) Fingerprint Technician, graduation from high school, considerable experience in fingerprint classification and identification using the ten-print Henry Classification System; and possession of a valid non-commercial class C motor vehicle operator's license issued by the State;

* (185) Fire Battalion Chief, completion of two years of acceptable college course work in fire science, emergency health services, public or business administration, or a related field and nine years of progressively responsible experience in the Anne Arundel County Fire Department including two

years as a captain; certification as a Fire Officer 3 by the Maryland Fire Service Personnel Qualifications Board; in addition, for assignment to the Emergency Medical Services Divisions, certification as a nationally registered EMT/Paramedic and certification by the Maryland State EMS Board; and possession of a valid non-commercial class C motor vehicle operator's license issued by the State;

- * (186) Fire Captain, completion of one year of acceptable college education and six years of progressively responsible experience in the classified service of the Anne Arundel County Fire Department, two years of which must have been at the level of lieutenant; or graduation from high school and seven years of progressively responsible Anne Arundel County Fire Department experience, two years of which must have been at the lieutenant level; certification as Fire Officer 2 by the Maryland Fire Service Personnel Qualifications Board; in addition, for assignment to the Emergency Medical Services Division, certification as a nationally registered EMT/Paramedic and certification by the Maryland State EMS Board; and possession of a valid non-commercial class B motor vehicle operator's license issued by the State;
- * (187) Fire Communications Operator, graduation from high school or possession of a G.E.D. certificate; some experience in communications center operations, computer operation, and emergency telephone answering service; and possession of a valid non-commercial class C motor vehicle operator's license issued by the State;
- * (188) Fire Division Chief, completion of two years of acceptable college course work in fire science, emergency health services, public or business administration, or a related field and 11 years of progressively responsible experience in the Anne Arundel County Fire Department including two years at the level of Fire Battalion Chief; certification as a Fire Officer 4 by the Maryland Fire Service Personnel Qualifications Board; and possession of a valid non-commercial class C motor vehicle operator's license issued by the State;
- * (189) Fire Lieutenant, graduation from high school and five years of progressively responsible experience in the Anne Arundel County Fire Department; certification as a Fire Officer 1 by the Maryland Fire Service Personnel Qualifications Board; in addition, for assignment to the Emergency Medical Services Division, certification as a nationally registered EMT/Paramedic; and certification by the Maryland State EMS Board; and possession of a valid non-commercial class B motor vehicle operator's license issued by the State;
- * (190) Fire Fighter II, graduation from high school and some work experience; possession of a non-commercial class C motor vehicle operator's license issued by the State and the ability to obtain a class B motor vehicle operator's license issued by the State upon graduation from the Anne Arundel County Fire Training Academy program;
- * (191) Fire Fighter III, graduation from high school; two or more years of experience as a fire fighter in the classified service of the Anne Arundel County Fire Department; and possession of a valid non-commercial class B motor vehicle operator's license issued by the State;
- * (192) Fire Fighter/Cardiac Rescue Technician, graduation from high school; successful completion of the Anne Arundel County Fire Training Academy program; one or more years' experience as a Fire Fighter II in the classified service of the Anne Arundel County Fire Department; certification as a cardiac rescue technician by the Maryland State EMS Board; and possession of a valid non-commercial class B motor vehicle operator's

license issued by the State;

* (193) Fire Fighter/Emergency Medical Technician-Paramedic, graduation from high school; successful completion of the Anne Arundel County Fire Training Academy program; one or more years' experience as a Fire Fighter II in the classified service of the Anne Arundel County Fire Department; certification as a nationally registered emergency medical technician-paramedic and certification by the Maryland State EMS Board; and possession of a valid non-commercial class B motor vehicle operator's license issued by the State;

(194) Forensic Chemist I, a bachelor's degree from an accredited four-year college or university with major course work in forensic science, chemistry, biology, or other natural science; and possession of a valid non-commercial class C motor vehicle operator's license issued by the State;

(195) Forensic Chemist II, a bachelor's degree from an accredited four-year college or university with major course work in forensic science, chemistry, biology, or other natural science; experience in forensic identification and analysis; and possession of a valid non-commercial class C motor vehicle operator's license issued by the State;

(195A) Forensic Chemist Supervisor, a master's degree from an accredited four-year college or university with major course work in forensic science, chemistry, biology, or other natural science; thorough experience in progressively more responsible work in CDS or serology/DNA analysis in a forensic laboratory, including supervisory experience; and possession of a valid non-commercial class C motor vehicle operator's license issued by the State;

(195B) Fuel Systems Technician, graduation from high school or vocational school, supplemented by course work in electronic and electrical systems or a related field; considerable experience in the maintenance and inspection of remote terminal units as associated with automated fuel management systems; and possession of a valid commercial motor vehicle operator's license issued by the State, as determined by the area of assignment;

(196) GIS Specialist, graduation from an accredited four-year college or university with major course work in geography, cartography, planning, computer science, or civil engineering; considerable experience in the operation and application of GIS technology; experience in computer installation and repair including configuration of small area networks; and possession of a valid non-commercial class C motor vehicle operator's license issued by the State;

(197) GIS Technician, graduation from high school supplemented by college-level courses in geography, cartography, planning, engineering, or computer science; experience in GIS application software, automated drafting techniques, equipment plotting, digitizing, and data input; and possession of a valid non-commercial class C motor vehicle operator's license issued by the State;

(198) Graphics Specialist, graduation from high school or vocational school and experience in graphic arts to include computer-aided design;

(199) Horticulturist I, graduation from a two-year degree program in an accredited college or university with major course work in horticulture, considerable experience in planning and caring for landscape plantings and exhibits, and possession of a valid non-commercial class C motor vehicle operator's license issued by the State;

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[Work Permits for Volunteer Fire Fighters](#)

- 1) Minors under the age of sixteen (16) may not participate in volunteer fire company activities unless they have obtained Work Permits.
- 2) Work Permit Forms for members between the age of fourteen (14) and fifteen (15) may be obtained from the following locations:
 - a) The Counselor's Office of the school that the member is attending.
 - b) The Department of Labor and Industry Certification Division, State of Maryland, 301 West Preston Street, Baltimore, Maryland 21201.
- 3) Minors under the age of sixteen (16) shall not participate in volunteer fire company activities that are considered hazardous including participating in fire fighting training.

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[Admission Procedures for Volunteer Fire Company Members](#)

- 1) In order to participate in fire suppression and emergency medical services activities, members of volunteer fire companies must follow the procedures outlined herein. The responsibility for completion of these procedures rests with the applicant.
- 2) The admission procedure for volunteer fire company members consists of the following:
 - a) Completion of required forms
 - b) Pre-Training Phase including:
 - i) Physical Examination
 - ii) Drug And Alcohol Test
 - iii) Criminal background check, including driving record check
 - c) Completion of required training
 - d) Admission to the Certified Volunteer Qualification Database.

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Pre Training Phase

- 1) A prospective volunteer fire fighter or ambulance technician should obtain a Volunteer Application Packet from their respective company officer. This packet, which is available from the Volunteer Support Division, contains:
 - a) Volunteer Personal History Data Sheet
 - b) Volunteer Physical Examination Request
 - c) Consent to Physical Examination and Release of Examination Findings Form
 - d) Hepatitis B Vaccination Consent Form
 - e) Drug And Alcohol Test Order Form
 - f) Notice to Applicant/Employee/Contractor/Volunteer of Right to an Independent Test Form
 - g) Office of the State Fire Marshal Request for Criminal Record Check Form
 - h) Instruction Sheet
- 2) All of the above listed forms shall be completed in their entirety and countersigned by the senior company officer and/or witness and returned to the Volunteer Support Division. All information shall be typed or legibly written except where live written signatures are required. Should any of the forms be incomplete or not legible, the entire packet will be returned for proper completion.
- 3) Once the completed forms are received by the Volunteer Support Division, they will be reviewed and routed as follows:
 - a) Volunteer Personal History Data Sheet will be routed to the Records Section for inclusion in the Certified Volunteer Database upon successful completion of the application process.
 - b) The Volunteer Physical Examination Request, Consent to Physical Examination and Release of Examination Findings and Drug And Alcohol Test Order forms will be returned to the applicant along with a CDS Test Chain of Custody Form. These should be presented to the doctor when reporting for the physical examination and CDS Test.
 - c) The Hepatitis B Vaccination Consent form shall be forwarded to the Health and Safety Division.
 - d) The Request for Criminal Record Check will be forwarded to the Fire Marshal Division.

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Physical Examination and CDS Test

The volunteer applicant must report for a physical examination and drug and alcohol test in accordance with the instructions accompanying the returned medical forms. Failure to report for and pass the physical examination, failure to report for the drug and alcohol test and having a positive drug and alcohol test result are all absolute dis-qualifiers for admission to the Certified Volunteer Database.

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Criminal Record Check

- 1) The Fire Marshal Division, Fire Investigation Section shall conduct the Criminal Background Check using the Criminal Justice Information System Computer.
- 2) The applicant may be required to submit two classifiable sets of finger print cards to the Fire Investigation Section for submission to the Maryland Criminal Records Central Repository and Federal Bureau of Investigation for state and federal criminal record check. If this is necessary, the Fire Investigation Section will contact the applicant.

- 3) A conviction or pending charges for the following crimes, attempted crimes or a criminal offense that is equivalent to any of the following crimes shall be an absolute dis-qualifier for admission to the Certified Volunteer Database:
- a) Abduction
 - b) Abuse or neglect of an adult
 - c) Arson
 - d) Assault
 - e) Assault with intent to commit any crime
 - f) Battery
 - g) Bomb threats, bomb and explosive device possession
 - h) Breaking and entering
 - i) Burglary
 - j) Car jacking
 - k) Carrying or wearing a weapon
 - l) Child abuse
 - m) Child selling
 - n) Confinement of an unattended child
 - o) Conspiracy to obstruct justice
 - p) Contributing to certain conditions of a minor (delinquency, in need of supervision or assistance).
 - q) Driving while under the influence, driving while intoxicated within the past three years or two or more violations in the applicant's lifetime.
 - r) Embezzlement
 - s) False alarms
 - t) False imprisonment
 - u) Forgery
 - v) Fraud
 - w) Hiring, soliciting, engaging or using a minor for the purpose of manufacturing, distributing or delivering a controlled dangerous substance
 - x) House breaking
 - y) Incest
 - z) Indecent exposure
 - aa) Keeping a disorderly house or maintaining a nuisance
 - bb) Kidnapping
 - cc) Larceny
 - dd) Maiming or mayhem
 - ee) Malicious destruction of property
 - ff) Manslaughter or murder
 - gg) Manufacturing, distributing or dispensing a controlled dangerous substance
 - hh) Criminal non-support and desertion of a spouse or minor child
 - ii) Perjury
 - jj) Pornography
 - kk) Possession with intent to manufacture, distribute or dispense a controlled dangerous substance
 - ll) Prostitution or pandering
 - mm) Rape
 - nn) Reckless endangerment
 - oo) Robbery
 - pp) Sex Offenses
 - qq) Simple possession of controlled dangerous substances
 - rr) Sodomy

brought to the attention of the Management Assistant assigned to the Volunteer Support Division.

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Appointment, Resignation or Deletion from Database

Volunteer Fire Fighters, or Volunteer Ambulance Technicians

- 1) The following procedure will be followed in the event of appointment, resignation or deletion of Volunteer Fire Fighters, or Volunteer Ambulance Technicians:
 - a) No Volunteer Fire Fighter may respond to any call dispatched by the Communications Division unless his or her name appears in the Volunteer Certification Data Base. Personnel whose name does not appear in the Volunteer Certification Database may not participate in operational activities with the Anne Arundel County Fire Department except as noted in paragraph 2 below.
 - b) Upon selection by the individual's Company, the Ranking Volunteer Company Officer must submit on a Volunteer Qualification Worksheet, addressed to the Volunteer Support Division, the name and rank of the individual selected for appointment.
 - c) A Volunteer Qualification Worksheet shall be completed for each individual selected. A copy of the necessary training certificates, driver's license, and verification of initial date of membership shall accompany the Worksheet.
 - d) The Volunteer Qualification Worksheet and attached paperwork will be forwarded to the Volunteer Support Division.
 - e) The Volunteer Support Division will review the Worksheet, and, if approved, it will be recorded in the individual's file and place the now certified individual in the Volunteer Certification Database.
 - f) The individual's copy will be returned to the Ranking Volunteer Company Officer. The individual may only engage in response when his/her name appears in the Volunteer Certification Database.
 - g) In the event the individual resigns from the Company, a Special Report will be sent to the Volunteer Support Division citing the name or names to be deleted. If the individual is to be reassigned to another rank, a Volunteer Qualification Worksheet shall be completed for the rank for which he/she is being assigned.
- 2) No volunteer member of any volunteer fire company in Anne Arundel County may engage in any type of response activities as dispatched by the Fire Communications Division unless their name currently appears in the Volunteer Certification Data Base, except for the following reason:
 - a) The non-certified member is engaged in EMT-B training. In this case the following applies:
 - i) EMT-B students may respond on emergency and routine ambulance responses for the sole purpose of completing their EMT-B program requirements of five (5) patient assessments while being monitored by an approved EMS Coach (Maryland certified EMT-B.)
 - ii) After completion of five (5) patient assessments, the student is no longer authorized to ride on Fire Department ambulances until such time that the individual is listed in the Volunteer Certification Data Base.
 - b) ONLY the Chief of the Fire Department may grant exception to this policy. Personnel authorizing unapproved additional ride-a-longs will be subject to disciplinary action.
 - c) In all cases where a non certified person rides along on any emergency responses, the proper waiver form will be completed and approved prior to the ride along.

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Volunteer Officers

The following procedure will be followed in the event of appointment, resignation or deletion of Volunteer Suppression Officers:

- 1) No Volunteer Fire Fighter is to wear any turnout clothing that represents himself/herself as a recognized Volunteer Officer in the Anne Arundel County Fire Department unless a Departmental Order has been released making such appointment and the individual's name appears in the Volunteer Certification Database. (Includes: color of helmet, shield, color of turnout coat, lettering on turnout coat.)
- 2) No Volunteer Fire Fighter is to utilize a radio identifier that represents himself/herself as a recognized Volunteer Officer in the Anne Arundel County Fire Department unless a Departmental Order has been released making such appointment and the individual's name appears in the Volunteer Certification Database.
- 3) Upon selection as an officer of the individual's Company, the Ranking Volunteer Company Officer shall submit on a Volunteer Qualification Worksheet, addressed to the Volunteer Support Division, the name and rank of individual selected by the Company for Officer appointment.
- 4) A Volunteer Qualification Worksheet shall be completed for each Officer selected. A copy of the necessary training certificates, Driver's License, and proof of membership shall accompany the Volunteer Qualification Worksheet.
- 5) The Volunteer Qualification Worksheet and attached paperwork will be forwarded to the Volunteer Support Division with the signatures of the Ranking Volunteer Company Officer and Battalion Chief.
- 6) The Volunteer Support Division will review and verify that the training requirements have been met.
- 7) The Volunteer Support Division shall direct the Worksheets to the Chief of the Fire Department for appointment, with a copy to the Deputy Chief of the Fire and Rescue Operations Bureau.
- 8) The appointment, demotion, resignation, or expulsion of Volunteer Officers will be made by Departmental Order and be placed in the Volunteer Certification Database.
- 9) Companies should not post any names of appointed Officers until the receipt of the Departmental Order or appearance of the name in the Volunteer Certification Database.
- 10) The Ranking Volunteer Company Officer shall insure that the appointed Volunteer Officer receives the proper insignia, helmet shield, etc.
- 11) The Chief of the Fire Department or his designated representative will present the Certificate of Appointment at an appropriate Fire Department function.
- 12) In the event that certain Volunteer Officers are not reappointed and/or are demoted by their respective Company, a separate Special Report will be filed citing the name or names to be deleted from the appointed Volunteer Officer list. The report will be addressed to the Volunteer Support Division who will forward a copy to the Chief of the Fire Department. A Volunteer Qualification Worksheet must be completed for each individual for the rank to which he/she is being assigned.
- 13) In the event of resignation of an appointed Volunteer Officer, the Ranking Volunteer Company Officer will forward a Special Report with a Volunteer Qualification Worksheet (if the officer is remaining with the Company at a new rank) to the Volunteer Support Division, who will delete the appointment. A copy will be forwarded to the Chief of the Fire Department and the Deputy Chief of Fire and Rescue Operations.
- 14) No new officers will be appointed unless a vacancy exists in the Company.
- 15) The Ranking Volunteer Company Officer will be responsible for obtaining the helmet shields, insignia, etc., and returning same to the Battalion Chief.
- 16) Ranking Volunteer Company Officers shall submit paperwork within ten (10) days of

appointment, demotion, or resignation.

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Appointment Standards for Volunteer Fire Fighters and Driver/Operators

- 1) In general, volunteer members participating in fire fighting, rescue and/or EMS activities shall be a minimum age of 16, however, the following additional requirements apply:
 - a) Driver/operators of emergency apparatus shall be a minimum age of 18 and in compliance with all driver qualification standards. Individual companies may apply additional requirements for members under the age of 18.
 - b) No individual shall be permitted to operate any county insured vehicle while in possession of a provisional license.
- 2) Individuals approved for membership and participation by their respective volunteer companies, and meeting all other established membership criteria, must submit a Volunteer Qualification Worksheet along with proof of having met all applicable training and time in grade requirements.
- 3) Upon a satisfactory review of the Volunteer Qualification Worksheet, the individual will be entered into the Volunteer Certification Data Base and shall then be permitted to carry out the duties and responsibilities of that certification.

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Appointment Standards for Volunteer Officers

- 1) Volunteer Officers so designated by their respective companies may be appointed to serve within the operational chain of command subject to the provisions of this regulation.
- 2) Individuals selected for appointment must submit a Special Report addressed to the Chief of the Fire Department requesting appointment along with a Volunteer Qualification Worksheet and proof of having met all applicable training and time in grade requirements. The individual's respective Battalion Commander must endorse the Special Report, in writing. Battalion Commanders shall not arbitrarily withhold their recommendations, but will make objective recommendations based on the knowledge and experience of, and working relationship with, the individual requesting appointment. No selectee shall be appointed to any rank for which he or she is not qualified.
- 3) Upon a satisfactory review of the Volunteer Qualification Worksheet, line officer selectees will be required to participate in an oral interview with the Chief of the Fire Department and/or the Deputy Chief of Fire and Rescue Operations. Selectees may then be appointed up to the number of authorized positions per volunteer company.
- 4) Appointed volunteer officers shall serve a six (6) month probationary period. At the end of the probationary period a satisfactory performance review conducted by the senior volunteer station officer and endorsed by the Battalion Commander will be required to maintain the appointment. Newly appointed senior volunteer station officers shall be evaluated by their respective Battalion Commander.
- 5) The number of authorized volunteer officers shall be established on an individual company basis. The number of authorized volunteer officers shall not be artificially set but rather will reflect an adequate level of station management/supervision. Requests to establish the number of volunteer officers per station shall be submitted to the Deputy Chief of Fire and Rescue Operations along with justification for each position which should include an operational organization chart. The number of authorized volunteer officers per station will be based upon an evaluation of that justification, however, general guidelines are as follows:
 - a) No more than one (1) company chief per volunteer station to serve as the station commander.

- b) No more than one (1) company assistant chief per volunteer station. Companies requesting a company assistant chief's position must meet the following criteria.
 - c) County recognized officers greater than or equal to five (5), subordinate to the rank of assistant chief.
 - d) Personnel in the Volunteer Certification Database greater than or equal to thirty (30).
 - e) No more than two (2) captains per volunteer station.
 - f) No more than one (1) Lieutenant per fifteen (15) active responders listed in the Volunteer Certification Database.
 - g) No more than one (1) Lieutenant per first line company in each station.
 - h) No more than one (1) Lieutenant per on duty volunteer crew utilized to staff a first line piece of apparatus.
 - i) No more than one (1) Lieutenant for training.
- 6) Approval for the number of volunteer officers for each station shall rest with the Deputy Chief, Fire and Rescue Operations Bureau.

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Position Specifications for Volunteer Fire Company Members

Volunteer Probationary Fire Fighter

- 1) **Nature of Work:** Under immediate supervision, enrolled in basic level training programs, does minimum firefighting work as directed by proper authority. Participates in continuous training programs. Is not permitted to perform in any area that requires the use of self contained breathing apparatus while required to wear an orange helmet. Personnel required to wear the orange helmet shall not respond to, or operate at any Hazardous Materials Incident. If dispatched to a Haz Mat Incident from an "on the air/available" status, will remain in the "Cold Zone" at all times. Performs related duties as required.
- 2) **Examples of Work:** After initial training, responds to fire alarms, lays out and connects hose, nozzle and directs water stream; raises and climbs ladders; uses and operates various types of fire fighting equipment such as axes, extinguishers, hoses, nozzles; performs such salvage operations as placing salvage covers, sweeping water, removing debris; attends company drills in the fire station or training academy which includes sessions in such subjects as fire fighting methods and operations; performs routine duties in the cleaning, maintenance and repair of fire department property and equipment.
- 3) **Desirable Minimum Knowledge, Abilities and Skills:** Ability to learn and apply fire fighting principles, practices, methods, techniques and equipment; ability to climb ladders and work at heights; ability to perform arduous work under adverse conditions; ability to operate motor vehicles safely; ability to perform routine station house maintenance work; ability to establish and maintain working relationships with supervisors, other employees, and the public; ability to communicate effectively orally and in writing.
- 4) **Minimum Education and Experience:**
 - a) Minimum age of 16 years.
 - b) Must successfully complete the following before being allowed to ride emergency apparatus:
 - i) A.A.Co. Pre-Basic OR M.F.R.I. Essentials of Fire Fighting Series, Modules 1 and 2 OR M.F.R.I. P.E.R.T. of Firefighter I.
 - ii) Current American Heart Association C.P.R. Course C.
 - iii) A.A. Co. Haz Mat Level I Certification.
 - iv) Additional requirements to ride Truck, Rescue, and/or Squad apparatus (personnel riding Truck apparatus which are not designated as a rescue unit in CAD are exempt from this requirement):

- (1) Option 1: M.F.R.I. Rescue Technician
- (2) Option 2: M.F.R.I. Essentials of Firefighting, Modules 3 and 4.
- (3) Option 3: M.F.R.I. Firefighter II.
- v) Additional requirements to exchange orange helmet for yellow helmet:
 - (1) M.F.R.I. Firefighter I OR equivalent.
- c) Special Requirements
 - i) No Probationary Firefighter will be counted when reporting apparatus staffing for EMS related incidents. Probationary Fire Fighters (yellow helmets) may be counted on non-EMS related incidents..
 - ii) Wear an orange helmet until the M.F.R.I. Firefighter I Course has been completed.
 - iii) Must enroll in and successfully complete the M.F.R.I. Firefighter I Course within one (1) year.
 - iv) Those who fail to successfully complete Firefighter I shall be prohibited from riding apparatus on emergency calls.
 - v) The Ranking Company Officer may appeal to the Training Committee to abate, with qualifications, said prohibition.
 - vi) Immediately upon completion of Firefighter I, the Ranking Company Officer shall provide documentation to the Training Division for inclusion in the individual's appointment record. At this time the orange helmet may be exchanged for a yellow helmet and the individual may, under supervision, engage in fire fighting activities requiring the use of self-contained breathing apparatus.
 - vii) Must successfully complete the requirements for Volunteer Fire Fighter I within three (3) years of appointment as a Volunteer Probationary Fire Fighter RS (orange helmet).
- 5) Specific Duties:
 - a) Performs fire and rescue work.
 - b) Performs apparatus and fire station maintenance duties.

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Fire Fighter I - Volunteer

- 1) Nature of Work: Under immediate supervision, performs beginning level fire fighting work in the extinguishing of fires and maintenance of departmental equipment and facilities. Participates in a continuous training program. Performs related work as required.
- 2) Examples of Work: Responds to fire alarms, lays out hose, nozzle, and directs water stream; raises and climbs ladders; uses and operates various types of fire fighting equipment such as axes, extinguishers, hoses, nozzles; removes persons from danger; performs such salvage operations as placing salvage covers, sweeping water, removing debris; attends company drills in the fire station or training school which includes sessions in such subjects as fire fighting methods, equipment, operations, first aid, and street hydrant locations; performs routine duties in the cleaning, maintenance and repair of fire department property and equipment.
- 3) Desirable Minimum Knowledge, Abilities and Skills: Ability to learn and apply fire fighting principles, practices, methods, techniques and equipment to work; ability to climb ladders and work at heights; ability to perform arduous work under adverse conditions; ability to operate motor vehicles safely; ability to do routine station house maintenance work; ability to establish and maintain effective working relationships with superiors, other employees, and the public; ability to communicate effectively, orally and in writing.
- 4) Minimum Education and Experience:
 - a) Minimum age of 16 years.
 - b) Must successfully complete the following prior to appointment:
 - i) A.A.Co. Haz Mat Level I Certification.

- ii) E.M.T-B.
 - iii) Current American Heart Association C.P.R. (Course C).
 - iv) A.A.Co. A.E.D. Certification.
 - v) M.F.S.P.Q.B. Firefighter I Certification OR Equivalent Certification.
- c) Additional requirements to ride Truck, Rescue and/or Squad apparatus (personnel riding Truck apparatus which are not designated as a rescue unit in CAD are exempt from this requirement):
- i) Option 1: M.F.R.I. Rescue Technician.
 - ii) Option 2: M.F.R.I. Essentials of Firefighting, Modules 3 and 4.
 - iii) Option 3: M.F.R.I. Firefighter II.
- 5) Specific Duties:
- a) Performs fire and rescue work.
 - b) Performs apparatus and fire station maintenance duties.

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Fire Fighter II - Volunteer

- 1) Nature of Work: Under immediate supervision, performs fire-fighting work in the extinguishing of fires and maintenance of departmental equipment and facilities. Participation in a continuous training program. Performs related work as required.
- 2) Examples of Work: Responds to fire alarms, lays out and connects hose, nozzles and directs water stream; raises and climbs ladders; uses and operates various types of fire fighting apparatus and equipment such as axes, extinguishers, hoses and nozzles; removes persons from danger and gives first aid to injured persons; performs such salvage operations as placing salvage covers, sweeping water, removing debris; attends company drills in the fire station or training school which includes sessions in such subjects as fire fighting methods, equipment, operations, first aid, and street hydrant locations; performs the function of an Emergency Medical Technician, including responding and/or driving to emergency and routine ambulance calls, rendering emergency care and transporting patients in ambulances.
- 3) Desirable Minimum Knowledge, Abilities and Skills: Ability to learn and apply fire fighting principles, practices, methods, techniques and equipment, ability to climb ladders and work at heights; ability to perform arduous work under adverse conditions; ability to operate motor vehicles safely; ability to do routine station house maintenance work; ability to apply principles of Emergency Medical Care; ability to establish and maintain effective working relationships with superiors, other employees and the public; ability to communicate effectively, orally and in writing.
- 4) Minimum Education and Experience:
 - a) Minimum age of 18 years.
 - b) Possession of Maryland Class "C" Driver's License OR valid home State license for military personnel.
 - c) Must successfully complete the following prior to appointment:
 - i) A.A. Co. Haz Mat Level I Certification.
 - ii) E.M.T. B
 - iii) Current American Heart Association C.P.R., (Course C).
 - iv) A.A.Co. A.E.D. Certification.
 - v) M.F.S.P.Q.B. Firefighter II Certification OR Equivalent Certification.
- 5) Specific Duties:
 - a) Performs fire, rescue and medical service work.
 - b) Performs apparatus and fire station maintenance duties.

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Volunteer Fire Apparatus Driver Operator (FADO)

- 1) The following qualification level, Volunteer Fire Apparatus Driver Operator, may be utilized by individuals who currently hold the position of Volunteer Fire Fighter II or greater. Example: A Volunteer Fire Fighter II, III, Lieutenant, etc. may also be appointed as a Volunteer Fire Apparatus Driver Operator.
- 2) Nature of Work: Under immediate supervision, is responsible for specialized fire service work in equipment operation. Performs related work as required.
- 3) Examples of Work: Drive pumping engine and/or aerial ladder trucks as qualified, operates and uses pumps and/or aerial ladder devices as qualified; operates and uses axes, extinguishers, hose, nozzles and other tools and equipment; gives emergency care; ability to maintain effective working relationships with superiors, other employees and the public; ability to communicate effectively, orally and in writing; performs preventive maintenance and light repair to vehicles and fire fighting tools; does housework, such as sweeping, dusting, stripping and waxing floors, and dumping refuse; performs light building maintenance, maintains records and prepares reports as required; participates in continuous training; may assist in the training of others.
- 4) Desirable Knowledge, Abilities and Skills: Good knowledge of fire fighting principles, practices, methods, techniques and equipment; good knowledge of County geography; ability to apply fire fighting principles, practices, methods, techniques and equipment in operation, and other work as required; ability to react in emergency situations; ability to perform arduous work under adverse conditions; ability to maintain equipment; ability to maintain applicable records and prepare reports.
- 5) Minimum Education and Experience:
 - a) Minimum age of 18 years.
 - b) Possession of Maryland Class "A" OR "B" Driver's License as required to drive apparatus, or valid home State license for military personnel.
 - c) Must successfully complete the following prior to appointment:
 - i) A.A.Co. Haz Mat Level I Certification.
 - ii) E.M.T.-B
 - iii) Current American Heart Association C.P.R. (Course C).
 - iv) A.A.Co. A.E.D. Certification.
 - v) M.F.S.P.Q.B. Firefighter II Certification OR Equivalent Certification.
 - d) Requirements for Engine Company Drivers, FADO-E:
 - i) Item 5c.
 - ii) M.F.S.P.Q.B. FADO-P Certification OR Equivalent Certification.
 - e) Requirements for Rescue and/or Squad Drivers, FADO-S:
 - i) Item 5c.
 - ii) M.F.R.I. Rescue Technician OR M.F.R.I. Rescue Intermediate. (Exception: Retired AACOFD Fire Fighter III, Pump Operators, are permitted to operate Rescue and/or Squad vehicles for a period of one year from the date of their retirement. Upon the expiration of the one-year grace period, they are required to obtain this requirement.)
 - iii) Defensive Driving Course to include a practical session of obstacle course driving.
 - f) Requirements for Aerial Apparatus Drivers: FADO-A:
 - i) Item 5c.
 - ii) M.F.S.P.Q.B. FADO-A Certification OR Equivalent Certification.
 - iii) M.F.R.I. Rescue Technician OR M.F.R.I. Rescue Intermediate. (Personnel driving Ladder Truck apparatus that are not designated as a rescue unit in CAD are exempt from this requirement). Exception: Retired Fire Fighter III, Pump Operators, are permitted to operate Aerial Apparatus for a period of one year from the date of their retirement. Upon the expiration of the one-year grace period, they are required to obtain this requirement.)
- 6) Specific Duties:
 - a) Performs fire rescue and medical service work.

- b) Performs apparatus and fire station maintenance duties.
- c) Drives and operates fire department pumping engines and/or aerial ladder apparatus.

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Fire Fighter III - Volunteer

- 1) Nature of Work: Under limited supervision, performs fire-fighting work in the extinguishment of fires and maintenance of departmental equipment and facilities. Performs minimal supervisory role of individuals or small groups as may be assigned. Performs related duties as required.
- 2) Examples of Work: Calls fire fighters and others to respond to alarms; lays out and connects hose, nozzles and directs water stream; raises and climbs ladders; uses and operates various fire fighting tools and equipment; removes persons from danger and provides emergency care; ability to establish and maintain effective working relationships with superiors, other employees and the public; ability to communicate effectively, orally and in writing; maintains records and prepares minor reports as required; participates in continuous training program; assists the officer a may be assigned in the area of station training and drills, fire rescue and emergency care, and in the daily station work routine.
- 3) Desirable Minimum Knowledge, Abilities and Skills: Good knowledge of fire fighting principles, practices, methods, techniques and equipment; some knowledge of principles of leadership, training and supervision; ability to apply fire fighting principles, practices, methods, techniques and equipment to work, and other work as required; ability to react with judgment in emergency situations; ability to perform arduous work under adverse conditions; ability to supervise a small group of personnel; ability to maintain records and reports.
- 4) Education and Experience
 - a) Must maintain the following to retain qualification:
 - i) A.A.Co. Haz Mat Level I Certification.
 - ii) E.M.T.-B
 - iii) Current American Heart Association C.P.R. (Course C).
 - iv) A.A.Co. A.E.D. Certification.
 - v) If Driver, additional requirements as per Volunteer Fire Apparatus Driver Operator. NOTE: Qualification at the Firefighter III level will end upon the adoption of this standard. Those individuals previously qualified may remain so until such time as they may promote, demote, or delete. All appropriate medical and Haz Mat qualifications, etc. must be maintained.
- 5) Specific Duties:
 - a) Performs fire, rescue and medical service work.
 - b) Performs apparatus and fire station maintenance duties.
 - c) Shall assist in training of company personnel as directed.
 - d) Shall assist with the supervision of small work groups as directed.

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Fire Lieutenant - Volunteer

- 1) Nature of Work: Appointed by the Chief of the Department and under Anne Arundel County Fire Department direction as related to suppression and other emergency service operations, is responsible for supervisory fire fighting work of average difficulty, assists in the command of fire fighting personnel. Performs related duties as directed.
- 2) Example of Works: In the absence of a ranking officer, and as delegated, acts a commanding officer of a company of fire fighting personnel assigned to a station house, has responsibilities in the area of station training and drilling programs; calls for drills in the use of apparatus and equipment, fire

- rescue and first aid; may direct the daily work routine, instructs members in rules, regulations and procedures; combats fires utilizing full experience and training in fire fighting strategy; pre-plans fire strategy in hazard areas; transmits greater alarms on own authority as necessary; directs the movement of fire fighters and apparatus at fires and other emergencies; keeps records; prepares reports; establishes and maintains effective working relationships with superiors, subordinates, and the public.
- 3) Desirable Minimum Knowledge Abilities and Skills: Good knowledge of fire fighting principles, practices, methods, techniques and equipment; basic knowledge of the principles and practices of leadership, training and supervision; good knowledge of Fire Department rules and regulations; ability to train and supervise fire fighting personnel; ability to apply fire fighting principles, practices, methods and techniques to the fighting of fires; ability to analyze difficult fire fighting situations, problems and data to use judgment in decision making; ability to prepare reports; judgment in decision making; ability to communicate effectively, orally and in writing.
 - 4) Minimum Education and Experience:
 - a) Minimum age of 21 years
 - b) Possession of Maryland Class "C" Driver's License OR valid home State license for military personnel.
 - c) Firefighter II for two (2) years OR Firefighter III for one (1) year.
 - d) Three (3) years in the Department.
 - e) Active Responder - defined as an individual who has responded to 100 emergency responses or five percent (5%) of their company's total emergency responses, whichever is less, as described in LOSAP, Section f., Responses, one year prior from the date of their Volunteer Qualification Worksheet submission. Of the required emergency responses, at least 80% must be actual responses while 20% may be stand bys.
 - f) Must maintain "Active Responder" status on annual basis in order to maintain appointment. Verification of this requirement will occur on the anniversary date of their appointment for the year prior.
 - g) Must successfully complete the following prior to appointment:
 - i) A.A. Co. Haz Mat Level I Certification.
 - ii) E.M.T.-B
 - iii) Current American Heart Association C.P.R. (Course C). A.A.Co.
 - iv) A.E.D. Certification.
 - v) M.F.S.P.Q.B. Firefighter II Certification OR Equivalent Certification.
 - vi) M.F.S.P.Q.B. Fire Officer I Certification OR Equivalent Certification.
 - vii) N.F.A. Instructional Techniques for Company Officers OR equivalent.
 - 5) Specific Duties:
 - a) Command of their respective company's first due area in the absence of a ranking officer.
 - b) Shall command an incident scene until relieved by a departmental officer of higher rank.
 - c) Ensure that all pertinent Fire, EMS, Training and Rescue Reports are properly recorded.
 - d) Responsible for proper maintenance of apparatus and company quarters as directed.
 - e) May forward or initiate Repair Requests for their respective companies as directed.
 - f) Shall assist in training of company personnel as directed.

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Fire Captain - Volunteer

- 1) Nature of Work: Appointed by the Chief of the Department and under Anne Arundel County Fire Department direction as related to suppression and other emergency service operations, is responsible for supervisory fire fighting work of average difficulty, assists in the command of fire fighting personnel. Performs related duties as directed.

- 2) Examples of Work: In the absence of a ranking officer, and as delegated, acts as commanding officer of a company of fire fighting personnel assigned to a station house, has responsibilities in the area of station Training and drilling programs; calls for drills in the use of apparatus and equipment, fire rescue and first aid; may direct the daily work routine, instructs members in rules, regulations and procedures; combats fires utilizing full experience and training in fire strategy; pre-plans fire strategy in hazard areas; transmits greater alarms on own authority as necessary; directs the movement of fire fighters and apparatus at fires; keeps records; prepares reports; establishes and maintains effective working relationships with superiors; subordinates and the public.
- 3) Desirable Minimum Knowledge and Skills: Considerable knowledge of fire fighting principles, practices, methods, techniques and equipments; considerable knowledge of the principles and practices of leadership, training and supervision; considerable knowledge of Fire Department rules and regulations; ability to train, supervise and evaluate the work of a company of fire fighting personnel; ability to apply fire fighting principles, practices, methods and techniques to the fighting of fires; ability to analyze difficult fire fighting situations, problems and data to use judgment in decision making; ability to supervise the keeping of records and to prepare reports; ability to communicate effectively, orally and in writing.
- 4) Education And Experience
 - a) Minimum age of 22 years.
 - b) Possession of Maryland Class "C" Driver's License OR valid home State license for military personnel.
 - c) Lieutenant for one (1) year.
 - d) Four (4) years in the Department.
 - g) Active Responder - defined as an individual who has responded to 100 emergency responses or five percent (5%) of their company's total emergency responses, whichever is less, as described in LOSAP, Section f., Responses, one year prior from the date of their Volunteer Qualification Worksheet submission. Of the required emergency responses, at least 80% must be actual responses while 20% may be stand bys.
 - e) Must maintain "Active Responder" status on annual basis in order to maintain appointment. Verification of this requirement will occur on the anniversary date of their appointment for the year prior.
 - f) Must successfully complete the following prior to appointment:
 - i) A.A.Co. Haz Mat Level I Certification.
 - ii) E.M.T- B
 - iii) Current American Heart Association C.P.R. (Course C).
 - iv) A.A.Co. A.E.D. Certification.
 - v) M.F.S.P.Q.B. Firefighter II Certification OR Equivalent Certification.
 - vi) M.F.S.P.Q.B. Fire Officer II Certification OR Equivalent Certification.
 - vii) M.F.S.P.Q.B. Instructor I Certification OR Equivalent Certification.
- 5) Specific Duties:
 - a) Command of their respective company's first due area in the absence of a ranking officer.
 - b) Command an incident scene outside their respective company's First Due area until relieved by a departmental officer of higher rank.
 - c) Ensure that all pertinent Fire, EMS, Training and Rescue Reports are properly recorded.
 - d) Responsible for proper maintenance of apparatus and company quarters as directed.
 - e) Review, initiate and forward Repair Requests for their respective companies as directed.
 - f) Ensure that all members of their company receive required training.
 - g) Ensure that all company members are familiar with street locations, water supplies, hydrants and buildings designated as target hazards in their first due area.
 - h) Discuss and disseminate information of mutual concern with the Company Chief.
 - i) Attend training conferences, meetings, etc. as appropriate.

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Volunteer Company Assistant Chief

- 1) **Nature of Work:** Appointed by the Chief of the Department and serves at his or her pleasure and is under the control of the Anne Arundel County Fire Department in matters relating to operations both emergency and non-emergency; under the direct supervision of the Volunteer Company Chief and acts in this capacity as necessary. Shall be knowledgeable in matters relating to supervision of emergency operations and management and personnel matters at the station level. Performs related duties as required.
- 2) **Examples of Work:** In the absence of, or designated by the Volunteer Company Chief, acts as commanding officer of a station of fire fighting personnel. Responsible for station training and drilling programs; calls for drills in the use of apparatus and equipment, fire rescue and first aid; maintains and directs the daily work routine, inspecting quarters and apparatus, instructs members in rules, regulations and procedures; combats fires utilizing full experience and training in fire fighting strategy; pre-plans fire strategy in hazard areas; supervises inspection programs; transmits greater alarms on own authority as necessary; directs the movement of fire fighters and apparatus at fires; makes recommendations on personnel matters; supervises the keeping of records; prepares reports; establishes and maintains effective working relationships with superiors, subordinates and the public.
- 3) **Desirable Minimum Knowledge, Abilities and Skills:** Considerable knowledge of fire fighting principles, practices, methods, techniques and equipment; considerable knowledge of the principles and practices of leadership, training and supervision; considerable knowledge of fire rules and regulations; ability to train, supervise and evaluate the work of a company of fire fighting personnel; ability to apply fire fighting principles, practices, methods and techniques to the fighting of fires; ability to analyze difficult fire fighting situations, problems and data to use judgment in decision making; ability to supervise the keeping of records and to prepare reports; ability to communicate effectively, orally and in writing.
- 4) **Minimum Education and Experience:**
 - a) Minimum age of 23 years.
 - b) Possession of Maryland Class "C" Driver's License OR valid home State license for military personnel.
 - c) Captain for one (1) year.
 - d) Four (4) years in the Department.
 - h) Active Responder - defined as an individual who has responded to 100 emergency responses or five percent (5%) of their company's total emergency responses, whichever is less, as described in LOSAP, Section f., Responses, one year prior from the date of their Volunteer Qualification Worksheet submission. Of the required emergency responses, at least 80% must be actual responses while 20% may be stand bys.
 - e) Must maintain "Active Responder" status on annual basis in order to maintain appointment. Verification of this requirement will occur on the anniversary date of their appointment for the year prior.
 - f) Must successfully complete the following prior to appointment:
 - i) A.A.Co. Haz Mat Level I Certification.
 - ii) E.M.T- B
 - iii) Current American Health Association C.P.R. (Course C).
 - iv) A.A.Co. A.E.D. Certification.
 - v) M.F.S.P.Q.B. Fire Officer III Certification OR Equivalent Certification.
 - vi) M.F.S.P.Q.B. Fire Service Instructor II Certification OR Equivalent Certification.
- 5) **Specific Duties:**
 - a) Command of their respective station's first due area in the absence of a senior officer.

- b) Command an incident scene operation, outside their respective company's First Due Area, until relieved by a departmental officer of higher rank.
 - c) Ensure that all pertinent Fire, EMS, Training and Rescue reports are properly recorded.
 - d) Responsible for proper maintenance of apparatus and company quarters as directed.
 - e) Review, initiate and forward repair requests for their respective companies as directed.
 - f) Ensure that all members of their company receive required training.
 - g) Ensure that all company members are familiar with street locations, water supplies, hydrants and buildings designated as target hazards in their First Due Area.
 - h) Discuss and disseminate information of mutual concern with the Battalion Chief.
 - i) Attend training conferences, meetings, etc. as appropriate.
 - j) The Company Assistant Chief is under the direct control of the company chief in matters relating to operations, both emergency and non-emergency, and serves at the pleasure of the Chief of the Department.
- 6) Specific Company Requirements: The Volunteer Company Assistant Chief rank shall be authorized for companies meeting the following criteria:
- a) Companies with the number of County recognized officers subordinate to the rank of Assistant Chief greater than or equal to five (5).
 - b) Companies with personnel in the Volunteer Certification Database greater than or equal to thirty (30).

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Volunteer Company Chief

- 1) Nature of Work: Appointed by the Chief of the Department and serves at his or her pleasure and is under the control of the Anne Arundel County Fire Department in matters relating to operations both emergency and non-emergency; shall be knowledgeable in matters relating to supervision of emergency operations and management and personnel matters at the station level. Performs related duties as required.
- 2) Examples of Work: Acts as commanding officer of a station of fire fighting personnel. Responsible for station training and drilling programs; calls for drills in the use of apparatus and equipment, fire rescue and first aid; maintains and directs the daily work routine, inspecting quarters and apparatus, instructs members in rules, regulations and procedures; combats fires utilizing full experience and training in fire fighting strategy; pre-plans fire strategy in hazard areas; supervises inspection programs; transmits greater alarms on own authority as necessary; directs the movement of fire fighters and apparatus at fires; makes recommendations on personnel matters; supervises the keeping of records; prepares reports; establishes and maintains effective working relationships with superiors, subordinates and the public.
- 3) Desirable Minimum Knowledge, Abilities and Skills: Considerable knowledge of fire fighting principles, practices, methods, techniques and equipment; considerable knowledge of the principles and practices of leadership, training and supervision; considerable knowledge of fire rules and regulations; ability to train, supervise and evaluate the work of a company of fire fighting personnel; ability to apply fire fighting principles, practices, methods and techniques to the fighting of fires; ability to analyze difficult fire fighting situations, problems and data to use judgment in decision making; ability to supervise the keeping of records and to prepare reports; ability to communicate effectively, orally and in writing.
- 4) Minimum Education and Experience:
 - a) Minimum age of 24 years.
 - b) Possession of Maryland Class "C" Driver's License or valid home State license for military personnel.
 - c) Captain OR Assistant Chief for two (2) years.

- d) Five (5) years in the Department.
- i) Active Responder - defined as an individual who has responded to 100 emergency responses or five percent (5%) of their company's total emergency responses, whichever is less, as described in LOSAP, Section f., Responses, one year prior from the date of their Volunteer Qualification Worksheet submission. Of the required emergency responses, at least 80% must be actual responses while 20% may be stand bys.
- e) Must maintain "Active Responder" status on annual basis in order to maintain appointment. Verification of this requirement will occur on the anniversary date of their appointment for the year prior.
- f) Must successfully complete the following prior to appointment:
 - i) A.A.Co. Haz Mat Level I Certification.
 - ii) E.M.T.-B
 - iii) Current American Health Association C.P.R. (Course C).
 - iv) A.A.Co. A.E.D. Certification.
 - v) M.F.S.P.Q.B. Fire Officer III Certification OR Equivalent Certification.
 - vi) M.F.S.P.Q.B. Fire Service Instructor III Certification OR Equivalent Certification.
- 5) Specific Duties:
 - a) Command of their respective station's first due area in the absence of a senior officer.
 - b) Command of incidents outside their respective company's First Due area until relieved by a departmental officer of higher rank.
 - c) Ensure that all pertinent Fire, EMS, Training and Rescue Reports are properly recorded.
 - d) Responsible for proper maintenance of apparatus and company quarters as directed.
 - e) Review, initiate and forward Repair Requests for their respective companies as directed.
 - f) Ensure that all members of their company receive required training.
 - g) Ensure that all company members are familiar with street locations, water supplies, hydrants and buildings designated as target hazards in his or her First Due area.
 - h) Discuss and disseminate information of mutual concern with the Battalion Chief.
 - i) Attend training conferences, meetings, etc. as appropriate.
 - j) The Company Chief is under the direct control of the battalion officer in matters relating to operations, both emergency and non-emergency, and serves at the pleasure of the Chief of the Department.

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Volunteer Ambulance Technician

Nature of Work

Under immediate supervision, performs beginning level emergency care and life support work in the Emergency Medical Services, maintains department equipment and facilities. Participates in a continuous training program. Shall not operate at any Hazardous Materials incident, except in the "Cold Zone," as assigned by the appropriate authority. Shall not ride fire or rescue apparatus unless certified in the Volunteer Certification Data Base and qualified as a probationary Fire Fighter, or higher. Performs related work as required. Note: Personnel who are qualified for a Suppression rank and this rank, should certify in the Suppression rank for purposes of the Volunteer Certification Data Base as this will allow dual functions for both positions.

Examples of Work

Responds on the ambulance to provide Basic Life Support levels of emergency care,

attends company drills, continues to train in Emergency Care procedures and techniques, performs routine duties in the cleaning, maintenance and repair of fire department property and equipment; prepares and maintains logs and reports.

Desirable Minimum Knowledge, Abilities and Skills

Ability to learn and apply Emergency Care principles, practices, methods techniques and equipment. Ability to carry, lift and balance up to 125 lbs. (56.8 kg), or 250 lbs (113.6 kg) with assistance. Ability to bend, stoop, balance, and crawl on uneven terrain. Ability to do routine station house maintenance work. Ability to maintain effective working relationships with superiors, other employees and the public. Ability to communicate effectively, orally and in writing.

Minimum Education and Experience

- 1) Minimum age of 16 years
- 2) Must successfully complete the following prior to appointment:
- 3) EMT-B
- 4) Current American Heart Association CPR (Health Care Professional)
- 5) A.A. Co. AED Certification
- 6) HazMat Awareness (IRHMI: BC or equivalent)

Specific Duties

- 1) Performs emergency medical care and basic life support.
- 2) Performs ambulance and fire station maintenance duties.
- 3) Maintain a current knowledge of EMS competencies at the EMT-B skill level.

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Volunteer Ambulance Technician Driver/Attendant

The following special qualification, Volunteer Ambulance Technician Driver/Attendant, may be utilized by individuals who currently hold the position of Volunteer Ambulance Technician or greater, example: a Volunteer Ambulance Technician, Advanced Life Support Technician V (Paramedic), Volunteer Lieutenant, etc., may also be appointed as a Volunteer Ambulance Technician Driver/Attendant

Nature of Work

Under limited supervision, performs basic emergency medical care and basic life support work in Emergency Medical Services. Maintains department equipment and facilities. Responsible for specialized emergency care work, vehicle and equipment operation. Participates in a continuous training program. Shall not operate at any Hazardous Materials Incident, except in the "Cold Zone," as assigned by the appropriate authority. Shall not ride fire or rescue apparatus unless cross-qualified as a Probationary Firefighter, or higher. Performs related work as required.

Examples of Work

Drives ambulance vehicles as qualified; prepares and maintains equipment, reports, etc.; provides basic levels of emergency care and life support; attends company drills, continues to train in Emergency Care procedures and techniques, may assist in the training of others; performs preventive maintenance, light repair to vehicles and equipment, and housework.

Desirable Minimum Knowledge, Abilities and Skills

Ability to learn and apply EMS principles, practices, techniques, and equipment; ability to carry, lift and balance up to 125 lbs. (56.8 kg), or 250 lbs (113.6 kg) with assistance. Ability to bend, stoop, balance, and crawl on uneven terrain. Ability to operate motor vehicles safely; possess a good knowledge of County geography and road network, as well as locations of area hospitals. Ability to maintain an effective working relationship with superiors, other employees, and the public; ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports; ability to react in emergency situations.

Minimum Education and Experience

- 1) A minimum age of 18 years
- 2) Possession of Maryland Class "C" Driver's license appropriate for operation of light and medium duty ambulance, or equivalent license issued by their resident state.
- 3) Must successfully complete the following prior to appointment:
 - a) EMT-B
 - b) Current American Heart Association CPR (Health Care Professional)
 - c) A.A. Co. AED Certification
 - d) HazMat Awareness (IRHMI: BC or equivalent)
 - e) Ambulance Technician Qualification
 - f) Defensive driving course to include a practical session of obstacle course driving.
- 4) It is a Company level responsibility to train and clear individuals to drive apparatus, and to maintain a driving log.

Specific duties

- 1) Performs emergency medical care and life support.
- 2) Performs ambulance and fire station maintenance duties.
- 3) Drives and operates fire department ambulance vehicles.
- 4) Maintain a current knowledge of EMS competencies at the EMT-B skill level.

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Volunteer Advanced Life Support Technician - CRT/ EMT-I

Nature of Work

The EMT-I / CRT is a highly skilled and responsible position. The EMT-I/CRT must have the ability to verbally communicate via telephone and radio equipment. The ability to interpret and respond to written, oral and diagnostic forms of instruction. Must be able to use good judgment and remain calm in high stress situations, and take on the role of leader in emergency medical care. Must have the ability to read road maps, drive

emergency vehicles; accurately discern street signs/ signals and addresses, read medication/ prescription labels and directions. Must be able to communicate verbally in a quick, accurate and expedient manner with patients and others in a diverse cultural and age groups, so as to interview patients, family and bystanders. Must be able to discern deviations/changes in eye/skin coloration due to patient condition, and to give the appropriate treatment within the EMT-I/CRT scope of practice. The EMT-I/CRT must be able to document, in writing, all relevant information in the prescribed format. Shall not operate at any Hazardous Materials Incident, except in the "Cold Zone," as assigned by the appropriate authority. Shall not ride fire or rescue apparatus unless cross-qualified as a Probationary Firefighter, or higher. Perform other related duties.

Examples of Work

The EMT-I/CRT must have good manual dexterity with the ability to perform all tasks related to basic and advanced emergency care, and documentation. The ability to lift, carry and balance up to 125 lbs (56.8 kg) individually and 250 lbs. (113.6 kg) with assistance. The ability to bend, stoop, balance, and crawl on uneven terrain or confined spaces. Ability to withstand varied environmental conditions such as extreme heat, cold and moisture. Must also have the ability to perform quick, precise practical mathematical calculation pertinent to metric conversion, ratios and proportions of medication and supplies used in emergency care.

Minimum Education and Experience

- 1) Minimum age or 18 years
- 2) Must successfully complete the following prior to appointment:
 - a) Completion of Cardiac Rescue technician program (terminate 01/02), NREMT-I 1999 standard effective 01/02, and certification by the Maryland State EMS Board.
 - b) Fire Fighter I Modules 1 and 2
 - c) Current American Heart Association CPR (Health Care Professional)
 - d) A.A. Co. Initial AED Certification (after initial course, certification will expire with concurrent CRT)
 - e) HazMat Awareness/Operations (IRHMI: BC or equivalent)
 - f) Affiliation with the Anne Arundel County Fire Department EMS Division and assigned to an advanced life support company.
 - g) Volunteer Ambulance Technician Driver/Attendant requirements must be met if the individual operates an emergency vehicle.

Necessary Special Requirements

Possession of a valid non-commercial class B motor vehicle operator's license issued by the State or an equivalent license issued by their state of residence. Must also possess valid Maryland CRT Certification, or a valid National Registry Immediate and a valid MIEMSS EMT-I license.

Specific Duties

- 1) Perform medical services, fire and rescue work; Perform apparatus and building maintenance duties
- 2) Maintain a current knowledge of EMS competencies at the CRT/EMT-I level.

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Volunteer Advanced Life Support Technician - EMT-P

Nature of Work

The EMT-P is a highly skilled and responsible position. The EMT-P must have the ability to verbally communicate via telephone and radio equipment. The ability to interpret and respond to written, oral and diagnostic forms of instruction. Must be able to use good judgment, remain calm in high stress situations, and take on the role of leader in emergency medical care. Must have the ability to read road maps, drive emergency vehicles, accurately discern street signs/ signals and addresses, read medication/ prescription labels and direction. Must be able to communicate verbally in a quick, accurate and expedient manner with patients and others in diverse cultural and aged groups so as to interview patients, family and bystanders. Must be able to discern deviations/ changes in eye/skin coloration due to patient condition and to give the appropriate treatment within the EMT-P scope of practice. The EMT-P must be able to document, in writing, all relevant information in the prescribed format. Shall not operate at any Hazardous Materials Incident, except in the "Cold Zone," as assigned by the appropriate authority. Shall not ride fire or rescue apparatus unless cross-qualified as a Probationary Firefighter, or higher. Perform other related duties.

Examples of Work

The EMT-P must have good manual dexterity with the ability to perform all tasks related to basic and advanced emergency care and documentation. The ability to lift, carry and balance up to 125 lbs (56.8 kg) individually and 250 lbs. (113.6 kg) with assistance. The ability to bend, stoop, balance, and crawl on uneven terrain or confined space; the ability to withstand varied environmental conditions such as extreme heat, cold and moisture. They must also have the ability to perform quick, precise practical mathematical calculation pertinent to metric conversion, ratios, and proportions of medication and supplies used in emergency care.

Minimum Education and Experience

- 1) Minimum age of 18 years
- 2) Must successfully complete the following prior to appointment:
 - a) Completion of NREMT-P training program, qualification as an NREMT-P and licensure by the Maryland State EMS Board, successful completion of a Maryland Medical Protocol class and MIEMSS Administrative Protocol exam.
 - b) Fire Fighter I Modules 1 and 2
 - c) Current American Heart Association CPR (Health Care Professional)
 - d) A.A. Co. Initial AED Certification (after initial course, certification will expire concurrent with EMT-P)
 - e) HazMat Awareness (IRHMI: BC or equivalent).
 - f) Affiliation with the Anne Arundel County Fire Department EMS Division and be assigned to an advanced life support company.
 - g) Volunteer Ambulance Technician Driver/Attendant requirements must be met if the individual operates an emergency vehicle.

Necessary Special Requirements

Possession of a valid non-commercial class B motor vehicle operator's license issued by the State, or an equivalent license issued by their state of residence. The possession of a valid National Registry and MIEMSS Paramedic license.

Specific Duties

- 1) Perform medical services, fire and rescue work
- 2) Perform apparatus and building maintenance duties
- 3) Maintain a current knowledge of EMS competencies at the EMT-P level

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Volunteer EMS Coordinator

Nature of Work

Under limited supervision, with the direction of the Anne Arundel County Fire Department EMS Division, coordinates the BLS ambulance service for a volunteer fire company. Shall have previously attained the rank of Volunteer Ambulance Technician Driver/Attendant or high rank. Shall not operate at any Hazardous Materials Incident, except in the "Cold Zone," as assigned by appropriate authority. Shall not ride fire or rescue apparatus unless cross-qualified as a Probationary Firefighter, or higher. Performs related work as required.

Examples of Work

Coordinates all aspects of BLS ambulance service for a volunteer fire company/department, including training and indoctrination of personnel, maintenance of equipment and supplies, scheduling of crews, preparation of reports and statistics, reviewing volunteer EMS personnel performance. Develops and monitors a BLS preceptor program, advises and counsels volunteer EMS personnel; recommends personnel discipline and commendation actions to the Senior Volunteer Officer, as appropriate. Establishes and maintains effective working relationships with superiors and the public.

Desirable minimum knowledge, abilities, and skills

Considerable knowledge of emergency medical practices, methods, techniques, and equipment. Good knowledge of the principles and practices of leadership, training, and supervision. Good knowledge of relevant laws, rules and regulations. Ability to train, coordinate, and evaluate EMS personnel. Ability to apply current principles, practices, methods, and techniques to emergency medical care situations. Ability to establish and maintain effective working relationships with superiors, subordinates, and the public.

Minimum Education and Experience

- 1) Minimum age of 21 years
- 2) Ambulance Technician for at least one (1) year.

- 3) Must complete the following prior to appointment:
- EMT-B
 - Current American Heart Association CPR (Health Care Professional)
 - A.A. Co. AED Certification
 - HazMat Awareness (IRHMI: BC or equivalent).
 - Fire Fighter I Modules 1 and 2
 - MFSPQB Instructor I certification or be able to meet the requirements for Instructor I Certification thru one of the following options:

Option 1- NFA Instructional Techniques for Company Officers

A.A. Co. Instructor I (P.T.)

Option 2- Any other option approved by the MFSPQB for certification as an Instructor I.

Special Requirements

- Will not wear turnout gear which identifies them as an officer. Must wear black or yellow helmet with Emergency Medical Technician or Firefighter rocker labels as qualified.
- Wear blue uniform shirt with blue EMS Coordinator collar pins which have a center "Star of Life" symbol.
- A.A. Co. F.D. appointed officers who have the company duty assignment of EMS coordinator shall wear the uniform appropriate for their appointed rank.

Specific Duties

- Respond to emergency medical and rescue calls when directed.
- Coordinate BLS emergency medical training of company personnel, including establishment of training programs for attendants and drivers, indoctrination in State and County policies, procedures, and regulations, and in-service refresher training.
- Coordinate maintenance of ambulance and equipment. Requisition repairs, supplies, and equipment through command channels, as needed.
- Schedule ambulance crews for regular duty and special details.
- Coordinate completion and submission of ambulance run reports, and maintain of company EMS statistics, records, and reports.
- Review performance of company EMS personnel, counsel and advise personnel accordingly. Recommend personnel discipline and commendation actions to the Senior Volunteer Officer.
- Have no line fire ground authority, unless qualified appointed as a Fire Officer.

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Other Regulations Pertaining to Volunteer Members

Reimbursement for Court Appearances

- County Code, Article 18, § 1-204 reads, "The County shall reimburse a volunteer fire fighter for income lost as the result of being required to appear in Court in connection with duties as a fire fighter. The reimbursement may not exceed the pay rate for the lowest classification of fire fighting personnel."

- 2) Volunteer fire company personnel requesting reimbursement shall do so on a Special Report addressed to the Deputy Chief of Administration. A copy of the court summons shall be attached to the Special Report.
- 3) A Purchase Requisition is to be used for payment.

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Criminal Charges

At the discretion of the Chief of the Fire Department, a volunteer member may be removed from the Certified Volunteer Database for a conviction or pending charges for the crimes identified in Section 3, Criminal Background Check.

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Review of Database

- 1) The Certified Volunteer Database for each company shall be reviewed on an annual basis. Volunteer personnel who have not responded to at least 12 calls in the previous 12 months will be removed from the Database for inactivity.
- 2) Volunteer personnel may request inactive status by submitting a Special Report via the chain of command to the Deputy Chief of Administration for the following reasons:
 - a) Active duty in the armed forces;
 - b) Temporary transfer by employer;
 - c) Loss of employment;
 - d) Illness or injury of volunteer or volunteer's family member;
 - e) Death of volunteer's family member;
 - f) Pregnancy or adoption of child;
 - g) Attendance of college, trade school or fire/police academy.
- 3) A volunteer member who has requested inactive status or has been removed from the database for inactivity must complete the Admission Procedures for Volunteer Fire Company Members and any outstanding training or other required action in order to be placed back in the Certified Volunteer Database.
- 4) It shall be the responsibility of the ranking appointed volunteer officer to retrieve any County property issued to volunteer members removed from the Certified Volunteer Database for inactivity.

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Title 16 FIRE PROTECTION*

*Charter references: Fire department, § 542.

Cross references: Arrangements with other governmental jurisdictions for emergency medical, firefighting and rescue services, § 2-4; buildings and building regulations, tit. 7; capital revolving financing fund for volunteer fire, ambulance and rescue companies, § 15-161 et seq.; health and social services, tit. 17; housing, tit. 18; interference with police or fire apparatus, § 20-3; operation of vehicles upon approach of firefighting or emergency medical vehicles, § 21-14; standing vehicles near entrance to fire engine houses, § 21-105; stopping, standing or parking in fire lanes, § 21-161 et seq.; pensions and retirement for fire and police departments, § 23-126 et seq.; unauthorized opening of fire hydrant, § 35-151.

State law references: Fire prevention and protection, Ann. Code of Md. art. 38A.

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ARTICLE I. IN GENERAL

Sec. 16-1. Authority to maintain and equip fire department generally.

The county is authorized and required to provide, equip, and maintain a fire department for the

protection of property against fire in such parts of the county as they, in the exercise of their judgment and discretion, may deem necessary.

(Code 1978, § 12-1)

Sec. 16-2. Duty to provide engines, personnel, etc.; rules and regulations.

In establishing the fire department, the county shall provide all such proper fire engines and other apparatus with sufficient equipment necessary therefor to be used for the preservation of property in the county. The chief of the fire department shall have the power and authority to supervise all officers and all employees necessary, in his judgment, to serve and use such fire apparatus for its intended purposes and, further, to ordain all needful rules and regulations for the proper conduct of such officers and employees as are necessary to effectuate the purposes of this title and penalties for the infraction thereof.

(Code 1978, § 12-2)

Sec. 16-3. Fire prevention bureau.

The fire chief is further authorized and empowered to establish a fire prevention bureau, hereinafter referred to as bureau, for the county and to assign to such a bureau such personnel, as the fire chief may determine, for full-time or part-time duty, without extra compensation therefor. The fire chief is further authorized and empowered to appoint additional inspectors from the volunteer fire companies of the county, to serve without compensation. Such department personnel as described herein and so assigned to the bureau by the fire chief, when acting in the performance of their duties, shall be authorized, at any and all reasonable times, to enter upon and into any and all public buildings, stores, warehouses, factories, or any other structures or premises, except private single-family dwellings, within the limits of the county for the purpose of examining and inspecting the same for the purposes of carrying out the provisions of this section and of this Code or any regulations that may be adopted by the county hereunder.

(Code 1978, § 12-17)

Cross references: Departments, § 2-56 et seq.

Sec. 16-4. Dissolution of insolvent or discontinued volunteer fire companies.

If any incorporated volunteer fire company or volunteer firemen's association, whose principal office is located in the county, and which has received contributions in money or equipment from the county becomes insolvent, or if such company or such association discontinues the activities for which it was incorporated or organized, the county shall be authorized to apply to the circuit court for the county for the appointment of a receiver of the estate and assets of such company or such association, and for the dissolution of such company or association. The receiver so appointed shall administer the estate and assets under the direction of the court and, after payment to its creditors of the full amount of their claims, shall turn over the balance of the estate and assets, if any, to the county, to be used for its corporate purposes.

(Code 1978, § 12-7)

Cross references: Capital revolving financing fund for volunteer fire, ambulance and rescue companies, § 15-161 et seq.

Sec. 16-5. Investigation of causes of fires.

The fire chief or designee shall possess full power to investigate the cause of any and all fires that may happen in the county, whenever he deems such investigation expedient or necessary, and the fire chief shall have power to summon and compel the attendance of all necessary witnesses and to direct them to produce all necessary papers and books; every such summons shall be directed to the sheriff of the county, who is required to serve the same as other writs of like nature, and he

shall be entitled to have and demand like fees as are now allowed for similar writs, and all persons refusing to obey such summons so served shall be deemed guilty of a misdemeanor. (Code 1978, § 12-3)

Sec. 16-6. Inspections of commercial structures.

(a) The fire chief or designee is hereby authorized and empowered, at any and all reasonable times, to enter upon and into any and all public buildings, stores, warehouses, factories or any other structures or premises used for commercial purposes within the limits of the county, for the purpose of examining and inspecting the same, to ascertain the conditions thereon or therein with regard to the presence or arrangement of deposits of, or any article, materials, substances, goods, wares, merchandise or any other thing or things, which may, in his opinion, tend to create danger of or from fire, or unnecessarily and unreasonably interfere with the work of the fire department in the event of fire on or in such premises, buildings or structures, or the loss of life of the occupants or other persons on or in such premises, buildings or structures in the event of fire; also with regard to the condition, size, arrangement and efficiency of any and all appliances for fire prevention or for protection against fire on or in such premises, buildings or structures.

(b) Any individual making any such inspection shall report, in writing, the results of such inspection to the fire chief. For the purpose of making such inspections, additional members of the fire department, as may be so directed and designated, are hereby authorized and clothed with the same power to enter upon and into and inspect any premises, buildings, or structures within the limits of the county as is hereby given to the fire chief under any applicable provision of this Code.

(Code 1978, § 12-19)

Sec. 16-7. Inspecting child care facilities.

The department shall provide for the annual inspection of all family child care homes and group child care centers located in the county. The department shall inspect such facilities to determine compliance with all applicable fire safety standards, procedures, and equipment.

(Code 1978, § 12-19.1)

Sec. 16-8. Injuring or impeding fire or other emergency apparatus.

A person who shall willfully injure, deface, or destroy any piece or part of any fire or other emergency apparatus or of its equipment or appurtenances so provided or shall in any manner willfully hinder, obstruct, or impede the same or those lawfully in charge thereof from freely passing along any street or highway whatever, in going to or returning from any fire or other emergency incident, shall be guilty of a misdemeanor.

(Code 1978, § 12-4)

Sec. 16-9. Heating or lighting certain buildings with explosive or flammable compounds.

It shall be unlawful for any person, agent, owner, or proprietor of any business, manufacturing establishment, or factory where four (4) or more persons are employed to use any coal, oil, gasoline, or any other explosive or flammable compound for the purpose of lighting or heating in any form, except under a special permit from the county, granted for that purpose, for a period not exceeding one (1) year, the same to be renewed from time to time by the county in their discretion; and any person, agent, owner, or proprietor violating this provision shall be guilty of a misdemeanor.

(Code 1978, § 5-10)

Secs. 16-10--16-40. Reserved.

ARTICLE II. FIRE PREVENTION CODE, RULES AND REGULATIONS

Sec. 16-41. Authority of county to adopt fire prevention code and other rules and regulations.

(a) The county is further authorized and empowered by resolution or ordinance to adopt and from time to time to amend a fire prevention code and other rules and regulations to provide:

(1) For protection against fires and for the prevention, abatement, and removal of fire and life hazards;

(2) For the powers and duties of the fire prevention bureau;

(3) For the incorporation by reference into such code of any code or part thereof prepared by any governmental agency or any trade or professional association for general distribution in printed form as a standard or model on any subject, relating to fire prevention, fire hazards or flammable or dangerous substances; provided that subsequent amendments to any such model or standard code shall not be effective until specifically incorporated into such fire prevention code;

(4) For the procedures for the enforcement of the provisions of such code and for the penalties for the violation of the fire prevention code and any order issued under the authority thereof and any ordinance, resolution or regulation for the prevention of fires or for the prevention, abatement or removal of fire hazards.

(b) The county may exercise all or any part of the powers granted hereunder, but no rule or regulation adopted by the county under any of such powers shall be deemed valid or effective until the same shall have been formally adopted by the county executive and approved by the county council and notice of the adoption of the rules and regulations shall have been published at least two (2) times thereafter in one (1) or more newspapers of general circulation in the county. Such notice may in the sole and absolute discretion of the county council contain a brief and concise statement or short summary of the rules and regulations adopted. After formal adoption of the rules and regulations and publication of notice, as herein provided, all persons shall be deemed to have notice thereof and no actual notice need be proven. It shall be the duty of the county to cause said rules and regulations to be available for inspection by the public at any time; and the county is authorized to have printed and made available for public distribution such number of copies of any rules and regulations so adopted, as they may deem necessary and proper, and may require the payment of a reasonable charge for any printed copy so furnished.

(c) The fire chief, in addition to any remedies and penalties otherwise prescribed by law, shall have the right to enforce the rules and regulations and the fire prevention code adopted under the authority of this article.

(d) Every person shall fully comply with all the terms and provisions of the fire prevention code hereby authorized. Any act or actions which are contrary to any person or requirement or any and all failures to comply with any provision or requirement of the fire prevention code shall constitute a violation of the fire prevention code. Every person who commits a violation of the fire prevention code shall be guilty of a misdemeanor.

(e) The enforcement officers may serve a violation notice to any person found in violation of this section or article 27, section (a), (c) and (d) directing compliance within such reasonable time as the fire department shall determine. Failure to comply with such notice shall subject such violator to the civil monetary penalties set forth in subsection (f) or (g) of this section.

(f) If this section is violated, the civil monetary penalty to be paid to the county shall not exceed two hundred fifty dollars (\$250.00) for the first violation and failure to comply with the first notice given as provided in subsection (e) of this section, not to exceed five hundred dollars (\$500.00); for the second such violation and failure to comply, and not to exceed one thousand dollars (\$1,000.00) for any further violation(s) and failure to comply as provided in subsection

(e) of this section.

(g) The civil monetary penalties provided in article 27, paragraph 156(c) shall apply to false alarm violations as provided therein.

(Code 1978, § 12-14; Bill No. 178, 1992, § 1)

Sec. 16-42. Revision of fire prevention code.

The Fire Department shall submit revisions of the Fire Prevention Code of Baltimore County, Maryland, to the County Executive for his review and submittal to the County Council within nine (9) months after the publication date of the Triennial NFPA 101 Life Safety Code adopted by the National Fire Protection Association. The Fire Prevention Code of Baltimore County authorized by Council Bill 70-2001 shall appear as a document under separate cover.

(Code 1978, § 12-15; Bill No. 46-94, §§ 1, 2, 5-2-94; Bill No. 81-97, § 2, 9-29-97; Bill No. 16-99, § 1, 5-22-99; Bill No. 70-01, § 2, 10-21-01)

Sec. 16-43. Further rules and regulations.

The fire chief is authorized to make all necessary rules and regulations with respect to fire prevention and fire inspections in the county.

(Code 1978, § 12-16)

Sec. 16-44. Enforcement officers.

All uniformed personnel who are assigned to the fire prevention section of the fire department and all battalion chiefs assigned to the suppression division of the fire department be and are hereby designated enforcement officers and authorized to issue a citation for a civil violation.

(Bill No. 178, 1992, § 1)

Secs. 16-45--16-70. Reserved.

ARTICLE III. ALARMS AND SMOKE DETECTORS

Sec. 16-71. Automatic fire alarm systems--Existing rental dwelling units.

(a) On or before October 1, 1985, the owner of every building containing either one (1), two (2) or three (3) rental dwelling unit(s), as defined in section 201 of the county building code, shall install direct-wired, electrically operated smoke detectors in accordance with building code requirements for new one- and two-family dwellings with battery-powered backup system(s) for such dwellings constructed prior to 1976.

(b) Any such rental dwelling unit, which currently contains one (1) or more direct-wired electrically operated smoke detector(s) approved as provided in the county building code, with battery-powered backup systems for such dwelling constructed prior to 1976, shall be deemed to have complied with the provisions of subsection (a) of this section.

(c) The owner of each and every rental dwelling unit, referred to in subsections (a) and (b) of this section, shall submit to the department of permits and licenses of the county, on or before October 1, 1985, and on October 1st of every third year thereafter, written verification by a licensed electrician or the county fire department of the existence, proper installation, and operation of the required smoke detector(s).

(d) The owner of each and every rental dwelling unit referred to in subsections (a) and (b) of this section shall also be responsible for the maintenance, repair, and replacement of said smoke detector; provided, however, that such owner shall receive written notification by certified mail from the occupant of such premises that the smoke detector therein is not in operating order and condition.

(e) An owner or occupant of such rental dwelling unit shall not remove or render a smoke detector inoperative.

(f) The department of permits and licenses may serve a violation notice to any person found in violation of this section directing compliance within such reasonable time as the department of permits and licenses shall determine. Failure to comply with such notice shall subject such violator to the civil monetary penalties set forth in subsection (g) of this section.

(g) If this section is violated, the civil penalty shall be two hundred fifty dollars (\$250.00) for the first such violation and/or failure to comply with the first notice given as provided in subsection (f) of this section, five hundred dollars (\$500.00) for the second such violation and/or failure to comply, and one thousand dollars (\$1,000.00) for any further violation(s) and/or failure to comply as provided in subsection (f) of this section.

(Code 1978, § 5-12.1)

Cross references: Housing, tit. 18.

Sec. 16-72. Same--Child care facilities.

The requirements of section 16-71 shall apply to the owner of any family child care home, group child care center, or nursery school or to the owner or lessor of any building or structure which contains any such facility, except that the smoke detectors are not required to be direct wired.

(Code 1978, § 5-12.2)

Sec. 16-73. Fire alarm telegraph system.

As part of the fire department, the county shall have power to provide a fire alarm telegraph or other device in the county, and any person without authority illegally intermeddling therewith, by giving false alarms thereby, or in any manner injuring any such arrangements for telegraphing shall be guilty of a misdemeanor.

(Code 1978, § 12-5)

Secs. 16-74--16-80. Reserved.

ARTICLE IV. VOLUNTEER FIRE LENGTH OF SERVICE AWARD PROGRAM*

*Editor's note: Bill No. 118-99, §§ 1, 2, adopted March 5, 2000, repealed the former Art. IV and enacted a new article as set out herein. The former Art. IV, §§ 16-81--16-86, pertained to similar subject matter and derived from Bill No. 58, 1991, § 1(12-25)--(12-30) and Bill No. 49-96, § 11, adopted July 1, 1996.

Sec. 16-81. Definitions.

(a) In this article the following words have the meanings indicated.

(b) "Association" means the Baltimore County Volunteer Firemen's Association.

(c) "Member" means an active volunteer member of a county volunteer fire, ambulance, rehabilitation, or rescue company.

(d) "Program" means the volunteer fire length of service award program.

(Bill No. 118-99, § 2, 3-5-00)

Sec. 16-82. Established.

There is a volunteer fire length of service award program for qualified active members of the county volunteer fire, ambulance, rehabilitation and rescue companies that are active member companies of the association in good standing.

(Bill No. 118-99, § 2, 3-5-00)

Sec. 16-83. Eligibility for benefits.

(a) A member is eligible to receive benefit payments from the program when the member

reaches the age of 60 years old and has completed a minimum of 25 years of creditable active volunteer service with a county volunteer fire, ambulance, rehabilitation, or rescue company.

(b) (1) One year of creditable active volunteer service is a year in which an eligible member has accumulated a minimum of 50 points between January 1 and December 31, both inclusive, as certified under § 16-84 of this article, in accordance with the constitution and bylaws of the county volunteer firemen's association.

(2) Points are not transferable from year to year.

(3) Classification as an "active" member by individual company bylaws is not sufficient for eligibility.

(c) An individual who is a member of a county volunteer fire, ambulance, rehabilitation, and rescue company which company becomes eligible for participation in the program after the effective date of this Act may not receive credit under subsection (b) of this section for any period of time served in the county volunteer fire, ambulance, rehabilitation, and rescue company before the effective date of this Act, except for credit earned as a member of another county volunteer fire, ambulance, rehabilitation, and rescue company that was eligible for participation before the effective date of this Act.

(Bill No. 118-99, § 2, 3-5-00)

Sec. 16-84. Certification procedure.

(1) Each participating company shall maintain a detailed and accurate record for each member as provided in this section.

(2) Each participating company shall maintain all records required under this section in the format prescribed by the association.

(3) On or before March 1 of each year, the secretary of each company shall furnish, under oath, to the association a list of all members and shall identify those members who have qualified for active volunteer service credit for the program for the preceding year.

(4) In computing points for those members who also serve as paid employees of the county, points may not be given for those duties performed during the scope and course of a member's employment as a paid employee of the county.

(5) (i) The association shall:

1. review the list of each company;
2. approve the final certification; and
3. return the approved list of qualified members to each company.

(ii) The company shall post the approved list for review for at least 30 days.

(6) (i) Within 60 days after the posting of the list, a member whose name does not appear on the approved certified list may appeal the decision to the executive board of the association.

(ii) The board shall make a final decision.

(Bill No. 118-99, § 2, 3-5-00)

Sec. 16-85. Administration.

(a) The association shall administer the program in accordance with the procedures and standards established by:

- (1) the county administrative officer;
- (2) the director of budget and finance; and
- (3) the constitution and bylaws of the association.

(b) The county executive shall make available to the association support personnel that may be necessary to carry out the provisions of this article.

(c) (1) In addition to any other audits required by law, the county auditor may audit the records of:

- (i) a participating member;
- (ii) a member company; or
- (iii) the association.

(2) All records and files relating to the receipt and expenditure of county funds or the disbursement or receipt of any benefit, by any person, shall at all times be open to the inspection of the county auditor.

(Bill No. 118-99, § 2, 3-5-00)

Sec. 16-86. Funding and benefits.

(a) Each year, the association shall submit to the fire chief the names of members who are eligible to receive benefit payments, specifying the number of months for which each will be eligible for benefit payments during that year.

(b) Each year, the fire department shall submit with its budget a request for funds to pay to the association an amount sufficient to:

- (1) pay those members who are eligible or will become eligible to receive benefit payments under the program; and
- (2) provide for the administration of the program.

(c) A member eligible to receive benefit payments under the program shall receive a payment of at least \$100.00 per month for life.

(d) (1) The county executive periodically shall review the benefits of the program and may recommend a change in the benefits.

(2) Revised benefits shall be effective on the first pay period in the new fiscal year.

(Bill No. 118-99, § 2, 3-5-00)

S.O.P. #: TACTICAL OPERATIONS MANUAL #07

SUBJECT: INCIDENT MANAGEMENT SYSTEM

DIVISION: EMERGENCY OPERATIONS

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PREFACE

NATIONAL FIRE SERVICE INCIDENT MANAGEMENT SYSTEM MODEL FOR STRUCTURAL FIREFIGHTING

The purpose of the Incident Management System (IMS) is to provide for a systematic development of a complete functional command organization designed to allow for single or multi-agency use that increases the effectiveness of command and firefighter safety.

This model system was developed by the National Fire Service Incident Management System Consortium. It combines command strategy with organizational procedures and is designed to be used primarily for structure fire incidents using up to twenty five(25) fire companies. Much of the organizational design is applicable to other types of emergency incidents. The model reflects the merger of certain elements of the California FIRESCOPE Incident Command System and the Phoenix Fire Ground Command System.

The key elements of the system are:

- The systematic development of a complete functional organization with the major functions being command, operations, planning, logistics and finance/administrative.
- It is designed to allow for multi-agency adoption in federal, state, and local fire agencies. Therefore, organizational terminology used in the IMS is designed to be acceptable to all levels of government.
- Designed to be the basic everyday operating system for all incidents within each agency. Therefore, the transition to large and or multi-agency operations requires a minimum of adjustment for any of the agencies involved.
- The organization builds from the ground up, with the management of all major functions initially being the responsibility of one or just a few persons. Functional units are designed to handle the most important incident activities. As the incident grows in size and or complexity, functional unit management is assigned to additional individuals in order to maintain a reasonable level of control and efficiency.
- Designed on the premise that the jurisdictional authority of the involved agencies will not be comprised, each agency having legal responsibility with its jurisdiction is assumed to have full command authority within its jurisdiction at all times.
- Assisting agencies will normally function under the direction of the Incident Commander appointed by the jurisdiction in which the incident occurs.
- Multi-jurisdictional incidents will normally be managed under a unified command management structure involving a single incident command post and a single incident action plan—applicable to all agencies involved in the incident.
- The system is intended to be staffed and operated by the qualified personnel from any agency, and a typical incident could involve the use of personnel from a variety of agencies, working in many different parts of the organization.
- The system expands and contracts organizationally based upon the needs of the incident. Span of control recommendations are followed closely; therefore, the organizational structure is never larger than required.

Although the focus of the Consortium's work is structural firefighting—the Consortium recognizes the importance to the fire service of coordinating incident response with responders of other disciplines, such as medical, law enforcement and public works. An effective incident management system must provide an integrated multi-discipline approach. The IMS model, while capitalizing on the strengths of fireground command, provides an overall structure that allows the successful integration of multiple disciplines, allowing application to the "all risk" nature of emergency incidents.

Other response disciplines (law enforcement, public works) are encouraged to address their specific tactical needs within the command/operations sections in the detail given to fireground command, while retaining the overall IMS structure. On multi-discipline incidents, experience has proven the critical necessity of integrating response agencies into one operational organization managed and supported by one structure. For this reason, the IMS Consortium supports an integrated, multi-discipline organization over separate incident management systems for each organization.

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The National Fire Service Incident Management System Consortium believes that any incident management system should be procedure driven for the following reasons:

Written procedures reflect department policy on incident management.
Procedures provide a standardized approach to managing any incident.
Procedures provide predictable approaches to Incident Management.

Procedures should be applied routinely.

Procedures provide a training tool for firefighters' reference.
Procedures provide a baseline for critiques and review of incidents.
Procedures make the incident commanders' operations more effective.

This model reflects a procedural approach to all the overall structure of the IMS. The Consortium will be addressing various models of other "all risk" types of urban emergencies (such as multi-casualty, hazardous materials, high-rise) in future work.

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COMMAND PROCEDURES

PURPOSE

Fire Departments respond to a wide range of emergency incidents. This procedure guide identifies standard operating procedures that can be employed in establishing command. The system provides for the effective management of personnel and resources providing for the safety and welfare of the personnel. It also establishes procedures for the implementation of all components of the Incident Management System.

Command Procedures are designed to:

- Fix the responsibility for Command on a specific individual through a standard identification system, depending on the arrival sequence of members, companies and chief officers.
- Ensure that a strong, direct, and visible Command will be established from the onset of the incident.
- Establish an effective incident organization defining the activities and responsibilities assigned to the Incident Commander and to other individuals operating within the Incident Management System.
- Provide a system to process information to support incident management, planning and decision making.
- Provide a system for the orderly transfer of command to subsequent arriving officers.

FUNCTIONS OF COMMAND

The Functions of Command include:

1. Assume and announce Command and establishing an effective operating position (Command Post).
2. Rapidly evaluate the situation (size up).
3. Initiate, maintain, and control the communication process.
4. Identify the overall strategy, develop an incident action plan, assign companies and personnel consistent with plans and standard operating procedures.
5. Develop an effective Incident Management Organization.
6. Provide tactical objectives.
7. Review, evaluate and revise the Incident Action Plan.
8. Provide for the continuity, transfer and termination of Command.

The Incident Commander is responsible for all of these functions. As Command is transferred, so is the responsibility for these functions. **The first five (5) functions MUST be addressed immediately from the initial assumption of Command.**

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RESPONSIBILITIES OF COMMAND

The Incident Commander is responsible for the completion of the tactical priorities. The Tactical Priorities are:

1. Remove endangered occupants and treat the injured.
2. Stabilize the incident and provide for life safety.
3. Conserve property.
4. Provide for the safety, accountability, and welfare of personnel. This is an ongoing priority throughout the incident.

The Incident Management System is used to facilitate the completion of the tactical priorities. The Incident Commander is the person who drives the Incident Management System towards that end. The Incident Commander is responsible for building a command structure that matches the organizational needs of the incident to achieve the completion of the tactical priorities for the incident. The Functions of Command define standard activities that are performed by the Incident Commander to achieve the Tactical Priorities.

ESTABLISHING COMMAND

The first fire department member or unit to arrive at the scene shall assume command of the incident. The initial Incident Commander shall remain in command until command is transferred or the incident is stabilized and terminated.

1. The first unit or member on the scene must initiate whatever parts of the Incident Management System are needed to effectively manage the incident scene.
2. A single company incident (trash fires, single patient E.M.S. incidents, etc.) may only require that Company or unit acknowledge their arrival on the scene.
3. For incidents that require the commitment of multiple Companies or units, the first unit or member on the scene must announce "Command" and develop an Incident Command Structure appropriate for the incident.

The first arriving fire department unit activates the command process by giving a brief initial radio report. This report is described in detail in Chapter 7.

COMMAND OPTIONS

The responsibility of the first arriving unit or member to assume Command of the Incident presents several options, depending on the situation. If a Chief Officer, member, or unit without tactical capabilities (i.e., staff vehicle, no equipment, etc.) initiates Command, the establishment of a Command post should be a top priority. At most incidents the initial Incident Commander will be a Company Officer. A Company Officer assuming command has a choice of modes and degrees of personal involvement in the tactical activities, but continues to be fully responsible for the command functions. The initiative and judgment of the Officer are of great importance. The following command options define the Company Officer's direct involvement in tactical activities and the modes of command that may be utilized while also complying with the Two In Two Out Policy as follows.

BALTIMORE COUNTY FIRE DEPARTMENT PROCEDURE FOR TWO IN TWO OUT COMPLIANCE

The following procedure has been established to provide direction for operations in **IMMEDIATELY DANGER to LIFE HEALTH** or potential **IDLH** atmospheres and to adhere to accepted standards of firefighter safety. In accordance with NFPA 1500, OSHA 29 CFR 1910.120 & 1910.134. The Baltimore County Fire Department will maintain a safe practice of “2 in and 2 out” when operating in and around hazardous environments. This policy will affect all Career, Volunteer members, as well as any other agency involved in any fire department operations.

DEFINITIONS:

IDLH Immediately Dangerous to Life or Health: an atmospheric concentration of any toxic, corrosive, or asphyxiant substance that: 1) poses an immediate threat to life or, 2) would cause irreversible or delayed adverse health effects or, 3) would interfere with an individual’s ability to escape from the dangerous atmosphere. Atmospheres with a concentration of oxygen by volume of less than 19.5% will be considered as IDLH. Where reasonable suspicion exists, an atmosphere will be considered IDLH until proven otherwise (i.e., CO detector sounding, etc.).

Note: An interior structural fire that is outlined in the Baltimore County Fire Service Incident Management system either **SMOKE SHOWING** or **FIRE SHOWING** as well as a **WORKING FIRE** will **always** be classified as an IDLH situation. The only exception shall be an incipient stage fire as outlined by OSHA’s following classification: 29 CFR 1910.155 (26), as a “fire which is in the initial or beginning stage and which can be controlled or extinguished by portable fire extinguishers, class II standpipe or small hose systems without the need for protective clothing or breathing apparatus.”

“2 in 2 out” Term used to describe a required two person entry team “in” the hazardous area and the required two person standby team equally trained and qualified positioned just “outside” the hazardous area based on a risk based response. The following are examples of a risk-based response in the Baltimore County Fire Service:

1. **Incipient stage fire:** no SCBA needed or nothing evident upon arrival. Fire small and can be handled with a portable extinguisher or small line. Crew can deploy and extinguish fire without having standby crew outside. This is allowed under the standard of 2 in 2 out.
2. **Smoke or fire showing:** where one or more companies are needed to control the incident but not committing the entire first alarm. 2 in 2 out is required. The backup team can be ready to go in a very short order. Note: The officer must evaluate the severity of the situation before using this mode.
3. **Working fire:** All first alarm companies will be required to extinguish the fire, such as large complex operations: apartments with multiple rooms involved or mercantile establishment. Back up and/or R.I.T. teams will be needed and ready to deploy directly outside the hazard area. In this operation, the 2 out must be in full PPE with SCBA donned in close proximity to the point of entry before the attack team can enter.

NOTE: These are just a few examples of risk based responses. The first in Officers will have to make the decision – **always keeping crew safety the first priority.**

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Operations in an IDLH area

Personnel will be in full personal protective equipment, with self-contained breathing apparatus donned and operating before entering an IDLH or potential IDLH area as outlined in standard operating procedure 400-26.

Personnel required to enter an IDLH area or potential IDLH area, will at all times utilize the “buddy” system of teams of two or more. Personnel will not enter alone. Team members must remain in direct visual; voice contact with one another at all times. At no time will team members be separated from one another.

A crew leader will be designated for each team. The team leader will be equipped with a portable radio and will notify COMMAND in the event of an emergency.

Each team member will be responsible to: provide fellow team members with assistance if needed, to warn of hazards encountered, and to routinely check on the welfare of fellow team members.

‘2 IN 2 OUT’ DURING INITIAL STAGES OF MITIGATION

Prior to personnel entering the IDLH area, a standby team must be assembled that is equally trained and qualified outside the hazardous area. As outlined by the Baltimore County Fire Service Personnel Accountability System (PAT TAG).

The mission of the standby team is to provide assistance to the interior personnel in the event of a catastrophe.

The standby team will consist of two or more personnel with full PPE with SCBA ready for immediate service according to the Baltimore County Fire Service risk based response. The officer will be in full PPE and SCBA. The FADO will have turnout pants, PBI hood, turnout coat, and SCBA readily available. The FADO must wear a helmet once exiting the cab.

The standby team will have a separate hoseline in place (if required), along with any basic equipment needed to initiate a possible rescue of fire service personnel as directed by the Incident Commander.

The standby team will stay focused on the activities of the interior team and will maintain visual, voice, or radio contact with them, as available.

Standby team members may be assigned other duties provided that such duties do not interfere with their ability to perform the specific function of standby team or cause them to abandon their position. Examples may include but are not limited to: flaking out hoselines, ground level exterior ventilation, equipment retrieval if apparatus is within 50’ of standby team position, lighting, utilizing hose streams for exposure protection or exterior attack if appropriate.

Additional duties will be restricted so as not to require the abandonment of the standby team position outside the hazardous area.

In the event, the standby team must perform functions that would interfere with their mission, such as performing CPR, they will inform the interior personnel to exit the IDLH area. The interior personnel will immediately withdraw from the IDLH area until another standby team can be assembled.

It is the intent of this policy to require a total of four personnel to be assembled at the incident scene prior to entry into the IDLH area.

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2-entry team members in full PPE and SCBA and Portable Radio

2-standby team members – Officer in full PPE and SCBA and Portable Radio

- FADO will have turnout pants, PBI hood, turnout coat,
- and SCBA readily available. FADO must wear a helmet
- once exiting the cab.

NOTE: Only exception to the above shall be life safety based on the basic principle of search and rescue. If YOU arrive and YOU see or hear a victim trapped in an IDLH situation and the rescue is specific and measurable you may immediately enter the IDLH area. Those victims that are reported must be verified as to location and last time seen before you can make entry in an IDLH situation.

If the first arriving unit does not meet the minimum staffing of four white tags, they will perform EXTERIOR operations while waiting for the assembly of adequate personnel for entry. These may include but are not limited to:

- Status reporting
- Establishing Command
- Requesting additional resources
- Exterior Rescue
- Exterior Fire Attack
- Exposure protection
- EMS for victims
- Isolation
- Exterior horizontal ventilation
- Establish water supply

Once the incident progresses and higher numbers of personnel arrive on the scene, and operations expand, a Rapid Intervention Team (RIT) will be established to replace the initial standby team.

Training: This policy will be incorporated into all pertinent training courses or programs offered by the Baltimore County Fire Service

COMPLIANCE COMMITTEE

Any deviation from this guideline should be reported to the I.C and then referred to the compliance committee. The compliance committee will be responsible for the determination of a violation of the Two in Two out policy. The first Chief Officer assigned to the incident shall be the investigating officer unless otherwise designated by the committee. The investigating Chief Officer shall submit the following information to the committee:

1. The incident number, date, time, location.
2. The Brief Initial Report (BIR) or statement indicating the conditions upon arrival. This will identify the presence of an IDLH atmosphere.
3. A summary of the initial activity at the scene including:
 - a. Arrival times of equipment
 - b. Staffing level of the equipment
 - c. What PPE was donned by each person at the scene at the time of IDLH entry?
 - d. What functions were being performed at the scene at the time of IDLH entry?
4. Was a proper standby team established, according to this policy, prior to IDLH entry?
5. If no to number four why was entry made to the IDLH prior to the standby team establishment?
6. What were the times of IDLH entry and the establishment of the proper standby team?

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The compliance committee make up shall be as follows:

CAREER COMMITTEE

- 1- Division Chief of Operations
- 1- Safety Officer
- 2- Union Members
- 1- Peer Representative

VOLUNTEER COMMITTEE:

- 1- Division Chief of Operations
- 1- Safety Officer
- 2- Volunteer Senior Officer Representatives
- 1- Peer Representative

Nothing Evident Mode

These situations generally require investigation by the initial arriving company while other units remain in a staged mode or take up predetermined positions. The officer should go with the company to investigate while utilizing a portable radio to command the incident.

Limited Command Mode

Situations that require immediate action to stabilize and require the Company Officer's assistance and direct involvement in the attack. In these situations the Company Officer goes with the crew to provide the appropriate level of supervision. Examples of these situations include:

- Offensive fire attacks in marginal situation.
- Critical life safety situation (e.g., rescue) that must be achieved in a compressed time.
- Any incident where the safety and welfare of firefighters are a major concern.
- Obvious working incidents that require further investigation by the Company Officer.
- Where fast intervention is critical, utilization of the portable radio will permit the Company Officer's involvement in the attack without neglecting command responsibilities. The Limited Command mode should not last more than a few minutes and will end with one of the following:
 - A. Situation is stabilized.
 - B. Situation is not stabilized and the Company Officer must withdraw to the exterior and establish a command post. At some time the Company Officer must decide whether or not to withdraw the remainder of the crew, based on the crew's capabilities and experience, safety issues, and the ability to communicate with the crew. **No crew should remain in a hazardous area without radio communications capabilities.**
 - C. Command is transferred to another Officer. When a Chief Officer is assuming command, the Chief Officer may opt to return to the Company officer to his/her crew, or assign him/her to a subordinate position.

Command Mode

Certain incidents, by virtue of their size, complexity, or potential for rapid expansion, require immediate strong, direct, overall command. In such cases, the Company Officer will initially assume an exterior, safe and effective command position and maintain that position until relieved by a Higher Ranking Officer. A tactical worksheet should be initiated and utilized to assist in managing these types of incidents.

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If the Company Officer selects the Command Mode, the following options are available regarding the assignment of the remaining crew members.

- A. The officer may "move up" within the company and place the company into action with two or more members. One of the crew members will serve as the acting Company Officer and should be provided with a portable radio. The collective and individual capabilities and experience of the crew will regulate this action.
- B. The officer may assign the crew members to work under the supervision of another Company Officer. In such cases, the Officer assuming Command must communicate with the Officer of the other company and indicate the assignment of those personnel.
- C. The officer may elect to assign the crew members to perform staff functions to assist command.

Limited Command

In certain situations, it may be advantageous for a first arriving Company Officer to assume Limited Command until the arrival of the next company. This is indicated when the initial commitment of the first arriving company requires a full crew (an immediate rescue situation).

"Passing Command" to a unit that is not on the scene creates a gap in the command process and compromises incident management. To prevent this "gap", **COMMAND SHALL NOT BE PASSED TO AN OFFICER WHO IS NOT ON THE SCENE.** It is preferable to have the initial arriving Company Officer continue to operate in the Limited Command mode until command can be passed to an on-scene Officer.

When a Chief Officer arrives at the scene at the same time as the initial arriving company, the Chief Officer should assume Command of the incident.

Should a situation occur where a later arriving Company or Chief Officer cannot locate or communicate with Command (after several radio attempts), they will assume and announce their assumption of Command and initiate whatever actions are necessary to confirm the safety of the missing crew.

TRANSFER OF COMMAND

Command is transferred to improve the quality of the command organization. The following guidelines outline the transfer of command:

- A. Purpose - Transfer of Command refers to the act of one individual relieving another individual of authority, responsibility, and accountability as it pertains to the execution of the function of Command. The progressive change-of-command principle shall be utilized.
 - 1. Should an incident commander be a non-officer, they shall be relieved as soon as practical by the 1st arriving officer.
 - 2. The 1st officer to assume Command shall retain Command until formally relieved by a higher ranking officer.
- B. Transfer of Command Procedure

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1. At all times possible, transfer of Command shall be done face to face. When a face to face transfer cannot be accomplished, the incoming senior individual may assume Command immediately, but MUST make every effort to gain the necessary information as soon as possible.
2. The individual preparing to assume Command shall, at an appropriate moment, request a status report from the Incident Commander.
3. The Incident Commander shall brief the incoming individual as to:
 - a. The current situation
 - b. Any injuries, loss of life, etc.
 - c. All current control efforts and the status of those efforts.
 - d. The anticipated course of the incident.
 - e. The location of on scene resources.
 - f. Any other information pertinent to the incident.
4. When the incoming individual is fully prepared to assume Command, he or she shall then formally relieve the current incident commander and reassign that individual as necessary. All transfers of Command shall be transmitted over the radio.
5. In order of preference command should be transferred by:
 - a. Face to face
 - b. Radio
 - c. Assumed by an officer where the original commander cannot be found.
6. Assumption of command is discretionary for the Fire Chief.

GENERAL CONSIDERATIONS

The response and arrival of additional ranking officers on the incident scene strengthens the overall command function. As the incident escalates, the Incident Commander should use these Subordinate Officers as needed.

The arrival of a ranking officer on the incident scene does not mean that command has been transferred to that officer. Command is only transferred when the transfer of command process has been completed.

Chief Officers and Staff Personnel should report directly to the Command Post for assignment by the Incident Commander.

The Incident Commander has the overall responsibility for managing an incident. Simply stated, the Incident Commander has complete authority and responsibility for the Incident. **If a higher ranking officer wants to affect a change in the management of an incident, they must first be on the scene of the incident, then utilize the transfer of command procedure.** Anyone can affect a change in incident management in extreme situations relating to safety by notifying the Incident Commander and initiating corrective action.

COMMAND STRUCTURE

It will be the responsibility of the Incident Commander to develop an organizational structure as soon as possible after arrival and implementation of initial tactical control measures. The size and complexity of the organizational structure, obviously, will be determined by the scope of the emergency.

THE BALTIMORE COUNTY VOLUNTEER FIREMEN'S ASSOCIATION

CONSTITUTION

PREAMBLE

ARTICLE I **NAME**

ARTICLE II **MEMBERSHIP**

ARTICLE III **OFFICERS**

ARTICLE IV **REMOVAL OF OFFICERS**

ARTICLE V **EXECUTIVE BOARD**

ARTICLE VI **ADMINISTRATIVE BOARD**

ARTICLE VII **COMMITTEES**

ARTICLE VIII **AWARDS**

ARTICLE IX **MEETINGS AND LEGISLATION**

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ARTICLE XII **AMENDMENTS**

ARTICLE XIII **PROCEDURAL AUTHORITY**

PREAMBLE

We, the Delegates and Alternates of the Volunteer Fire Companies in Baltimore County, State of Maryland, in the Annual Meeting, assembled in order to have a more perfect organization, establish harmony, ensure prosperity and success, obtain and compile statistics concerning the practical workings of the various systems, and the merits of the various apparatus, cultivate fraternal fellowship among the Companies, create a relief fund and promote the best interests of the Volunteer Firemen of Baltimore County, do hereby adopt the following Constitution.

ARTICLE I NAME

The name of this Association shall be "The Baltimore County Volunteer Firemen's Association, Incorporated."

ARTICLE II - MEMBERSHIP

SECTION 1, CLASSES OF MEMBERSHIP

There shall be Active Members, Associate Members, Probationary Members and Honorary Members.

SECTION 2. ACTIVE MEMBERS

- A. Be a Volunteer Fire, Rescue, Emergency Medical Service or Related Service Company, as recognized by the Baltimore County Volunteer Firemen's Association, situated in Baltimore County, Maryland.
- B. Be incorporated under the laws of the State of Maryland.
- C. Shall have at least twenty-five members, each trained as specified in the By-laws of the Association.
- D. Have adequate quarters as specified in the By-laws of the Association.
- E. Have such communications systems as specified in the By-laws of the Association.
- F. Meet the requirements of the By-laws of the Association pertaining to apparatus.
- G. Be entitled to cast one vote on all matters that come before the Association in the Annual Meeting assembled, or at any Regular or Special meeting of the Association.

SECTION 3. ASSOCIATE MEMBERS

Associate Members of the Association shall:

- A. Be other Volunteer emergency service organizations situated in Baltimore County.
- B. Meet all the requirements of the Constitution and By-Laws of the Association pertaining to Associate Members.
- C. Be elected to Associate Membership, after having satisfactorily served at least eighteen months as Probationary Members, upon recommendation of the Executive Board, by a vote of two-thirds of those Active Member Companies present and voting at a Regular Meeting of the Association.
- D. Be permitted to speak on, but not to vote on, any matter that comes before the Association.

SECTION 4. PROBATIONARY MEMBERS

Probationary Members of the Association shall be those applicants for Active or Associate Membership who:

- A. Meet all the requirements of the Constitution and By-Laws of the Association for the class of membership for which they are applying.
- B. Continue in Probationary Membership for at least eighteen months and until they are elected to Active or Associate Membership.
- C. Are elected to Probationary Membership, upon recommendation of the Executive Board, by two-thirds of those Active Member Companies present and voting at a Regular Meeting of the Association.
- D. Shall be permitted to speak on, but not to vote on any matter that comes before the Association, and to share all of the other benefits of Active or Associate Membership, as may be appropriate.

SECTION 5. HONORARY MEMBERS.

Honorary Members of the Association shall:

- A. Be those individuals or organizations which, in the walks of official or private life, have at any time rendered conspicuous service to the Volunteer Fire Companies of Baltimore County.
- B. Be elected to Honorary Membership by a majority of those Active Member Companies present and voting at a Regular Meeting of the Association.
- C. Be welcomed at the Annual and Regular Meetings of the Association.
- D. Be permitted to speak on, but not to vote on any matter coming before the Association, at the discretion of the Presiding Officer.

ARTICLE III - OFFICERS

SECTION 1. - OFFICERS

- A. ELECTED OFFICERS (*Amended January, 2002*)

1. The elected officers of the Association shall be a President, who shall be the Chief Executive Officer of the Association; a Senior Vice President, who shall be the Chair of the Executive Board; a Vice President-Operations, a Vice President-Finance; a Vice President-Administration, a Secretary; a Treasurer, and six District Representatives, who shall be the voting members of the Executive Board; and a Chaplain. They shall serve for a term of one year, or until their successors are elected. *(This amendment takes effect with the September, 2002 Annual Meeting.)*
2. District Representatives shall be elected from among the members of Member Companies within each District, by the member Companies in the District. Company membership in Districts shall be prescribed in the By-Laws.

B. APPOINTED OFFICERS

1. Elected officers may nominate as many assistant officers as they deem needed to help them carry out the duties of their office.
2. Such appointed officers shall be appointed by the President with the approval of the Executive Board, and shall serve at his pleasure.
3. Assistant officers shall perform such duties as may be assigned to them by their nominating officer.

SECTION 2, NOMINATION OF ELECTED OFFICERS

- A. Nominations for the Annual Election of officers shall be received by the conclusion of the August Regular Meeting of the Association.
- B. To be eligible for office, the person must be a member of an Active Member Company. The written endorsement of that Company must be received by the Secretary prior to the election for the office for which the person is a candidate.
- C. A nomination can be made by any delegate or alternate delegate.
- D. Only a person nominated in accordance with this section may be elected as an officer.
- E. Nominations for a vacant office shall be received in writing at the Office of the Association within two weeks after the Regular Meeting of the Association at which the vacancy is announced. Notice of all such nominations shall be given by teletype and U.S. Mail to all Member Companies within three days after the end of the two-week period.

SECTION 3, ELECTION OF OFFICERS

Election of Elected Officers shall be conducted at the Annual Meeting. District Representatives shall be elected from among the Active Member Companies and by the Active Member Companies in that District. All elected Officers of the Association shall be elected by a majority vote of those Active Member Companies present and voting.

SECTION 4, SPECIAL ELECTION OF OFFICERS

Should the office of President become vacant before the regular expiration of the term of office, the Senior Vice President shall automatically succeed to that office. Should the office of District Representative become vacant before the regular expiration of the term of office, then a replacement shall be elected from among the Active Member Companies of that District, by the Active Member Companies of that District, at the next Regular Meeting of the Association after the one at which the vacancy is announced. Should any other elected office become vacant prior to the regular expiration of its term, it shall be filled at the next Regular Meeting of the Association after the one at which it is announced, by the vote of a majority of those Active Member Companies present and voting.

SECTION 5, DUTIES OF OFFICERS

The duties of the Officers of the Association shall be as stated in the By-laws of the Association.

ARTICLE IV - REMOVAL OF OFFICERS

SECTION 1, CAUSE Any elected Officer of the Association may be removed from office for improper conduct, failure to perform his duties, or for conduct detrimental to the best interest of the Association.

SECTION 2, CHARGES Charges shall be made by at least one Active Member Company and shall be submitted in writing to the Executive Board and to the Officer charged, at the same time, and shall state specific details of the charges.

SECTION 3, INDICTMENT At a Special Meeting called for that purpose, the Executive Board shall hear all evidence supporting the charges in the presence of the Officer charged (unless he declines the privilege of being present). The Officer charged shall be given ample opportunity to refute the charges. After all of the evidence has been presented, the Executive Board shall then meet in closed session. A vote of two-thirds of the Members of the Executive Board present and voting shall constitute an indictment.

SECTION 4, TRIAL At a trial conducted at a Special Meeting of the Association called for that purpose, both sides shall be given ample time to present evidence and arguments. A secret poll of the Active Member Companies present shall then be taken.

Should two-thirds of those Active Member Companies present and voting vote to convict, then the Officer shall be declared guilty, the office declared vacant and filled as prescribed in the Constitution.

ARTICLE V - EXECUTIVE BOARD

SECTION 1, COMPOSITION The Executive Board shall consist of the President, the Senior Vice President, the Vice President-Operations, the Vice President-Finance, the Vice President-Support Services, the Secretary, the Assistant Secretary, the Treasurer, the Assistant Treasurer, the Immediate Past President and the six District Representatives. Six elected members of the Board shall constitute a quorum. *(Adopted January 2002, to be effective at the September, 2002 Annual Meeting.)*

SECTION 2, DISTRICT REPRESENTATIVES District Representatives shall be elected from among the Active Member Companies of each District by the Active Member Companies in that District. The Districts shall be as designated in the By-laws of the Association.

ARTICLE VI - ADMINISTRATIVE BOARDS

SECTION 1, STRUCTURE AND ELECTION OF BOARDS.

- A. Every Administrative Board shall consist of six (6) members elected for three year terms. In each year, two (2) members shall be elected to replace those whose terms have expired. Administrative Board Members may succeed themselves, and shall serve until their successors have been elected. Vacancies that occur among members of Administrative Boards shall be filled in the manner prescribed by this Constitution.
- B. Every Appointed Administrative Board shall consist of eleven (11) members; seven (7) of which are voting members and four (4) of which are ex-officio (non-voting) members appointed for three year terms. In each year, two or three members shall be appointed to replace those members whose terms have expired. Administrative Board Members may succeed themselves, and shall serve until their successors have been appointed. Vacancies that occur among members of Administrative Boards shall be filled in the manner prescribed by this Constitution.
- C. Administrative Boards shall annually elect from among their members: Chairman, Vice-Chairman, Secretaries and such subcommittees as they may find needed. All Administrative Boards shall be under the supervision of the Vice President-Finance, and shall include: Scholarship Board, Loan Fund Board, Relief Fund Board, LOSAP Board, Heritage/Shrine Board.

ARTICLE VII - COMMITTEES

SECTION 1, STANDING COMMITTEES

The Standing Committees of the Association shall be appointed by the President and shall serve at his pleasure. They shall be under the supervision of a Vice President, as follows:

- A. Supervised by the Vice President-Operations
 1. Senior Officers Committee
 2. Training Committee
 3. Communications Committee
- B. Supervised by the Vice President-Finance
 1. Finance Committee
 2. Budget Committee
 3. Insurance Committee
 4. Audit Committee
- C. Supervised by the Vice President-Support Services
 1. Public Fire Safety Education Committee
 2. Publicity Committee
 3. Annual Meeting Committee
 4. Constitution and By-Laws Committee
 5. Legislative Committee
 6. Volunteer Recruitment
 7. Senior Executive Officers Committee

SECTION 2, SPECIAL COMMITTEES: Special Committees shall be appointed by the President and shall serve at his pleasure.

SECTION 3, SUBCOMMITTEES shall be appointed by the President and shall serve at his pleasure.

- A. Emergency Medical Services Sub-Committee of the Senior Officer's Committee

ARTICLE VIII -- AWARDS

- Section 1.** The Association will award the following awards annually: The Hall of Fame Award, the President's Award, the Firefighter of the Year Award and the Emergency Medical Provider of the Year Award.
- Section 2.** Hall of Fame Award will be awarded to members of Member Companies of this Association in recognition of distinguished service to his or her Volunteer Company, to this Association, the Maryland State Firemen's and/or the Baltimore County Fire and Rescue Service.
- Section 3.** The President's Award will be awarded to an individual who, in the opinion of the President, has supported the President greatly and greatly contributed to the success of the Association.
- Section 4.** The Firefighter of the Year Award will be awarded to an individual, who displayed outstanding citizenship, (i.e., activities by a firefighter to better his/her department and community at large). Acts of heroism may be considered.
- Section 5.** The Emergency Medical Provider of the Year Award will be awarded to an individual who has displayed outstanding citizenship (i.e., activities by an EMT-B, EMT-I (CRT), EMT-P) to better his/her department and community at large. Acts of heroism or life saving may be considered.
- Section 6.** The Executive Officer of the Year Award will be awarded to an individual who has displayed outstanding citizenship, bettering his or her company, this Association and/or the community.
- Section 7.** The criteria for the awards and the process for selecting recipients shall be established as Association Procedures.

New Article Adopted July 19, 2001

ARTICLE IX – GOVERNANCE AND LEGISLATION

SECTION 1. There shall be four documents providing governance of the Association and its Member Companies, this Constitution, By-laws, Standards and Procedures.

- A. Constitution. This Constitution shall be the supreme governing document of the Association. By-laws, Standards and Procedures shall be subordinate to it, and must comply with its strictures.
- B. By-laws. The By-laws shall be those rules needed to apply the provisions of the Constitution in detail.
- C. Standards. There shall be the following classes of Standards:
1. Apparatus Standards. Apparatus Standards shall specify the minimum standard of construction and equipment for each type of apparatus used by the member companies of the Association.
 2. Equipment Standards. Equipment Standards shall specify the minimum standard for specified types of equipment used for emergency services by Member Companies.
 3. Staffing Standards. Staffing Standards shall specify the minimum personnel standard for staffing specified typed of apparatus used by Member Companies.
 4. Training Standards. Training Standards shall specify the level of training required of members of Member Companies before they are permitted to perform specified functions.
- D. Procedures. There shall be such Procedures as are needed for the orderly conduct of significant Association business. Procedures shall direct Officers and Member Companies in the prescribed way that the Association and its Member Companies conduct specified matters of business, in accordance with the Constitution and By-laws of the Association. Procedures shall be established by the Executive Board of the Association, and shall remain in effect until amended or revoked at an Annual, Regular or Special Meeting of the Association.

SECTION 2. REPRESENTATION Each Active Member Company shall designate from among its Active Members five (5) Delegates to the Association: at least one (1) of whom shall be selected from among the three top fire line Officers of the Company, and five (5) Alternate Delegates.

SECTION 3. ANNUAL MEETING The Annual Meeting of the Association shall be held each year in September at the place selected at the previous Annual Meeting or at any Regular Meeting of the Association.

SECTION 4. REGULAR MEETINGS Regular Meetings of the Association shall be held monthly at such times and places as shall be determined by the Association.

SECTION 5. SPECIAL MEETINGS Special meetings of the Association shall be called by the President, upon the request of the Executive Board, or upon the request of three (3) Active Member Companies. Every Member Company must be notified at least forty-eight hours before the beginning of any Special Meeting.

SECTION 6. QUORUM Presence of seventeen Active Member Companies shall constitute a quorum for the transaction of business at any Annual, Regular or Special Meeting of the Association.

SECTION 7. LEGISLATION All legislative action of the Association shall occur at Annual, Regular or Special Meetings of the Association, and shall be binding upon Member Companies. Enactment shall require the vote of a majority of those Active Member Companies present and voting, unless specified otherwise in this Constitution, or in the By-laws of the Association.

SECTION 8. PAST PRESIDENTS Past Presidents of the Association shall be permitted to attend Annual, Regular and Special Meetings of the Association. They shall be permitted to speak, but not to vote on matters before the Association.

ARTICLE X - FINANCES

SECTION 1. ANNUAL BUDGET AND ESTIMATE OF REVENUE

- A. The President and Executive Board are required each year to devise an Annual Budget in which they set forth a plan for expenditures for the forthcoming year. They are required at the same time to devise an Annual Estimate of Revenue which must provide sufficient income to meet the needs of the Annual Budget.
- B. The President and the Executive Board are required to submit the Annual Budget and the Annual Estimate of Revenue to the Association at its Regular Meeting in October.
- C. The Association may amend the Annual Budget and Annual Estimate of Revenue by adding, altering or deleting items or amounts, but is required to enact a balanced Annual Budget and Annual Estimate of Revenue at its Regular Meeting in November, at which time they shall also establish the Annual Dues by the vote of the majority of those Member Companies present and voting. The Annual Budget and Annual Estimate of Revenue, as enacted by the Association, shall be the guide by which the Association controls its finances for each year. It may be modified to meet the changing needs of the Association at any Regular or Special Meeting of the Association, provided that each additional expenditure shall be accomplished by the means for funding it.

SECTION 2. DUES

- A. Active Member Companies shall pay, by no later than the first day of each January, the amount established in the Annual Estimate of Revenue.
- B. Associate Members shall pay, by no later than the first day of each January, the amount established by the Association in the Annual Estimate of Revenue.
- C. Probationary Members shall pay, by no later than the first day of each January, the amount established in the Annual Estimate of Revenue for the class of Membership for which they are applying.
- D. Any Company that fails to pay its dues by the first day of February shall be notified by the Secretary that they are in arrears. Any Company that fails to pay its dues by the first day of March shall cease automatically to be a member of this Association.
- E. Each Active Member Company shall pay annual dues equivalent to at least one, but not more than two, percent of the lowest County Grant received by an Active Member Company in Baltimore County during the previous calendar year, as formulated in the Annual Estimate of Revenue plus the amount of the annual dues of the Maryland State Firemen's Association..

SECTION 3. GENERAL FUND

- A. All moneys received by the Association shall be placed in the General Fund, except for donations received for specific purposes, such as for the Relief Fund or Scholarship Fund.
- B. Payments into the Relief and Scholarship Funds shall be as hereinafter provided by this Constitution, and shall be made from the General Fund.
- C. All obligations of the Association shall be paid by the Treasurer from the General Fund, upon order of the Association, except for those obligations arising from the Scholarship or Relief Funds.

SECTION 4. AUDITS.

- A. The Audit Committee shall inspect the records, receipts and vouchers of the Treasurer, Secretary, Administrative Boards and of any Committees or persons handling any funds of the Association, and shall certify the accuracy of such. They shall do this at least once annually, and the report of that audit shall be presented to the Association at its Annual Meeting.
- B. The Audit Committee may be required by the President or by the Association to inspect the records, receipts or vouchers of any of the above, at any time.
- C. A complete inspection shall be made whenever the Secretary or the Treasurer leaves office.
- D. Every Active and Associate Member Company of this Association shall submit, by no later than March 31st of each and every year, such financial and statistical reports as may be required by this Association. The Audit Committee shall prepare a summary of such reports for submission to appropriate County Officials.

ARTICLE XI - DISCIPLINE

SECTION 1. DISCIPLINARY ACTION

- A. Charges. Any Member Company, or any elected member of the Executive Board, may prefer charges against a any member company that has acted, or whose members have been permitted to act, in a manner prejudicial to the best interests of the Association, and its Member Companies.
 - 1. Such charges must be submitted, in writing, to the President or the Secretary of the Association.
 - 2. Upon receipt of such charges, the Secretary shall immediately report them to the President of the Association.
 - 3. The President of the Association shall, at the next regularly-scheduled meeting of the Executive Board of the Association, present the charges to the Board, or, should the President consider the charges to be sufficiently serious, a Special Meeting of the Executive Board shall be convened for the purpose.
- B. Procedures.
 - 1. The defending company shall be notified immediately, and informed of the charges. Notification must occur not less than seventy-two hours prior to the meeting of the Executive Board at which the charges are to be considered.
 - 2. The Chair of the Executive Board will suspend all other business of the Executive Board and will read the charges made against the Company. At the discretion of the Chair, all persons, excepting members of the Executive Board, the charging party and the defending company may be excluded from all or part of the hearing.
 - 3. Under the supervision of the Chair, the charging party shall present its testimony and evidence before the Executive Board, and the defending company shall be given an opportunity to present its side of the case.
 - 4. After both sides have finished presenting their cases, the Executive Board may:
 - a. Dismiss the charges as unsubstantiated, or unfounded.
 - b. Enter into an agreement with the charged company that it deems will correct the situation;
 - c. Adjourn the hearing to a future time to permit the submission of further evidence
 - d. Come to the conclusion that further action is warranted, and make a recommendation for action to the Association;
 - e. Should the Executive Board recommend further action then both the charging party and the defendant company shall be directed to appear at the next Regular Meeting or the Association, or at another Regular or Special Meeting of the Association, called within forty-five days of the Executive Board meeting at which the charges were considered. at the discretion of the President of the Association. In any case, all member companies shall be given notice of the charges and of the time, date and place of the meeting during which the charges are to be considered no less than seventy-two hours before the beginning of the meeting.
 - 5. At the meeting of the Association designated by the President, the charges shall be read. The charging party shall be permitted to present its case, then the defendant company shall be permitted to present its case. Upon the request of either party, the charges may be separated and voted upon separately.
 - 6. Following the presentations of the charging party and defending company, officers of, and delegates to the Association shall be permitted to put questions to either party.
 - 7. Following the presentation of the cases and question period, the President shall call upon the member companies for a motion to uphold the charges. Such motion shall be a privileged motion, and further debate shall not be allowed. The Secretary shall be directed to poll the companies. Only one properly-registered delegate or alternate delegate from each company shall be permitted to vote.
 - 8. Should a two-thirds majority of the member companies present and voting vote to uphold any of the charges, then the company shall stand convicted, and shall be subject, without further appeal, to such penalty as may be imposed by the Association.
 - 9. Following a conviction, the President of the Association shall call for a motion to assess a penalty or penalties upon the convicted company. Such penalty or penalties shall be as specified in this Constitution.
- C. Penalties. The penalty to be assessed against a convicted Company may include one or more of the following:
 - 1. Expulsion of the Company from the Association.
 - 2. Suspension of the Company for a period to be determined in the motion, but not to exceed one year from the Charges Meeting.
 - 3. Recommendation to the Fire Chief of Baltimore County that the Company not be dispatched on any calls, except those in its first due territory, for a period to be determined in the motion, but no longer than one year.
 - 4. Such other penalty as the Association may determine.
 - 5. The President of the Association shall immediately notify the Fire Chief of Baltimore County and the Baltimore County Executive of any penalty or penalties imposed by the Association and the reasons therefore.

SECTION 2. No Active or Associate Member Company shall approach the Baltimore County Government to solicit moneys, equipment or services financed on behalf of themselves without prior approval of the Association, or shall they publish any emergency telephone number except as authorized by the Chief of the Baltimore County Fire Department.

SECTION 3. Whenever any Member Company ceases to be a Member Company of the Association, the Secretary will so notify the Chief of the Fire Department and the County Executive of Baltimore County.

SECTION 4. NEW SERVICE

- A. Definition. A "new service" shall mean, for the purpose of this Section, any new activity which would necessitate the introduction of an apparatus different from any that the Member Company operates, whether by acquisition or by modification of existing apparatus. Replacement of any apparatus that is not designed to perform any significantly different tasks than that which it replaces is not included under this section.
- B. Procedure for Introducing a New Service
1. A Member Company wishing to add a new service shall submit a written proposal of its intentions to the Association through the Executive Board of the Association.
 2. The Executive Board shall promptly give the Member Company an opportunity to explain and defend its proposal.
 3. The Executive Board shall consult with the Fire Chief of Baltimore County and shall recommend approval, approval with modification or rejection of the proposal to the Association.
 4. The proposal, together with the recommendation of the Fire Chief and the Executive Board, shall be presented at the Regular Monthly Meeting of the Association and published in the Monthly Digest of the Association.
 5. The Association may vote upon the proposal at any Regular Meeting of the Association subsequent to the Regular Meeting at which the proposal is introduced.
 6. A two-thirds majority of those Active Member Companies present and voting shall be required for approval of a proposal to begin a new service.
 7. No apparatus designed to render a new service, unless approved as provided for in this Section, shall:
 - a. Be classed as an authorized emergency vehicle under the Annotated Code of Maryland;
 - b. Be equipped with a Baltimore County Fire Department radio or be assigned a number for communicating thereon;
 - c. Be included in the running assignments of the Baltimore County Fire Department.

SECTION 5. EXISTING SERVICE

- A. Member Companies shall operate, without a lapse of more than thirty calendar days, each type and number of emergency apparatus that this Association has approved for them to operate.
- B. Should it become necessary for a Company to temporarily discontinue provision of a type or number of emergency service for more than thirty (30) days, permission to do so must be obtained, as much in advance as possible, from the Executive Board of the Association.
- C. Procedure for Permanently Discontinuing a Type or Number of Emergency Service:
1. The Member Company wishing to discontinue a type or number of emergency service shall submit a written proposal stating its reason to the Association through the Executive Board of the Association.
 2. The Executive Board shall promptly give the Member Company an opportunity to explain and defend its proposal.
 3. The Executive Board shall consult with the Fire Chief of Baltimore County and shall recommend approval, approval with modification or rejection of the proposal to the Association.
 4. The proposal, together with the recommendations of the Fire Chief and the Executive Board shall be presented at a Regular Meeting of the Association, and published in the Monthly Digest of the Association.
 5. The Association may vote upon the proposal at any Regular Meeting of the Association subsequent to the Regular Meeting at which the proposal is introduced.
 6. A two-thirds majority of those Active Member Companies present and voting shall be required for approval of a proposal to discontinue a type or number of emergency service.
 7. Any Company that discontinues a type or number of emergency service wishing to reinstate that type or number of emergency service must comply with the requirements of Article X, Section 4 of this Constitution.

SECTION 6. TERRITORIAL INTEGRITY

- A. The **REGULAR DISTRICT** of an Active Member Company is that area of Baltimore County for which the Company is assigned any fire loss.
- B. The **EXTENDED DISTRICT** of an Active Member Company is that area of Baltimore County for which a Career Station is assigned any fire loss, and to which the Active Member Company is the first Volunteer Company assigned to respond a pumper.
- C. The **ASSIGNED DISTRICT** of a Member Company shall be that area of Baltimore County, primarily, but not necessarily, to which the Member Company is assigned to respond the first ambulance, as may be assigned by the Association.
- D. Emergency Activities: No Member Company shall respond into the Regular or Extended District of any other Member Company with any apparatus other than that which is specifically dispatched by Fire Dispatch.
- E. Non-Emergency Activities: No Member Company shall conduct or engage in any non-emergency activity within the Regular or Extended District of any other Member Company without the prior, written permission of the Company.
- F. Solicitation of Funds: No Member Company shall conduct any solicitation of funds within the Regular or Extended Districts of any other Member Company without the prior, written permission of that Company, except in that area which has been

assigned to them by the Association as an Assigned District.

- G. Solicitations in Overlapping Districts: Where an Assigned District overlaps a Regular District, both Companies soliciting in the area are required to clearly state, in all solicitations, whether written or oral, identification by full Company name of which services are provided in the area by which Company in the jointly-served area.
- H. Any Member Company found to be in violation of this Section shall be subject to disciplinary action as stated in Article VIII, Section 1 of this Constitution.

SECTION 7. RELOCATION OF STATIONS. No Member Company of this Association shall change the location of their station, nor shall they construct or operate any substation without the prior permission of the Association. Such permission may be granted by the Association after the Association receives a written request for relocation or for the establishment of a substation, and after having received the recommendation of the Executive Board of the Association and the Fire Chief of Baltimore County, either for or against the request, stating the reasons for their recommendation, and upon the vote of two-thirds of those Active Member Companies present and voting at a Regular Meeting of the Association subsequent to the one at which the request is formally placed before the Association.

ARTICLE XII - AMENDMENTS

SECTION 1. AMENDMENTS TO THE CONSTITUTION This Constitution can be amended only as follows:

- A. Amendments must be submitted either by an Active Member Company or by the Executive Board.
- B. All proposed amendments must be submitted in writing to the Association at one of its Regular Meetings. It shall be read at that meeting and published in the next edition of the Association's Monthly Digest. The proposed amendment shall be voted on at the second Regular Meeting of the Association following the Regular Meeting at which it was introduced, or at any subsequent Regular Meeting of the Association.
- C. Proposed amendments may be amended slightly in wording, but not in intent, at any Regular Meeting or at the Annual Meeting.
- D. Amendments will be considered adopted when they receive a vote of two-thirds of those Active Member Companies present and voting at a Regular Meeting or Annual Meeting.

SECTION 2. AMENDMENTS TO THE BY-LAWS. The By-Laws of the Association can be amended only in the following manner:

- A. Amendments must be submitted by either Active Member Companies or the Executive Board.
- B. All proposed amendments must be submitted in writing to the Secretary at or before one of the Regular Meetings, and must be distributed by him to the Active Member Companies at least ten (10) days before the next Regular Meeting.
- C. Amendments can be modified slightly in wording, but not in intent, at Regular Meetings.
- D. Amendments will be considered adopted when they receive a vote of two-thirds of those Active Member Companies present and voting at any Regular Meeting subsequent to the Regular Meeting at which the amendment is introduced.

SECTION 3, AMENDMENTS TO STANDARDS.

- A. New Standards or amendments to existing Standards must be submitted by either an Active Member Company or by the Executive Board of the Association at an annual, Regular or Special Meeting of the Association.
- B. New Standards or amendments to existing Standards shall be considered adopted when they receive a majority vote of those Companies present and voting at any Annual, Regular or Special Meeting of the Association.

SECTION 4, AMENDMENTS TO THE PROCEDURES OF THE ASSOCIATION. Amendments to, or repeal of Procedures may be done at any meeting of the Executive Board of the Association, or by the vote of a majority of those Member Companies present and voting at any Annual, Regular or Special Meeting of the Association.

ARTICLE XIII - PROCEDURAL AUTHORITY

In all cases not otherwise provided for by the Constitution and By-Laws, Robert's Rules of Order, Revised, (1951) shall apply.

Statewide Fire Prevention Code (§ 27-94 et seq.)
(1978, c. 197; 1989, c. 258.)

CHAPTER 2.

FIRE DEPARTMENTS AND FIRE COMPANIES.

Article 1.

Provisions Applicable to Counties, Cities and Towns.

- Sec.
27-6. [Repealed.]
27-6.1. Establishment of fire department; chief, officers and employees.
27-7. Bylaws of fire department; compensation of officers and employees; information on check stubs, time cards, etc.
27-8. Who may form a fire company; limit on number of persons in combined companies.
27-8.1. "Fire company" defined.
27-9. Organization of company.
27-10. Dissolution of company.
27-11. Duty of members on alarm of fire.
27-12. [Repealed.]
27-13. Appointment of chief and other officers.
27-14. Ordinances as to fire departments, etc.
27-15. [Repealed.]
27-15.1. Authority of chief or other officer in charge when answering alarm or operating at an emergency incident; penalty for refusal to obey orders.
27-15.2. Purchase, maintenance, etc., of equipment.
27-16. [Repealed.]
27-17. Entry of buildings on fire and premises adjoining.
27-17.1. Remaining on premises after fire extinguished.
27-18. [Repealed.]
27-19. Penalty for disobeying chief or other officer in command.
27-20. Destruction of property to prevent spread of fire.
27-21. Owner may recover amount of actual damage.
27-22. But not for property which would have been destroyed by the fire.
27-23. [Repealed.]
27-23.1. Establishment of fire or rescue zones or districts; tax levies.
27-23.2. Advances by city or county to fire district.
27-23.3. Reimbursement for advances.
27-23.4. Validation of prior advances.
27-23.5. Exclusion of certain areas from fire districts and exemption of such areas from certain levies.
27-23.6. Provision of fire-fighting and rescue services.
27-23.7. Special levy for fire protection in certain counties.
27-23.8. Trial board for members of fire departments in certain counties.
27-23.9. Supervision and control of joint services of fire companies or departments.
27-23.10. Ordinances to effectuate purposes of § 27-23.9.

Article 2.

In Counties Generally.

27-24 through 27-29.1. [Repealed.]

ARTICLE 1.

Provisions Applicable to Counties, Cities and Towns.

§ 27-6: Repealed by Acts 1970, c. 187.

§ 27-6.1. Establishment of fire department; chief, officers and employees. — The governing body of any city, town or county may establish as a department of government a fire department and may designate it by any name consistent with the names of its other governmental units. The head of such fire department shall be known as "the chief." As many other officers and employees may be employed in such fire department as the governing body may approve. (1970, c. 187.)

Editor's note. — Acts 1970, c. 187, which added or amended many of the sections in this article, provides, in cl. 3, that the act shall be liberally construed and is severable.

§ 27-7. Bylaws of fire department; compensation of officers and employees; information on check stubs, time cards, etc. — The governing body of any city, town or county may empower the fire department therein to make bylaws to promote its objects consistent with the laws of this Commonwealth and ordinances of the city, town or county, and may provide for the compensation of the officers and employees of such department.

All check stubs or time cards purporting to be a record of time spent on the job by a fire fighter shall record all hours of employment, regardless of how spent. All check stubs or pay records purporting to show the hourly compensation of a fire fighter shall show the actual hourly wage to be paid. Nothing in this section shall require the showing of such information on check stubs, time cards or pay records; however, if such information shall be shown, the information shall be in compliance with this section. (Code 1919, § 3126; 1970, c. 187; 1984, c. 595.)

§ 27-8. Who may form a fire company; limit on number of persons in combined companies.

— Any number of persons, not less than twenty, may form themselves into a company for extinguishing fires. In any county in which two or more companies for extinguishing fires shall join together and singly use one fire station, the number of persons in the combined companies shall be not less than twenty. (Code 1919, § 3121; 1946, p. 110; 1970, c. 187.)

§ 27-8.1. "Fire company" defined. — A "fire company" is a volunteer fire-fighting organization organized pursuant to § 27-8 in any town, city or county of the Commonwealth, with the approval of the governing body thereof. (1970, c. 187.)

§ 27-9. Organization of company. — A writing stating the formation of such company, with the names of the members thereof thereto subscribed, shall be recorded in the court of the city or the court of the county wherein such fire company is. After which, the members of the company may make regulations for effecting its objects consistent with the laws of the Commonwealth, the ordinances of the city, town or county, and the bylaws of the fire

328.1; 1956, c. 277; 1962, c. 623, § 15.1-649; 1977, c. 326.)

CHAPTER 8.

URBAN COUNTY EXECUTIVE FORM OF GOVERNMENT.

Article 2.

Departments and Commissions.

Sec.

15.2-842. Department of public safety.

ARTICLE 2.

Departments and Commissions.

§ 15.2-842. **Department of public safety.** — The department of public safety, if and when established, shall be under the supervision of a director of public safety. Such department may consist of the following divisions:

1. Division of police, in the charge of a chief of police and consisting of such other police officers and personnel as may be appointed.

2. Division of fire protection, in the charge of a fire chief and consisting of such fire fighters and other personnel as may be appointed. (Code 1950, § 15-384.62; 1960, c. 382; 1962, c. 623, § 15.1-775; 1977, c. 326; 1997, c. 587.)

SUBTITLE II.

POWERS OF LOCAL GOVERNMENT.

CHAPTER 9.

GENERAL POWERS OF LOCAL GOVERNMENTS.

Article 1.

Public Health and Safety; Nuisances.

Sec.

- 15.2-900. Abatement or removal of nuisances by localities; recovery of costs.
- 15.2-901. Locality may provide for removal or disposal of trash, cutting of grass and weeds; penalty in certain counties.
- 15.2-902. Authority of locality to control certain noxious weeds.
- 15.2-903. Ordinances taxing and regulating "automobile graveyards" and "junkyards."
- 15.2-904. Authority to restrict keeping of inoperable motor vehicles, etc., on residential or commercial property; removal of such vehicles.
- 15.2-905. Authority to restrict keeping of inoperable motor vehicles, etc., on residential or commercial property in certain localities; removal of such vehicles.
- 15.2-906. Authority to require removal, repair, etc., of buildings and other structures.
- 15.2-907. Authority to require removal, repair, etc., of buildings

Sec.

- and other structures harboring illegal drug use.
- 15.2-908. Authority of localities to remove or repair the defacement of buildings, walls, fences and other structures.
- 15.2-908.1. Authority to require removal, repair, etc., of buildings and other structures harboring a bawdy place.
- 15.2-909. Authority to require removal, repair, etc., of wharves, piers, pilings, bulkheads, vessels or abandoned, obstructing or hazardous property.
- 15.2-910. Ordinance certifying boiler and pressure vessel operators; penalty.
- 15.2-911. Regulation of alarm company operators.
- 15.2-912. Regulation of tattoo parlors; definition; exception.
- 15.2-912.1. Regulation of martial arts instruction.
- 15.2-913. Ordinances regulating certain vendors.
- 15.2-914. Regulation of child-care services and facilities in certain counties and cities.
- 15.2-915. Control of firearms.
- 15.2-916. Prohibiting shooting of compound bows, crossbows, longbows and recurve bows.
- 15.2-917. Applicability of local noise ordinances to certain sport shooting ranges.
- 15.2-918. Locality may prohibit or regulate use of air cannons.
- 15.2-919. Regulation of motorcycle noise.
- 15.2-920. Regulation of outdoor lighting near certain facilities.
- 15.2-921. Ordinances requiring fencing of swimming pools.
- 15.2-922. Smoke detectors in certain buildings.
- 15.2-923. Local water-saving ordinances.
- 15.2-924. Water supply emergency ordinances.
- 15.2-925. Regulation, etc., of assemblies or movement of persons or vehicles under certain circumstances.
- 15.2-926. Prohibiting loitering; curfew for minors; penalty.
- 15.2-926.1. Bounties for coyotes.

Article 2.


Waste and Recycling.

- 15.2-927. Garbage and refuse disposal.
- 15.2-928. Local recycling and waste disposal; powers; penalties.
- 15.2-929. Solid waste management facility siting approval.
- 15.2-930. Regulation of garbage and refuse pickup and disposal services; contracting for such services.
- 15.2-931. Regulation of garbage and refuse pickup and disposal services; contracting for such services in certain localities.
- 15.2-932. Authorization to enter into certain contracts for garbage and refuse pickup and disposal services; waste recovery facilities.
- 15.2-933. Ordinances requiring delivery of garbage, trash and refuse to certain facilities; exceptions.
- 15.2-934. Displacement of private waste companies.
- 15.2-935. Authority to prohibit placement of leaves or grass clippings in landfills.
- 15.2-936. Garbage and refuse disposal; fee exemption.
- 15.2-937. Separation of solid waste.
- 15.2-938. Preference for purchase of recycled paper and paper products.
- 15.2-939. Ordinances requiring recycling reports.

Article 3.

Economic Development; Tourism; Historic Preservation.

- 15.2-940. Expenditures for promoting resources and advantages of locality.
- 15.2-941. Participation by local government in certain loan programs.
- 15.2-942. Local government participation in certain events.
- 15.2-943. Operation and maintenance of living historical farm museums.
- 15.2-944. Authority to acquire and preserve places and things of historical interest.
- 15.2-945. Acquisition and housing of relics, paintings, carvings, sculpture and other works of art.
- 15.2-946. Regulation of tour guides and tourist guides.

FAIRFAX COUNTY FIRE AND RESCUE DEPARTMENT STANDARD OPERATING PROCEDURE		
	SUBJECT: CHAIN OF COMMAND FOR FIELD OPERATIONS	S.O.P. 01.01.01
		PAGE 1 OF 2
CATEGORY: Administration	SUBCATEGORY: Command and Structure	
APPROVED BY: Edward L. Stinnette CHIEF, FIRE AND RESCUE DEPARTMENT	EFFECTIVE DATE: May 1, 1985 REVISION DATE: April 1, 2001	
FORMS REQUIRED: None		
NOTE: Current forms are located on the department's Intranet.		

PURPOSE:

To provide the procedures relating to the chain of command for field operations.

I. CHAIN OF COMMAND

Listed below is the chain of command for Fairfax County Fire and Rescue Department field operations:

- Fire Chief
- Assistant Chief of Operations
- Assistant Chief of Administrative Services
- Operations' Duty Deputy Chief
- Deputy Chiefs
- Operations' Duty Battalion Chief
- Battalion Chiefs
- Certified Volunteer Company Chiefs
- Captain II
- Captain I
- Lieutenant
- Certified Volunteer Unit Officer
- Master Technician
- Technician
- Firefighter, Volunteer Firefighter, and EMS-Only Volunteers

II. STATION COMMAND

When a suppression officer and an EMS officer of equal rank are on duty in the same station, the officer with the most time in grade shall be the officer-in-charge.

II. COMMAND GUIDELINES

- A. Command operations shall be established as outlined in the department's Incident Command System.
- B. All command officers arriving on the scene of an incident shall report to the command post upon arrival. Should the higher-ranking officer choose to assume command, he or she shall

SUBJECT: CHAIN OF COMMAND FOR FIELD OPERATIONS	EFFECTIVE DATE: May 1, 1985 REVISION DATE: April 1, 2001	S.O.P. 01.01.01
CATEGORY: Administration	SUBCATEGORY: Command Structure	PAGE 2 OF 2

first consult with the incident commander on the specifics of the incident. Upon transferring command, PSCC shall be notified and the change announced over the air.

- C. PSCC shall be notified of any subsequent transfers of command to another officer. PSCC shall make a general announcement announcing the change in command.
- D. When medical treatment is required, the officer in command of the incident shall make decisions based on the medical advice and direction of the EMS officer-in-charge. The two officers shall coordinate their functional operations in working to handle the incident.

V. STAFF DUTY OFFICER

There shall be a deputy chief or higher on call as the staff duty officer at all times. The uniformed fire officer (UFO) shall notify the staff duty officer of any major or significant incidents or events. The staff duty officer shall:

- A. Notify the County Executive or the Deputy County Executive and the Fire Chief of major or significant incidents or events.
- B. Notify the Chairman of the Board of Supervisors and other appropriate Board member(s) of an incident that seriously affects constituents in their district(s).
- C. Notify the director of the Office of Public Affairs concerning major or significant incidents or events.
- D. Advise or consult with any division requesting assistance.
- E. Notify the closest relative in the event of death or serious injury of any member of the Fire and Rescue Department.

FAIRFAX COUNTY FIRE AND RESCUE DEPARTMENT STANDARD OPERATING PROCEDURE



SUBJECT: VOLUNTEER CHIEFS

S.O.P. 01.01.02

PAGE 1 of 2

CATEGORY:
Administration

SUBCATEGORY:
Command and Structure

APPROVED BY:

EFFECTIVE DATE: May 1, 1985

Edward L. Stinnette
Edward L. Stinnette
CHIEF, FIRE AND RESCUE DEPARTMENT

REVISION DATE: April 1, 2002

FORMS REQUIRED: None

I. PREFACE

Volunteers shall be used to the greatest extent possible to achieve the Fire and Rescue Department's objectives. This procedure defines and regulates the role, responsibilities, authority, and dispatching of certified volunteer chief officers.

II. VOLUNTEER CHIEF OFFICERS

A. Volunteer chief officers who have met the annual qualifications and training described in the department's Volunteer Policy and Procedures Manual, Chapter 5, and who are approved by the Fairfax County Volunteer Fire Commission and the Fire Chief are eligible to be certified. The following guidelines apply to volunteer company chiefs.

B. Role, Responsibility, and Authority

1. Volunteer chiefs are acting under the delegated authority of the Fire Chief of Fairfax County, the assistant chiefs, the deputy chiefs, and the battalion chiefs.
2. The authority of higher ranking officers may not be removed or overridden by the volunteer chief as it is a delegated authority.
3. The volunteer chief shall assume whatever role is required under the guidelines of the incident command system if he or she is dispatched on an incident or if he or she adds onto a call.
4. Volunteer chiefs are responsible for the leadership and general management in all operational matters pertaining to their volunteer companies as individual entities and as components of the Fairfax County Fire and Rescue Department. The volunteer chiefs shall work closely with station commanders in matters involving career personnel. The specific management role of the volunteer chief within the volunteer company is defined by that company's by-laws and standard operating procedures.
5. Volunteer company chiefs shall have no authority to approve leave, time and attendance reports, transfers of personnel, or to issue disciplinary actions to career personnel. The shift commanders and the career battalion chiefs retain authority in these matters.

SUBJECT: Volunteer Chiefs	EFFECTIVE DATE: May 1, 1985 REVISION DATE: April 1, 2002	S.O.P. 01.01.02
CATEGORY: Administration	SUBCATEGORY: Command and Structure	Page 2 of 2



6. The volunteer chiefs and presidents shall have the authority to exercise administrative control over their volunteer stations. The operation of the station, however, will be in accordance with the SOPs issued by the Fire Chief. The station commanders and the volunteer chiefs and presidents shall work closely together to ensure a harmonious working relationship. The respective battalion chiefs shall intervene in matters unresolved between the station commanders and the volunteer chiefs and presidents. Further appeal can be made to the Volunteer Fire Commission and the Assistant Chief of Operations. Final resolution shall be made by the Fire Chief.
7. Volunteer chiefs shall be accountable to the Volunteer Chiefs' Association for their performance, training, fitness for duty, and abilities. Unsatisfactory performance may lead to removal from the certification list for volunteer company chiefs. Final appeals shall be made to the Fire Chief and to the Volunteer Fire Commission. The final decision shall rest with the Fire Chief.

C. Minimum Duty and Response

Minimum duty will be four continuous hours. Volunteer chiefs may respond from home while they are on duty if they live no further than the second due area of their station.

D. Dispatching

1. PSCC shall dispatch on-duty volunteer chiefs to incidents with their respective engine companies.
2. On routine EMS, rescue, or truck responses, the volunteer chief shall not be automatically dispatched. Volunteer chiefs should only respond with specialty apparatus when requested by the duty battalion chief.
3. Volunteer chiefs shall use the radio identification of "chief" followed by their company number.
4. On-duty battalion chiefs shall continue to retain final responsibility and authority for incidents in the areas they cover unless they are relieved by a higher-ranking authority.

FAIRFAX COUNTY FIRE AND RESCUE DEPARTMENT STANDARD OPERATING PROCEDURE		
	SUBJECT: STAFFING PROCEDURES	
	S.O.P. 01.01.03 PAGE 1 OF 3	
	CATEGORY: Administration	SUBCATEGORY: Command and Structure
	APPROVED BY:  Michael P. Neuhard ACTING CHIEF, FIRE AND RESCUE DEPARTMENT	EFFECTIVE DATE: May 1, 1985 REVISION DATE: May 6, 2003
FORMS REQUIRED: None		
NOTE: Current forms are located on the Department's Intranet.		

PURPOSE:

To provide a procedure for staffing apparatus and command positions.

I. MINIMUM STAFFING

Front line units shall be minimally staffed at the following levels:

- A. Engines – A four-person crew, to include one suppression officer, one engine-certified ALS provider, one qualified driver, and one certified firefighter.
- B. Tankers – One qualified driver.
- C. Trucks – A three-person crew, to include an officer (or an individual on the Suppression Lieutenants' Eligibility List, master technician, or a technician), one qualified driver, and one certified firefighter.
- D. Rescues – A three-person crew, to include one officer. The officer and the two crew members shall meet specialty team qualifications for the specific unit, i.e., HazMat or TROT.
- E. Medic Units – A two-person crew, to include two Fairfax County-certified ALS providers, one of whom must be an officer.
- F. Ambulances – A two-person crew, both shall be EMT-B-certified firefighters.
- G. HazMat Unit/HazMat Support Unit – a six person crew, to include one Hazardous Materials Response Team (HMRT)-certified officer, one HMRT-certified qualified driver, one HMRT-certified and engine-certified ALS provider, and three HMRT-certified technicians.
- H. Command Staff – Fourteen command officers as listed below:
 - 1. One deputy chief, or designated battalion chief, working as the Operations deputy chief.
 - 2. Six battalion chiefs – Up to three may be captains II when the Operations duty deputy chief or his or her replacement is off. At all other times, only two battalion chiefs can be off.

SUBJECT: STAFFING PROCEDURES	EFFECTIVE DATE: May 1, 1985 REVISION DATE: May 6, 2003	S.O.P. 01.01.03
CATEGORY: Administration	SUBCATEGORY: Command and Structure	PAGE 2 OF 3

3. Six EMS captains II – Two may be EMS captains I for the purpose of granting leave or covering details out of Operations.
4. One field safety officer.

II. STAFFING SUPPLEMENTAL UNITS

- A. Engines – A four-person crew, to include one suppression officer, one engine-certified ALS provider, one qualified driver, and one certified firefighter. An EMS-only ALS provider may fill the fifth or sixth position.
- B. EMS-Only Units
 1. BLS: A two-person crew, both shall be EMT-B-certified providers.
 2. ALS: A two-person crew, to include two Fairfax County-certified ALS providers, one of whom must be an officer.

III. APPARATUS STAFFING AND PLACING ADDITIONAL UNITS IN SERVICE BY VOLUNTEER PERSONNEL

- A. Additional Unit Staffing: apparatus
Supplemental volunteer units are placed in service to meet a variety of Departmental and community needs. The battalion chief shall work with the volunteer leadership regarding scheduling and advance notification when possible to optimize utilization of these additional assets. Volunteer units will provide backfills for stations and will participate in pre-arranged MUD and MCI drills when available. Training schedules will be reviewed to try to match needs to available resources.

Placing additional units in service is vital in order for volunteer personnel to maintain their proficiency in key positions, i.e., company chiefs, unit officers, driver/operators, ALS officers, and BLS aide positions, as outlined in the Volunteer Utilization Program. Because a large majority of responses are EMS related, special emphasis on staffing additional EMS units, including EMS-only units, is essential. Additional suppression units may be placed in service to afford volunteer personnel the opportunity to maintain proficiency and to gain experience. However, prior to placing additional suppression units in service, all frontline units assigned to the volunteer home station shall be staffed to the safe staffing level (four personnel on each engine, rescue, and truck).

- B. Notification to the Battalion Chief:
The battalion chief shall be notified prior to any volunteer supplemental unit being placed in service. In consultation with senior volunteer leadership, the battalion chief shall ensure that staffing levels and the needs of the volunteer organization, such as special events and training, have been considered. Emergency backfills and transfers may take place without notifying the battalion chief, but shall be coordinated through the Uniformed Fire Officer at the Public Safety Communications Center.


SUBJECT: STAFFING PROCEDURES	EFFECTIVE DATE: May 1, 1985 REVISION DATE: May 6, 2003	S.O.P. 01.01.03
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Successful utilization of volunteer assets will depend on the optimum management of volunteer resources to balance safe staffing and additional units' needs. Successful volunteer staffing will depend on maintaining an open dialogue between battalion management and the volunteer leadership.

C. Volunteer Qualifications:

Refer to the Volunteer Policies and Procedures Manual, Chapter V.

FAIRFAX COUNTY FIRE AND RESCUE DEPARTMENT STANDARD OPERATING PROCEDURE

	SUBJECT: FLEXIBLE STAFFING		S.O.P. 01.01.04	
				PAGE 1 OF 4
	CATEGORY: Administration	SUBCATEGORY: Command and Structure		
	APPROVED BY: Edward L. Stinnette <i>Edward L. Stinnette</i> CHIEF, FIRE AND RESCUE DEPARTMENT		EFFECTIVE DATE: December 9, 1985 REVISION DATE: April 3, 2000	
	FORMS REQUIRED: None			
NOTE: Current forms are located on the department's Intranet.				

PURPOSE:

Establish departmental standards in staffing specialized and non-budgeted functions during normal, major emergency, and high-activity operations. These standards recognize that each fire and rescue station has unique staffing and response needs, and these minimum staffing requirements must be followed by station commanders and volunteer chiefs in establishing each fire and rescue station's response plan.

I. ESTABLISHING A STATION-LEVEL RESPONSE PLAN

- A. The station commander shall meet with the shift leaders and, if applicable, the volunteer chief to develop a flexible staffing plan for their station.
- B. The station commander's battalion chief shall review the plan and forward the plan to Operations.
- C. The deputy chiefs of Operations shall review and approve the plan and forward the plan to the Assistant Chief of Operations.
- D. A copy of this plan shall be posted in the fire station.
- E. The station commander and the applicable volunteer chief shall review the plan on a yearly basis. Changes in the plan shall require steps B, C, and D to be followed prior to implementation.

II. STAFFING STANDARDS FOR NORMAL OPERATIONS

- A. The following units require a minimum of one person:
 - 1. Fire and Hazardous Materials Investigations Mobile Lab.
 - 2. Command Unit.
 - 3. Air and Light Units.
 - 4. The water supply pumper of a two-piece engine company when they are utilized.

SUBJECT: FLEXIBLE STAFFING	EFFECTIVE DATE: December 9, 1985 REVISION DATE: April 3, 2000	S.O.P. 01.01.04
CATEGORY: Administration	SUBCATEGORY: Command and Structure	PAGE 2 OF 4

B. The following units require a minimum staff of two:

1. Tankers responding alone on special calls.
2. Brush units responding alone on fire calls.
3. Engines that are responding with brush units.

III. FLEXIBLE STAFFING STANDARDS

A. Responsibilities of the officer-in-charge (OIC)

1. The officer-in-charge shall exercise good judgement in staffing apparatus at the time of the alarm.
2. Safety for personnel and in the operation of apparatus shall always be the prime concerns in making assignments.
3. With the exception of extraordinary circumstances, the officer-in-charge shall make staffing assignments based on the station's posted response plan, this SOP, and SOP 01.01.03, Staffing Procedures.

B. Examples of flexible staffing decision making include:

1. Fire and Rescue Station 49 is staffed with five firefighters and an officer.
2. Brush 449 responds to assist another company on a woods fire--two firefighters respond on Brush 449.
3. Engine and Ambulance 449 are to be staffed with the remaining officer and three firefighters.
4. Ambulance 449 is dispatched on a BLS call.
5. Two firefighters will respond on Ambulance 449, placing Engine 449 out of service.
6. The officer's objective is not to leave a firefighter in the station alone.

IV. SUPPLEMENTAL UNITS

A. Definition

1. A supplemental unit is a unit that has been staffed by volunteer or career personnel and meets the minimum staffing requirements, except for the requirement of an ALS provider as part of the staffing for an engine.

SUBJECT: FLEXIBLE STAFFING	EFFECTIVE DATE: December 9, 1985 REVISION DATE: April 3, 2000	S.O.P. 01.01.04
CATEGORY: Administration	SUBCATEGORY: Command and Structure	PAGE 3 OF 4

2. A supplemental unit can also be staffed by on-duty personnel who are being taken off a funded unit, such as an engine company, to staff another unit, such as the second ambulance in the station.
3. The officer-in-charge of an all volunteer-staffed unit is responsible to ensure that individuals utilized for minimum staffing meet the requirements of the department.
4. A supplemental unit shall be considered a fully staffed unit and shall be dispatched by PSCC as such.

B. Guidelines for supplemental-unit activation

1. Units totally staffed by volunteers may be placed in-service at any time. During normal conditions, Operations requires a minimum scheduled in-service time of 4 hours but strongly recommends a minimum of 12 hours.
2. Operations requests that, for planning purposes, volunteer officers notify the shift scheduled to work at least one full shift day in advance of when a supplemental unit will be placed in-service.
3. Supplemental units may be placed in-service for scheduled training of career personnel that will place the career-staffed unit out of service in excess of two hours.
4. When both a front line unit and a supplemental unit of the same type, such as two engines or two ambulances, are available in the same station, non-emergency movement in the form of a transfer shall be considered for coverage. This shall be coordinated through the battalion chief, in consultation with the duty Operations deputy chief. The uniformed fire officer (UFO) at PSCC shall be notified of any unit transfers.

C. Placing supplemental units in-service

1. Once minimum staffing has been established, the officer-in-charge of the unit shall notify the battalion chief and then call PSCC to identify the unit that is in service.
2. The officer-in-charge shall note in the station's Log Book which vehicle is staffed (use vehicle's shop number) and identify the personnel on the unit.
3. The radio identification shall be assigned by the UFO at PSCC as follows:
 - a. When an additional engine at Station 13 is staffed, it is Engine 813.
 - b. Reserve Medic 409 becomes Medic 809.
 - c. Burke's second ambulance becomes Ambulance 814.

SUBJECT: FLEXIBLE STAFFING	EFFECTIVE DATE: December 9, 1985 REVISION DATE: April 3, 2000	S.O.P. 01.01.04
CATEGORY: Administration	SUBCATEGORY: Command and Structure	PAGE 4 OF 4

V. RESPONDING WITH LESS THAN MINIMUM STAFFING

A. General restrictions


1. Station flexible staffing plans that anticipate volunteers will be used to provide staffing for supplemental units and special units, such as four-wheel drive vehicles or units.
2. Officers should make every effort to provide minimum staffing for all units when conditions require additional units to be activated.
3. Extraordinary conditions must exist for utilization of understaffed companies. The UFO at PSCC should be contacted by fire phone prior to response of an understaffed unit. The officer of such a unit is to notify the UFO at PSCC that an understaffed unit is responding to a call, but only as an additional unit to companies already assigned to the call. For example, an officer and a firefighter are left in the station after a brush unit call. A vehicle accident is dispatched in the vicinity of the station. The officer and firefighter should respond to the incident to render aid as a first responder, but not in place of another responding unit.

B. Radio identification of understaffed units

All units that do not have the assigned complement of staff shall identify themselves using the vehicle number only. *The exception to this involves paramedic engines.* In those circumstances where the paramedic has been taken out of the crew to accompany a patient to the hospital, the engine shall stay in-service but advise PSCC that they are running without their paramedic.

C. General operational limitations

1. Understaffed units shall not be considered capable of rendering anything above basic first aid firefighting or initial patient stabilization.
2. A fully staffed unit shall respond with the understaffed unit under all conditions.
3. Conditions when an understaffed unit may respond alone:
 - a. To investigate non-life-threatening conditions under peak alarm periods.
 - b. To perform non-emergency public services.
4. Operators of understaffed units should make every effort to achieve minimum staffing as soon as possible.

FAIRFAX COUNTY FIRE AND RESCUE DEPARTMENT STANDARD OPERATING PROCEDURE		
	SUBJECT: VOLUNTEER RESOURCE OFFICER PROGRAM	
	S.O.P. 01.01.07 PAGE 1 of 2	
	CATEGORY: Administration	SUBCATEGORY: Command and Structure
	APPROVED BY: Edward L. Stinnette <i>[Signature]</i> CHIEF, FIRE AND RESCUE DEPARTMENT	EFFECTIVE DATE: August 22, 1998 REVISION DATE: April 1, 2002
	FORMS REQUIRED: None	
NOTE: Current forms are located on the department's Intranet		

PURPOSE:

To describe the procedures and the role of the Volunteer Resource Officer (VRO) Program.

I. PREFACE

The Volunteer Resource Officer Program was created to provide an essential means of managing volunteer resources during extraordinary circumstances. The program will ensure the availability of a duty volunteer resource officer 24-hours-a-day, 7-days-a-week.

II. VOLUNTEER RESOURCE OFFICER

A. Duties of the Volunteer Resource Officer (VRO)

1. The duty volunteer resource officer shall be available to work with the Fire and Rescue Department during a period of time when extra resources may be needed on a county-wide basis.
2. The duty volunteer resource officer shall stay within the boundaries of one of the Council of Governments' (COG) jurisdictions when on duty. Should the duty VRO be unavailable, it is his or her responsibility to designate an eligible alternate and to make notification on the fire unit personnel (FUP) area of the computer-aided dispatch (CAD) system and notify the UFO.
3. The duty volunteer resource officer shall carry a pager provided by the Fire and Rescue Department.
4. When contacted, the VRO shall remain in close contact with Operations. In cases of long-term incidents or when requested by the Fire Chief or his or her designee, the VRO shall report to an established operations center.
5. The VRO will contact all volunteer chiefs or their designees to determine the availability of resources to include volunteer personnel, additional units, and/or other equipment and resources. This information shall be communicated to the senior fire officer responsible for the operation for final determination of how and where to deploy the volunteer resources. Additional updates shall be provided to Operations staff as requested.

SUBJECT: Volunteer Resource Officer Program	EFFECTIVE DATE: August 22, 1998 REVISION DATE: April 1, 2002	S.O.P. 01.01.07
CATEGORY: Administration	SUBCATEGORY: Command and Structure	PAGE 2 of 2

B. When to contact the Volunteer Resource Officer


1. The Operations deputy chief, his or her designee, or staff duty officer shall determine when to contact the VRO. This individual shall determine the resources required and direct the VRO to initiate the necessary contacts and to confirm the amount of volunteer personnel and/or apparatus and equipment that can be provided.
2. Battalion chiefs who require volunteer resources within one battalion only shall continue to contact the volunteer chiefs within their respective battalions. The VRO may be contacted by the volunteer chief if additional resources are needed to meet the battalion's requirements.

III. VOLUNTEER RESOURCE OFFICER SCHEDULE AND DUTY LIST

- A. The President of the Volunteer Chiefs' Association shall be responsible for providing a duty list indicating personnel who are assigned to work as the VRO. The duty list shall be provided to the Assistant Chief of Operations on a semi-annual basis.
- B. The duty VRO shall be responsible for notifying PSCC of any changes in the scheduled duty list. This shall occur by updating the FUP.

IV. ELIGIBILITY REQUIREMENTS

- A. Volunteer personnel assuming the position of VRO must meet at least one of the following requirements:
 1. Have attained the rank of a certified county volunteer unit officer or above.
 2. Serve as an administrative officer of a VFD with at least four years of operational experience in the Fire and Rescue Department.

FAIRFAX COUNTY FIRE AND RESCUE DEPARTMENT STANDARD OPERATING PROCEDURE		
	SUBJECT: LINE UP AND SHIFT BRIEFING	
	S.O.P. 01.02.01 PAGE 1 OF 1	
	CATEGORY: Administration	SUBCATEGORY: Station Management
	APPROVED BY: Edward L. Stinnette <i>Edward L. Stinnette</i> CHIEF, FIRE AND RESCUE DEPARTMENT	
FORMS REQUIRED: None		EFFECTIVE DATE: May 1, 1985 REVISION DATE: April 1, 2002
NOTE: Current forms are located on the department's Intranet.		

PURPOSE:

To establish a uniform method of exchanging information for station personnel.

I. LINE UP

- A. All shift personnel shall assemble at 0700 hours in a location designated by the shift leader. Personnel shall wear a Class C or D uniform.
- B. The shift leader shall ensure that all personnel are present and ready for duty.
- C. The following types of information shall be presented to personnel:
 - 1. Apparatus riding assignments.
 - 2. Review of the Pass-On Book.
 - 3. Daily events planned before shift briefing.
 - 4. Personnel assignments (details) to other work locations.
 - 5. Apparatus that is out of service which directly affects the apparatus response of the station.
 - 6. Other information that should be passed on at the start of duty.
 - 7. Review of shift policies for non-shift personnel who may be working.

II. SHIFT BRIEFING

- A. The shift commander shall conduct a daily shift briefing to exchange information. The daily briefing shall be scheduled at the shift commander's discretion. This briefing shall provide for two-way communications between the shift officers and the shift personnel. Items that shall be covered include, but will not be limited to:
 - 1. The daily agenda or work schedule.
 - 2. A review of new SOPs, general orders, and informational bulletins.
 - 3. Other information of importance to the employees.

FAIRFAX COUNTY FIRE AND RESCUE DEPARTMENT STANDARD OPERATING PROCEDURE



SUBJECT: STREET LOCATOR BOOK

S.O.P. 01.02.03

PAGE 1 OF 1

CATEGORY: Administration

SUBCATEGORY: Station Management

APPROVED BY:

EFFECTIVE DATE: May 1, 1985

Edward L. Stinnette

REVISION DATE: April 1, 2002

CHIEF, FIRE AND RESCUE DEPARTMENT

FORMS REQUIRED: None

NOTE: Current forms are located on the department's Intranet.

PURPOSE:

To provide for uniform maintenance of Street Locator Books.


I. PREFACE

All apparatus carry standardized street books to provide a uniform system for rapid, accurate identification of streets, buildings, hydrants, and any other water sources. Each station shall maintain a current Street Locator Book of all first- and second-due streets as noted in Section II.

II. PROCEDURES

The Street Locator Book shall contain an accurate depiction of each specific address. It will assist in locating building numbers, positioning apparatus, and tactical planning. All station commanders shall ensure the following items are completed:

- A. A complete and current Street Locator Book of all first- and second-due streets is carried on each piece of apparatus.
- B. A current copy of the Street Locator Book is placed in a conspicuous location in the control room for fill-in companies.
- C. A master Street Locator Book file is maintained for the first-due area.
- D. Directional text shall be listed on each page.
- E. The format for all books will utilize approved software programs procured and supported by the Department and/or the Fairfax County Department of Information Technology.

	FAIRFAX COUNTY FIRE & RESCUE DEPARTMENT GENERAL ORDER		
	ISSUED BY: Assistant Chief Mark S. Wheatley Administrative Services	DISTRIBUTION: H	NUMBER: 99-025
	APPROVED BY: Edward L. Stinnette ACTING CHIEF, FIRE AND RESCUE DEPARTMENT	DATE: March 29, 1999	

SUBJECT: Volunteer Utilization Plan
EFFECTIVE DATE: Immediately
EXPIRATION DATE: Upon Inclusion to the Operating Manual

The purpose of this general order is to formalize and to establish the Volunteer Utilization Plan as an integral part of the operations of the Fairfax County Fire and Rescue Department. This Plan should be reviewed by all personnel. Station commanders and work location supervisors are responsible for ensuring that the plan is added to the Fire and Rescue Department's Operating manuals.

In October 1997, the Fire and Rescue Department formed a task force to develop a strategic plan for utilization of volunteer resources in the department. The task force was composed of representatives from Fire Commission, Volunteer Chiefs' Association, Volunteer Fire and Rescue Association, Professional Fire Fighters and Paramedics, the Progressive Fire Fighters, Professional Fire and Rescue Officer's Association and a member at large from the Fire and Rescue Department.

The committee's purpose was to research and to develop a plan to utilize and to integrate qualified volunteers into the operations of the department. Meetings continued over the course of 14 months. Each member provided proposals from his or her organization's perspective, and substantive discussions ensued.

Although total agreement could not be reached on the details surrounding the staffing components, there was broad consensus for the Plan. The Volunteer Utilization Plan was presented to the Fire Chief in November 1998. Since the plan reflects much of today's operational procedures, as well as the spirit and intent of the committee's goal, the Fire Chief conceptually adopted the Plan and directed Operations to begin implementation.

Accordingly, the tenants of the Volunteer Utilization Plan become effective immediately. Operations will begin to implement the items identified in the staffing components of the document. The items identified in the implementation policies will be used to guide this process.

MSW/mp

Attachment

Attachment**FAIRFAX COUNTY FIRE AND RESCUE DEPARTMENT
VOLUNTEER UTILIZATION PLAN**

This document was compiled by members representing the Fairfax County Fire Commission, Volunteer Chiefs' Association, Volunteer Fire and Rescue Association, Fairfax County Professional Fire Fighters and Paramedics, The Progressive Fire Fighters of Fairfax County Inc., Fairfax County Professional Fire and Rescue Officer's Association and the Fairfax County Fire and Rescue Department.

Historically, volunteer corporations have provided valuable fiscal and personnel resources to support the department's mission. In addition, the Fire and Rescue Department encourages volunteer departments to continue to provide the following fiscal and personnel resources:

- Buildings, grounds, and facilities.
- Apparatus and specialized vehicles, tools, and equipment.
- Trained, skilled personnel or administrative, educational, and support programs.
- Canteen services and other associated operational support activities.

While acknowledging the support of the volunteer organizations, the following policies have been developed to recognize the volunteer fire corps as an integral part of the Fairfax County Fire and Rescue Department. To this end, the department supports the continued integration of volunteer participation in the operations of the organization and pledges to utilize their service and assistance to the maximum benefit for the protection of the citizens we serve.

Staffing – Additional Units

In accordance with relevant policy, additional suppression and EMS units staffed by volunteers will be placed in service and will be utilized in the following situations:

- To back fill for units out of service during extended emergency incidents, scheduled training activities, or other assignments.
- To provide coverage for scheduled public events or specific department needs such as Fairfax Fair, Bull Run Jamboree, etc.
- To augment front-line units during inclement weather or other peak activity periods.
- As enhancements to other front-line units based on expected call volume, proximity of other like units, or on an as-needed basis (e.g. Ambulance 422).
- To gain experience and to enhance operational training and skills.

Staffing – Front-Line Units

In accordance with relevant policies, the department recognizes individual volunteer participation to:

- Augment existing minimum staffing on *all* front-line units to enhance the department's ability to provide adequate numbers of personnel to *safely* conduct emergency scene operations as defined in NFPA 1500 Chapter 6-4.1. Safe staffing levels on apparatus are those above minimum that can be accommodated on the vehicle in accordance with NFPA 1500 Chapter 4-3.1. Volunteer participation and integration for this purpose is strongly encouraged, endorsed, and supported at *all* stations.
- Provide opportunities for individuals at all certified levels to serve as staff or command assistants for battalion chiefs and EMS supervisors.
- Provide minimum staffing at all levels when necessary to keep front-line units in service due to sickness, injury, or other unavoidable situations.
- To gain experience and to enhance operational training and skills.

Implementation Policies

The Volunteer Utilization Task Force will become the Volunteer Utilization Committee and will become a standing committee authorized by and reporting to the Fire Chief. The scope of this committee will include:

- The review of all existing policies and procedures that are relevant to this plan and revise them as necessary
- To oversee the implementation and monitor the progress of agreed policies.
- To meet and confer on a trimester basis to continue the dialog on outstanding issues.
- To serve in an advisory role to the Fire Chief for relevant matters that might arise.

The Fire and Rescue Department will coordinate scheduling of additional units directly with the volunteer companies. Scheduling will ensure, to the greatest practical extent, that the volunteer units are assigned to their own station or battalion.

The volunteers will commit to place into service one engine company and one EMS unit each weekend. These units will be put in service on Saturdays and/or Sundays for approximately ten hours either day and will be used primarily as back fills to cover units that are out of service for training or other assignments. As a priority, the volunteers further commit to staffing the engine with a paramedic when possible.

Beginning in FY 2000, Operations will track the utilization of volunteer personnel and volunteer-staffed units as part of the division's reported goals. These performance measures will reflect the utilization of volunteer-staffed units providing fill-in coverage during periods when the front-line units are out of service with an incremental decrease of service voids, time, or occurrence each subsequent year.

Volunteers will continue to be included in the Fire and Rescue Department's operations planning and strategic planning process.

Certain apparatus, located at specific stations or facilities, will be designated as Ready Units. As such, units will be fully equipped, stocked, and available for immediate use.

Long-Term Goals

While not a component of the current Utilization Plan, the Committee recognizes the following as long-term goals.

Operational volunteers will complete the work performance test successfully and must meet the same medical and training standards as county personnel.

Volunteer personnel will be allowed to work for career personnel in the following situations:

- As an exchange of shift.
- To allow career personnel to attend Career Development classes.
- During times of holdover when personnel are not available for callback.
- When the on-duty time for assigned career personnel exceeds 36 hours and no personnel are available for callback, provided the volunteer's on-duty time does not exceed 36 hours.
- As unit officers with career personnel assigned to the same unit.

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Chapter 1: ORGANIZATIONAL STRUCTURE

Fairfax County is served by a combined fire and rescue department involving the resources of career and volunteer personnel. This chapter provides a brief description of the department as well as the key organizations serving volunteer firefighters within Fairfax County.

Section 1: The Fairfax County Fire and Rescue Department

The Fairfax County Fire and Rescue Department is a combination career and volunteer service consisting of approximately 1,250 career and 400 volunteer members. The department operates under the direction of the County Fire Chief who is responsible to the Board of Supervisors through the County Executive. The department is organized into two major divisions: Operations and Administration. These divisions are headed by an Assistant Chief.

Section 2: Volunteer Companies

A. Overview

Twelve state-chartered volunteer fire companies operate out of fifteen fire stations. These companies operate as an integral part of the department, providing fire and emergency medical services, conducting fire prevention, public education, first aid and CPR programs. The Volunteer Fire Departments in Fairfax County are listed below:

• McLean VFD	Company 1
• Vienna VFD	Company 2
• Franconia VFD	Company 5
• Annandale VFD	Company 8
• Bailey's Crossroads VFD	Company 10
• Great Falls VFD	Company 12
• Dunn Loring VFRD	Company 13
• Burke VFRD	Company 14
• Centreville VFD	Company 17
• Lorton VFD	Company 19
• Fair Oaks VFRC	Company 21
• Greater Springfield VFD	Company 22

B. Volunteer-Owned Stations

Volunteer fire departments provide the County with eleven (11) volunteer-owned stations from which both career and volunteer personnel operate on a daily basis. These buildings and land represent assets in excess of \$35 million.

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The volunteer-owned stations are:

- Annandale Station 8 and Station 23
- Bailey's Crossroads Station 10
- Burke Station 14
- Centreville Station 17
- Dunn Loring Station 13
- Franconia Station 5
- Great Falls Station 12
- Greater Springfield Station 22
- Lorton Station 19
- Vienna Station 2

The County does not pay any rental use fees for these facilities. These facilities are in highly commercial districts where average rents range from \$15 to \$30 per square foot. Conservative estimates of cost savings to the County for the use of the eleven stations is over \$2,500,000 annually. The VFDs are responsible for payments on the mortgage, modifications, repairs, and improvements to buildings and grounds. The County provides funding for routine utility bills. The VFDs are responsible for other costs associated with these facilities including furnace repair and replacement, painting and other maintenance, capital equipment to include furniture, washers and dryers, and other costs which receive no reimbursement from the County.

C. Partnership Stations

Fairfax County operates under negotiated lease agreements with VFDs at four stations. Under such an arrangement, the County builds and maintains the station structure and the VFDs provide apparatus and additional volunteer resources. The VFDs involved and the respective stations are listed below:

- McLean VFD at Station 1
- Fair Oaks VFRC at Station 21
- Franconia VFD at Station 37
- Centreville VFD at Station 38

D. Policies and Procedures

Members of the volunteer departments are governed by the policies and procedures described in this manual and the regulations of the volunteer department. Volunteers are also required to follow and abide by all policies and procedures relating to operations

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issued by the Fairfax County Fire and Rescue Department. Volunteers are subject to all Fairfax County Fire and Rescue administrative policies and procedures except those dealing exclusively with career civil service employee issues such as payroll, discipline, performance evaluations, or leave. Generally, the term employee, when used in Fire and Rescue Department documents refers to both career and volunteer personnel.

Section 3: Volunteer Fire Commission

A. Mission and Goals

The Fairfax County Volunteer Fire Commission is a long-standing advisory group elected by the volunteer fire organizations and affirmed by the Board of Supervisors. The Commission was restructured and redefined on February 28, 1983, by the Board of Supervisors with its primary mission stated as follows:

Volunteer Fire Commission Mission Statement

“The primary mission of the Volunteer Fire Commission will be to assume responsibility for considering and dealing with all issues related to the Volunteer Organization; this includes responsibility for the development and contribution of a volunteer officer program integrated into the overall fire department officer structure, with responsibility for volunteer officers both in the volunteer stations and on the fire ground. In fulfilling this mission, the group will serve in an advisory capacity to the Board of Supervisors on Volunteer matters and will report to the Board of Supervisors annually on its activities. The Commission will deal directly with the volunteers and will work with the Chief of the Fire and Rescue Department through the Volunteer Liaison on the staff of the department.”

Major concerns with which the Volunteer Fire Commission should deal include the following matters:

- To encourage the creation of an environment conducive to participation by volunteers in the Fire and Rescue Department
- To ensure that a productive program of recruitment, training, and support for volunteers is developed and implemented
- To conduct a community relations program designed to familiarize citizens with volunteer opportunities and to explain the significance of the Fire and Rescue Department’s dual system

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- To apprise the Chief of the Fire and Rescue Department, through the Volunteer Liaison, of existing or potential problems related to volunteer participation and, to the extent feasible, seek solutions to such problems
- To deal with any issues, as required, which relate to the volunteer organizations

B. Fire Commission Meeting Time and Location

The Volunteer Fire Commission meets on the first Wednesday of each month at 1900 hours at Fire and Rescue Headquarters.

C. Fire Commission Membership

The Fire Commission is currently composed of seven members. One member is elected from the membership of each of the four zones shown below. In addition, the Volunteer Fire and Rescue Association and the Volunteer Chiefs' Association each have one representative. The seventh commissioner is elected at-large.

All Fire Commissioners are appointed by their respective groups and approved by the County Board of Supervisors.

D. Commission Representation (Two Year Term)

Commissioner - Zone 1
Companies 2, 8, 10

Commissioner
Volunteer Chiefs' Association

Commissioner - Zone 2
Companies 5, 19, 22

Commissioner
Volunteer Fire and Rescue
Association

Commissioner - Zone 3
Companies 14, 17, 21

At-Large Commissioner

Commissioner - Zone 4
Companies 1, 12, 13

A list of the current Commissioners and contact information for these individuals is located in Chapter Six (VI).

In addition to the seven commissioners, the Fire Chief meets with the organization as a member ex-officio. This ensures that policies and programs developed by the volunteer companies are consistent with the goals and objectives of the department.

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The Volunteer Fire Commission works closely with two other organizations in developing policies and programs for the volunteer segment of the department, the Volunteer Chiefs' Association on operational issues and the Volunteer Fire and Rescue Association on administrative matters. Staff assistance is provided to the Fire Commission by the Volunteer Liaison, a non-uniformed employee of the County Fire and Rescue Department, who reports directly to the County Fire Chief.

E. Fire Commission Elections

Commissioners are elected for two-year terms. Commissioners for Zones 1 and 2 are elected in even numbered years. Commissioners for Zones 3 and 4 are elected in odd numbered years.

The Commissioner At-Large is elected at the May meeting of the Volunteer Fire and Rescue Association in odd numbered years. All eligible volunteers may vote in the election for a Commissioner At-Large. All departments must submit a list of members eligible to vote to the secretary of the Volunteer Fire and Rescue Association by April 30 of election years.

Results of this election must be forwarded to the Volunteer Liaison by May 15 in order to allow sufficient time for submission of a nomination package to the Fairfax County Board of Supervisors.

Zone commissioners shall notify each of their companies in March of an election year that a zone commissioner must be selected. The leadership of each company shall meet jointly and select a zone commissioner. The incumbent commissioner shall ensure that a single letter providing the name and affiliation of the newly selected zone commissioner be signed by all three company presidents and forwarded to the Volunteer Liaison by May 15 of each election year.

The Volunteer Fire and Rescue Association and Volunteer Chiefs' Association shall hold elections for their commission representatives in April of each election year (odd years for the Fire and Rescue Association, even numbered years for the Chiefs' Association). Results of these elections shall be forwarded to the Volunteer Liaison by May 15 of election years.

The nomination package will be sent through the Fire Chief and the County Executive to the Board of Supervisors. Appointments to commissions are normally made during the second Board meeting of each month. Fire Commissioners will be notified by mail of their appointment.

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Section 4: Volunteer Chiefs' Association

A. Mission and Goals

The Volunteer Chiefs' Association supports the overall mission statement of the Fairfax County Volunteer Fire Departments as stated on page I-9 of this document.

B. Meeting Times and Location

The Volunteer Chiefs' Association traditionally meets on the second Wednesday of each month at 1930 hours. Meetings are held at various fire stations and are scheduled annually by the Volunteer Liaison in cooperation with the volunteer companies.

C. Association Membership

Membership in the Volunteer Chiefs' Association is open to active and former chief level officers of volunteer companies in Fairfax County and Fairfax City.

D. Officers

The officers of the Volunteer Chiefs' Association are elected in December of each year, and serve for a one-year term. The election is held for the following positions.

President	Secretary
Vice-President	Treasurer

A list of current Officers and contact information for these individuals is located in Chapter Six (VI).

Section 5: Volunteer Fire and Rescue Association

A. Mission and Goals

The Fairfax County Fire and Rescue Association is organized to provide a forum for the members of the Volunteer fire and rescue organizations of Fairfax City, Falls Church and the County of Fairfax to act in unity to improve our ability to serve the community. To this end, the organization shall:

- Work to educate our members and others on the need for, and the impact of, legislation at the local, state, and national level

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- Promote professional, amicable, and constructive relationships among our members and member companies, recognizing that our most effective voice is a unified voice
- Assist in the coordination of region-wide efforts such as Safe Kids Day, Celebrate Fairfax, Herndon Festival, Fire Prevention open house and other special events where one member company alone may not have sufficient resources
- Promote better communications among our members by publishing directories, and by coordinating communication where the unique talents of our members can be used
- Participate in the recruiting process on a more global level than any one member is able
- Work to identify and make available group benefits for all member companies such as low interest loans and group purchasing arrangements.

B. Meeting Times and Location

The Volunteer Fire and Rescue Association generally meets on the second Wednesday of each month at different member stations. Meetings are held jointly with the Chiefs' Association.

C. Association Membership

Each Fairfax County Volunteer Fire Department (VFD) including the City of Fairfax VFD and the Falls Church VFD, may have two voting members of the Association. A delegate approved by the member's company and the volunteer association may vote on issues when one of the two voting members is not available to participate.

D. Additional Roles and Responsibilities

Elections of the Fire Commissioner representing the Volunteer Fire and Rescue Association and the Commissioner At-Large are held during the May meeting during odd-numbered years. These are two separate election processes.

Official representatives from each company in good standing may vote for the commissioner representing the association.

Eligible members from all of the VFDs may vote for the Commissioner At-Large. Companies must submit certified member lists to determine voter eligibility to the Secretary of the association by April 1 of the odd-numbered year in order for members to vote.

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E. Officers

Officers of the Association are elected at the December meeting. The election is held for the following positions.

President:

Treasurer:

Vice-President:

Directors: Two (2)

Secretary:

A list of current Officers and contact information for these individuals is located in Chapter Six (VI).

Section 6: The Fairfax County Fire & Rescue Department Mission Statement

The Fairfax County Fire & Rescue Department is a combination career and volunteer organization providing fire suppression, emergency medical, technical rescue, hazardous materials, water rescue, life safety education, fire prevention and arson investigation services. Emergency medical services include advanced life support response by paramedic engines and medic transport units. The mission statement is printed on page I-9.

Section 7: The Volunteer Mission Statement

In December 1993, the Volunteer Fire Commission adopted a mission statement to reflect the overall goals of volunteer fire and rescue departments in Fairfax County. This mission was adopted by the Fairfax County Board of Supervisors in February 1994.

Subsequent revisions to this statement were made in November 1997 as a result of three leadership summits involving the Chiefs and Presidents of all twelve volunteer companies.

The Volunteer Mission Statement provides guidance and direction for all activities. This document is reprinted on page I-10.

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**FIRE AND RESCUE DEPARTMENT
MISSION STATEMENT**

VISION

Dedicated to being the best community-focused fire and rescue department working as a team to ensure a safe and secure environment for all those entrusted to our care.

MISSION

The Fairfax County Fire and Rescue Department is committed to providing emergency and non-emergency services to protect the lives, property, and environment of our community. We contribute to this commitment by:

Maintaining a leadership role in local, state, and national public safety initiatives.

Developing, implementing, and maintaining innovative prevention programs and strategies, life safety education, and training for our community.

Maintaining the highest departmental readiness to provide emergency medical and fire suppression services.

Maintaining state-of-the-art special operations capabilities.

Seeking new and better ways to further integrate the Fire and Rescue Department into our communities.

Conducting research and using technology to enhance the achievement of these objectives.

FAIRFAX COUNTY VOLUNTEER FIRE & RESCUE DEPARTMENTS MISSION STATEMENT

Revised and Adopted
November, 1997

Volunteer Fire & Rescue Departments in Fairfax County serve the citizens by providing operational and financial support to the Fairfax County Fire and Rescue Department and by providing direct service to the other organizations which support the needs of the community. In order to do this, we will:

1. Provide personnel trained to state and national standards which:
 - put suppression and emergency medical units in service during peak as well as normal activity periods;
 - cover scheduled public events and special departmental needs;
 - staff units as "minimum staffing" when requested to reduce county costs;
 - supplement career operations officers in response positions in accordance with established departmental regulations;
 - provide a corps of certified instructors to teach fire and emergency medical service (EMS) subjects at the County Fire Academy; and
 - serve on technical advanced operational units and national and international resource teams.
2. Provide appropriate facilities to house career and volunteer personnel.
3. Provide state-of-the-art apparatus and equipment.
4. Operate canteen services for major incidents, training events and other departmental needs.
5. Provide a strong program of fire safety education within our community through open house programs, citizen CPR classes, as well as talks and demonstrations to local community and civic groups.
6. Recruit from the community a cadre of individuals who are willing to contribute their time and talent.
7. Participate in the strategic planning for the Fairfax County Fire and Rescue Department.

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Chapter 5: OPERATIONAL TRAINING

Section 1: Volunteer Operational Qualifications

A. Purpose

To bring together under one heading those standards, which shall be met by an operational volunteer in order for that person to participate in the various roles of the Fire and Rescue Department. It shall serve as a guide for volunteer chiefs and career shift leaders in making assignments of volunteer members to functional units based on their eligibility. It shall also serve as a guide for individual members in programming their development within the operational volunteer segment of the Fairfax County Fire and Rescue Department as well as defining the requirements to stay current at all operational levels.

B. Scope

The citizens of Fairfax County continually demand quality performance from all of their government agencies. The Fire and Rescue Department shall ensure that all functions are operated at a level that is in the best interest of the public it serves.

In every area of service, the most critical element is personnel, and it is often the most difficult area to ensure quality performance. In order to achieve this goal, the Volunteer Fire Commission, in conjunction with the Fire Chief, has established the following requirements for volunteer members in the areas of training, continuing education, and proficiency participation.

C. Qualification Requirements

Volunteer members who are cleared to participate in operational activities (**Medical Category I (A or B), and successful background check**) shall obtain the training certification as shown on pages V7-23 in order to participate at the performance level indicated. The training courses required to meet this qualification/certification are detailed in Chapter V (five) Section 2.

As of July 1994, the NFPA 1001 Standard changed to reflect a new curriculum. The 1994 standard incorporated components from the old Firefighter I, II, and III curriculum, (which was the 1987 standard), and dropped the Firefighter III title. All qualifications below are at the new standard.

As of January 1997 the basic EMT qualification was changed to EMT (B), which corresponded to EMT (D) within Fairfax County.

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Note: Personnel cannot practice as an EMT in the Commonwealth of Virginia with only a National Registry card. The State EMS Office will grant reciprocity for a limited period.

Qualified volunteer members shall be used under the guidance of the volunteer utilization plan. Personnel who have achieved their present status under previous regulations will be allowed to participate at that level under the Grandfather Rules, providing they maintain continuous operational commitments. However, to advance to the next level the requirements for all previous ranks must also be satisfied, with the exception of Level 1 training.

Volunteer chiefs shall maintain, and post in the control office, a record of those members meeting the following requirements and a list of those members qualified to be used in the minimum staffing levels. This list shall be updated every 30 days.

D. Continuing Education Requirements

EMT Certification: It is every Operational Member's individual responsibility to ensure that their EMT Certification remains current.

Annual: It is every Operational Member's individual responsibility to ensure they achieve annual re-certification in:
CPR & AED (every 2 years)
Haz Mat (at their present certification level)
Infectious Control

In addition all operational members are to ensure they remain proficient in the functions they are assigned for each position through a minimum of 24 hours of Fire and Rescue refresher training annually (including documented in-station training, OARs, TROT Refresher, or specialty school attendance).

Career shift leaders shall work with Volunteer Chiefs to assure that volunteer members are given the opportunity to meet the continuing education requirements through both participation and in-station training.

Quarterly: Fire suppression, BLS and EMS Only personnel must fulfill 60 operational hours per quarter.
Command and Unit officers must fulfill a minimum of 20 hours per quarter at their highest operational level

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“Operational Hours” is defined as **on duty time** or as a combination of **on duty time and approved training hours**. Any compensation received for instructing on behalf of the Fire and Rescue Academy cannot be counted towards operational hours.

Since it would be impractical to require a volunteer member to meet the minimum number of hours on each type of equipment for which he/she is qualified, individuals qualified on multiple functions may split the operational hours between units.

ALS Personnel: ALS personnel shall meet all continuing education and re-certification requirements as required by Fairfax County and Virginia State EMS Office for their certification level.

Volunteer Officers: Volunteer certified officers are to attend a 16-hour operational refresher training class annually.
The following courses/seminars may be counted toward fresher training.

- Northern Virginia Regional Fire Officer’s School hosted by Virginia Department of Fire Programs and Fairfax County Fire and Rescue Department.
- Volunteer Command & Unit Officer courses as arranged by Volunteer Training Coordinator
- Participating in an officer capacity during Volunteer Fire Fighter course live fire evolutions or incident simulations.
- Volunteer Incentive Program at the National Fire Academy.
- National Fire Academy State Weekend Program.
- Volunteer Officer Training sponsored by Virginia Department of Fire Programs.
- Quarterly Training, Spring & Fall Symposiums for career Battalion Chiefs & Captain IIs.
- Other operational-based training courses and symposiums may be substituted on request to the Chief Training Officer. Substitutions must be submitted for this consideration prior to taking the class.

VFD Requirements: Some volunteer companies have established additional requirements in addition to those listed above, and those members shall refer to their individual company policies for this information.

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E. Compliance and Re-certification Policy

Personnel who allow any certifications to **lapse** may only participate at the operational status as appropriate to their current certification as defined in this policy.

Example: A person who is minimum staffing but who allows their EMT (B) card to expire can only participate as a Red Hat until they have completed an EMT (B) refresher course and have been awarded a new VA EMT (B) certificate)

Failures to Meet Required Operational Hours Per Quarter

Personnel who fail to meet their required operational hours per quarter serve at the discretion of their Volunteer Chief.

Inactive Members with Current Certifications

Personnel who have been inactive operationally, but may have maintained their certification levels, and wish to regain active riding status must demonstrate to their Volunteer Chief proficiency at all levels for which they are certified. The courses at the Academy are available to be used as a mechanism to test practical skills knowledge.

Inactive Members without Current Certifications

Personnel who have been inactive operationally and have allowed their certification levels to lapse will be required to take those courses as necessary to regain their qualifications.

Personnel must have a current physical, including fit-test for minimum staffing, to be eligible for operational status.

F. Equivalency Recognition/Challenge of EMS and Firefighting Qualifications

The procedure to evaluate training received from outside authorities or other departments can be found in Chapter 5 Appendix A.

G. Volunteer Career Development and Tuition Assistance

While the Department provides routine training, preparing for advancement will require individual initiative. The requirements for each volunteer level can be found on the following pages, and the individual tracking forms can be found in Chapter V (Five) Appendix B.

Tuition assistance (not other costs of books, parking fees etc.) for approved college courses required for volunteer advancement is available.

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The FRD has agreements with Northern Virginia Community College (NVCC), George Mason University (GMU), University of Maryland (UMD) and George Washington University (GWU) which allow the FRD to pay directly to these institutions for tuition. The amount of tuition assistance is based on the NVCC and GMU in-state rates or whichever is lower.

Tuition assistance requires successful course completion with a minimum-passing grade of C. Failing to complete the course, failing to provide course results or failure to meet the minimum grade requirement will require the student to reimburse the FRD for the corresponding tuition assistance that was paid directly to the institution.

Volunteers who have had college courses may find that some of those courses may be used to satisfy the requirements of the Volunteer Development Program by applying to the Chief Training Officer for course substitution.

Process for Direct Payment to the Institution

- Complete and submits an FRD99 to the Academy, through the Volunteer Training Coordinator
- There is no limit on number of courses that may be taken per semester. (NVCC in-state rate or whichever is lower)
- The Chief Training Officer or his designated representative reviews the FRD99 against the volunteer career development requirements and others (such as funding availability). Approves the FRD99 when the requirements are met.
- Volunteer is notified when the FRD99 is denied. Examples, owes money for a class failure/untimely withdrawal from a class, not providing grades after course completion or not job-related.
- The Academy returns the approved FRD99 along with a direct payment letter (authorizes the institution to bill the FRD directly).
- Volunteer registers for course(s) and at the same time must deliver the direct payment letter to the institution's business office.
- Volunteer advises the Academy of any changes in registration. Untimely actions on the part of the volunteer (withdrawing from class) will result in that person having to reimburse the FRD for the tuition assistance paid.
- Volunteer submits grade/proof of satisfactory completion for each course to the Academy within 60 days of course completion.

Process for Reimbursement for the Employee

- The process is the same as that for direct payment except that the volunteer pays for the tuition and provides additional documentation.
- Complete and submit the FRD-099 to the Academy for approval.

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- Submits the following documents no later than 60 days after course completion:
 - Invoice/bill showing the breakout of the tuition cost.
 - Proof that volunteer paid for the tuition (e.g. cancelled check.)
 - Proof of satisfactory course completion.
- With an approved FRD99 and proper documents, the FRD will reimburse the individual for the tuition at the corresponding NVCC or GMU in-state rate or whichever is lower. Example, if the volunteer attends a college that charges \$20 and the corresponding NVCC rate is \$39. The employee will only receive a reimbursement of \$20.

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H. Volunteer Rank Requirements and Prerequisites

VOLUNTEER RECRUIT FIREFIGHTER (VRFF)

PREREQUISITES

1. Completed In-Station Orientation
2. Completed Level 1A Course
3. AHA CPR for Healthcare Providers
4. Category I Medical (A or B)
5. Completed background check

FUNCTIONS

1. Participates as an observer only
2. Assists in a limited capacity under direct supervision of the unit officer-in-charge (OIC)

RESTRICTIONS

1. Cannot enter hazardous environments
2. Cannot participate in any hazardous suppression activities

SUPPLEMENTAL EMS PROVIDER

PREREQUISITES

1. VRFF requirements plus
2. VA EMT(B) certified
3. 18 years of age
4. Volunteer Chief's approval

FUNCTIONS

1. Supplemental to normal crew
2. Perform BLS functions only
3. Assist ambulance personnel as directed

PERFORMANCE REQUIREMENTS

1. Serve a minimum of 60 operational hours refresher training annually
2. Completes minimum of 24 hours refresher training annually

RESTRICTIONS

1. Cannot enter hazardous environments
2. Cannot participate in any hazardous suppression activities
3. Cannot drive ambulance

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EMS DRIVER (VFF)

PREREQUISITES

1. VRFF requirements plus
2. VA EMT (B)
3. 18 years of age
4. Fire Fighter II
5. EVOC Class II
6. Supervised on a minimum of 25 calls
(15 of which are patient transported /
treated by volunteer station EMS
officer)
7. Completed EMS Unit operators
qualification checklist
(FSA-323-A)
8. Volunteer Chief's approval

FUNCTIONS

1. Performs BLS functions only
2. Maintains and operates BLS Unit
3. Assist ambulance or medic personnel
as directed

PERFORMANCE REQUIREMENTS

1. Serve a minimum of 60 operational
hours per quarter
2. Completes minimum of 24 hours
refresher training annually

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BLS AIDE (VFF)

PREREQUISITES

1. VRFF requirements plus
2. VA EMT (B)
3. 18 years of age
4. Fire Fighter II
5. EVOC Class II
6. Supervised on a minimum of 25 calls (15 of which are patient transported / treated by volunteer station EMS officer)
7. Successful completion of BLS Aide skills assessment
8. Volunteer Chief's approval

FUNCTIONS

1. Performs BLS functions only
2. Assist ambulance or medic personnel as directed

PERFORMANCE REQUIREMENTS

1. Serve a minimum of 60 operational hours per quarter
2. Completes minimum of 24 hours refresher training annually

SUPPLEMENTAL STAFFING (FIRE) (VFF)

PREREQUISITES

1. VA EMT (B)
2. Fire Fighter I / Old Fire Fighter II
3. 18 years of age

FUNCTIONS

1. Supplemental to normal crew
2. Shall not be used to meet minimum staffing requirements
3. May staff brush and utility units during emergency operations.
4. May drive brush and utility units during emergency operations if completed EVOC I or higher.
5. Personnel under 18 years of age are governed by S.O.P. 2.9.03

PERFORMANCE REQUIREMENTS

1. Serve a minimum of 60 operational hours per quarter
2. Completes minimum of 24 hours refresher training annually

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MINIMUM STAFFING (VFF)

PREREQUISITES

1. VA EMT (B)
2. 18 years of age
3. Fire Fighter II
4. EVOC Class II
5. Volunteer Chief's approval

FUNCTIONS

1. Acts as a member of a Suppression Unit appropriate to current qualifications
2. May be used as call-back per current FRD policies

PERFORMANCE REQUIREMENTS

1. Serve a minimum of 60 operational hours per quarter
2. Completes minimum of 24 hours refresher training annually

DRIVER/OPERATOR (VFF)

PREREQUISITES

1. Minimum Staffing Qualified
2. Fire Ground Hydraulics
3. EVOC Class III
4. Completed appropriate operators qualification checklist (FSA-323)
5. Volunteer Chief's approval

FUNCTIONS

1. Shall drive apparatus designated by Volunteer Chief
2. May be used as call-back per current FRD policies

PERFORMANCE REQUIREMENTS

1. Serve a minimum of 60 operational hours per quarter
2. Completes minimum of 24 hours refresher training annually

**FAIRFAX COUNTY FIRE AND RESCUE DEPARTMENT
VOLUNTEER POLICIES AND PROCEDURES MANUAL**

VOLUNTEER ALS STUDENT (VALSS)

PREREQUISITES

1. Eligibility Rules for VA EMT (I) or (P) course:
 - Have a minimum of 3 years as an EMT (B) within a Fairfax County Volunteer Department
 - Achieved Minimum Staffing status
 - Qualified as BLS Aide
 - Qualified as EMS Driver
 - Pass County's pre-test requirements
 - Volunteer Chief's approval
 - Enter contractual agreement with Fairfax County Fire & Rescue to provide ALS services at the rate of two (2) years for each ALS Certification obtained at the County's expense. (i.e. 2 Years for EMT (I); Additional 2 Years for EMT (P)).

FUNCTIONS

1. Rides as third person on an ALS unit only
2. Assists in patient care under direct supervision of the unit OIC

RESTRICTIONS

1. Can only practice those ALS skills for which they have received verifiable training.
2. Shall not sign for controlled medications in the controlled medication inventory logbook.

PERFORMANCE REQUIREMENTS

1. Serve a minimum of 60 operational hours per quarter
2. Maintains suppression qualifications

VOLUNTEER ALS INTERN (VALSI)

PREREQUISITES

- | | |
|---|---|
| <ol style="list-style-type: none">1. VA EMT (I) or (P) certified2. BTLS certified3. ACLS certified4. Volunteer Chief's approval required to start internship | <ol style="list-style-type: none">2. Serve a minimum of 60 operational hours per quarter3. Shall meet Fairfax County and VA EMS continuing education requirements4. Completes minimum of 24 hours refresher training annually |
|---|---|

PERFORMANCE REQUIREMENTS

1. To complete Internship achieve 100 calls within one calendar year of starting internship

Revised 6/11/02

V-11

**FAIRFAX COUNTY FIRE AND RESCUE DEPARTMENT
VOLUNTEER POLICIES AND PROCEDURES MANUAL**

FUNCTIONS

1. Rides as third person on an ALS unit only
2. Provides patient care on any ALS, EMS incident per current intern protocols
3. After 20 calls, with the approval of preceptor and EMS Captain, may ride as minimum staffing on a Medic Unit

RESTRICTIONS

1. Can only practice ALS skills under the direct supervision of a unit officer for at least the first 20 calls.

VOLUNTEER ALS PROVIDER (VALSP)

PREREQUISITES

1. VA EMT (I) or (P) certified
2. BTLS certified
3. ACLS certified
4. Complete Fairfax County ALS Internship and pass Fairfax County ALS examination

FUNCTIONS

1. Act as the ALS provider on a Medic Unit
2. Act as the ALS provider on an Engine Company if completed Engine Medic course
3. May be used as call-back per current FRD policies

PERFORMANCE REQUIREMENTS

1. Serve a minimum of 60 operational hours per quarter, with a minimum of 24 operational hours every 2 months as an ALS Provider
2. Shall meet Fairfax County and VA EMS continuing education requirements
3. Completes minimum of 24 hours refresher training annually

Section 13 THE PRINCE GEORGE'S COUNTY CHARTER.**Section 13. Fire/Emergency Medical Services Department.**

There shall be a Fire/Emergency Medical Services ("EMS") Department headed by a Fire Chief. The Fire Chief shall be responsible for fire prevention, fire suppression, emergency medical services, fire and rescue communications, research and training activities, and coordination of the volunteer fire companies. The Fire Chief shall have had at least five years administrative experience in the field of fire prevention, fire training, or fire suppression. There shall be a Fire Commission composed of nine members elected by the volunteer fire companies of Prince George's County. Each company shall be entitled to cast one vote for each member of the Commission. The first election shall take place in the month of December, 1970, and an election shall take place annually thereafter during the month of July. The Fire Commission shall review the financial needs and requests for public funds of each volunteer fire company. It shall formulate annually one capital budget, one capital improvement program, and one current expense budget for all volunteer fire companies with respect to the expenditure of public funds, and shall submit said budgets and program, together with appropriate justification, to the County Executive in accordance with the provisions of this Charter.

(Executive Order No. 18-1975; Executive Order 47-1991, CB-17-1994; Executive Order No. 5-1998, CB-62-1998; Executive Order No. 9-1999, CB-30-1999; CB-40-2001; Executive Order No. 14-2003, CB-21-2003)

Section 14. Office of Homeland Security.

There shall be an Office of Homeland Security headed by a Director of Homeland Security. The Office of Homeland Security shall be responsible for providing planning, coordination and domestic preparedness training and shall coordinate the County's emergency management effort with Federal, State and local jurisdictions. The Office of Homeland Security shall also be responsible for management of an integrated public safety and emergency communication system. Within the Office of Homeland Security, there shall be an Office of Public Safety Communication, and an Office of Emergency Management. The head of the Office of Emergency Management shall be appointed by the Governor pursuant to the provisions of Article 16A, Section 7, of the Annotated Code of Maryland, upon the recommendation of the County Executive. Prior to submission to the Governor, the County Executive shall secure concurrence of the County Council with the recommendation in the manner set forth in Section 322 of the Charter. The Office of Emergency Management shall have the duties and responsibilities as set forth in Article 16A, Section 7, of the Annotated Code of Maryland. There may be an Advisory Committee on Homeland Security which shall function in an advisory capacity to the Director of Homeland Security.

(Executive Order No. 14-2003, CB-21-2003)

Section 15. Department of Corrections.

Sec. 11-117. through Sec. 11-149. Reserved.

DIVISION 2. ADMINISTRATION.

Sec. 11-150. Authority of Fire Chief.

(a) Generally. The Fire Chief is hereby authorized and directed to administer the provisions of this Subtitle. The Fire Chief or his authorized representative shall have such other powers and perform such other duties as are set forth in this Subtitle and as may be conferred and imposed from time to time by law. The Fire Chief may delegate any of his powers or duties under this Subtitle to the Division of Fire Prevention or to other fire officials.

(b) Emergencies. In case of an emergency, where in the opinion of the Fire Chief, or his authorized representative, life or property is in immediate danger of fire or explosion, the Fire Chief, or his authorized representative, is hereby authorized to take such actions as are necessary to protect such life or property.

(c) Enforcement assistance. All County agencies, offices and departments shall render necessary assistance in the enforcement of this Subtitle when requested to do so by the Fire Chief or his authorized representative.

(CB-107-1979)

Sec. 11-151. Bureau of Fire Prevention.

(a) To assist in the performance of the responsibilities and the duties placed upon the Fire Chief, a Bureau of Fire Prevention is established within the Fire Department, which shall be responsible for enforcing laws and ordinances in effect in Prince George's County covering the following:

- (1) The prevention of fires;
- (2) The storage, use, and handling of explosive, flammable, toxic, corrosive, and other hazardous gaseous, solid, and liquid substances;
- (3) The installation and maintenance of automatic, manual, and other private fire alarm systems and fire extinguishing equipment;
- (4) The installation, maintenance, and regulation of fire escapes;
- (5) The maintenance of fire protection and the elimination of fire hazards on land and in buildings, structures, and other property, including those under construction;
- (6) The means and adequacy of each exit in the event of fire from factories, schools, hotels, lodging houses, asylums, hospitals, churches, halls, theaters, amphitheaters, and all other places in which people work, live, or congregate from time to time for any purpose;
- (7) The investigation of the cause, origin, and circumstance of fires and explosions within Prince George's County, Maryland;
- (8) The fire safety aspects of the Building Code as adopted in Subtitle 4 of this County Code; and
- (9) Other duties as assigned by the Fire Chief.

(CB-107-1979)

GENERAL ORDER



PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMS DEPARTMENT



G.O. Number: 1-10	Effective Date: January 1, 2004
Section: Organization and Administration	
Subject: Chain-of-Command (Revised)	
By Order of the Fire Chief Ronald D. Blackwell	

I. PURPOSE

The authority of all career and volunteer officers to command, direct, or act as an officer or agent of the Prince George's County Fire/EMS Department is delegated by the County Fire Chief as enumerated in the legal mandate in the Charter of Prince George's County.

To establish the guidelines for the delegation of authority, the chain-of-command is established in accordance with the Charter of Prince George's County Schedule of Legislation, Section 13, and pursuant to the authority of the Prince George's County Code, Subtitle 11.

The chain-of-command establishes clear responsibility and accountability for Fire/EMS Department operations. This includes both administrative non-emergency and emergency incidents.

II. DEFINITIONS

County Fire Chief - Appointed by the County Executive. Has legal authority and responsibility to administer the operations of the Fire/EMS Department in accordance with the Charter of Prince George's County. Radio designation – “Fire Chief.”

Career Lieutenant Colonel (Deputy Chief) - Reports to the Fire Chief and is accountable to manage a command comprised of multiple Divisions. Responsible for administration and emergency operations of the Command and Bureau operations. Radio designation - Command name, followed by title, i.e., "Special Operations Chief."

Career Major (Bureau Chief) - Reports to a Lieutenant Colonel and is accountable and responsible on a 24 hour basis to manage the administrative and emergency operations of a Division. The Major is expected to respond to serious incidents as necessary. The Career Major assigned as Weekend Duty Officer may substitute as necessary. Radio designation - Bureau Chief followed by number, i.e., “Bureau Chief 1.”

Weekend Duty Officer - a Career Major assigned to be immediately available on-call for emergency and non-emergency incidents. This duty is rotated among all Bureau Majors.

Volunteer Major – Appointed by the Fire Chief and reports to the Lieutenant Colonel of Emergency Operations. Responsibilities are to coordinate the administration of volunteer personnel and fire companies to resolve operational issues and to provide the volunteer perspective to the department leadership on operational matters. Emergency incident responsibilities are to command incidents when necessary. Radio designation – “Volunteer Operations Commander.”

Volunteer Division Chief - Appointed by the Fire Chief and reports to a Division Major. Responsibilities are to coordinate the administration and management of volunteer personnel and fire companies and to resolve issues. Emergency incident responsibilities are to command incidents when necessary. Radio designation - Division followed by appropriate number, i.e., “Division Chief 1.”

Tour of Duty

The Volunteer Division Chief's authority in the emergency chain-of-command will be applicable during his/her duty tours as noted.

1700 hours to 0700 hours - weekdays

1700 hours Friday through 0700 hours Monday

0700 hours on County holidays through 0700 hours the next day

Volunteer Company Chief - The Volunteer Chief is elected by a fire company, corporation, or association, and meets the appropriate certification standards of Subtitle 11. Responsibilities include direct emergency incident command, as well as administrative coordination of volunteer and career operations. Radio designation - Title and company number, i.e., “Chief 1.”

Volunteer Deputy or Assistant Chiefs, termed “A Chief” - Certified in accordance with Subtitle 11, reports to Volunteer Company Chief or appropriate Major when participating in command of incident or as Company Chief. Non-emergency responsibilities are assigned by the Volunteer Company Chief. Radio designation - title, company number, followed by an "A" suffix, i.e., “Chief 1A.”

Volunteer Deputy or Assistant Chief termed "B Chief" - The "B Chief" is responsible to the Volunteer Company Chief for duties assigned. The "BB Chief" is responsible to the Emergency Incident Commander for duties assigned. When operating as an Emergency Incident Commander, he/she is responsible to the appropriate officers in the chain-of-command. Non-emergency responsibilities involve management of volunteer personnel. Radio designation - title, company number, followed by "B" suffix, i.e., "Chief 1B."

Career Battalion Chief - Reports to the Major and is responsible to manage a Battalion or appropriate assignment within the Fire/EMS Department. The responsibilities include direct emergency incident command, as well as administrative coordination of career operations and volunteer operations through the company Volunteer Chief. Radio designation - Operations Battalion Chiefs will use Battalion Chief, followed by Battalion number, i.e., "Battalion Chief 4." All other Battalion Chiefs will use appropriate Division numerical radio designations, i.e., "Battalion Chief 66." If a Career Battalion Chief responds on other than his tour of duty, the radio designation will be Battalion and number, i.e., "Battalion 4."

Tour of Duty

1. The Career Battalion Chiefs assigned to Operations will be on duty from 0700 through 1500 hours, Monday through Friday. They are to respond to emergency incidents within their delegated response areas.
2. Other Battalion Chiefs' tours of duty will vary with the assignment.

Volunteer Battalion Chief - Is a certified volunteer chief officer within a Battalion operating a Volunteer Battalion Program. The responsibility is generally Emergency Incident Commander duties. Reports to the appropriate officers in the chain-of-command. Radio designation Battalion Chief followed by Battalion number, i.e., "Battalion Chief 4."

Volunteer Battalion Program - The Volunteer Company Chiefs in each Battalion may, at the request of a majority of the Company Chiefs, institute a Volunteer Battalion Command Program. The Volunteer Battalion Program is established to enable volunteer leaders in a Battalion to provide command officer coverage between 1500 and 0700 hours weekdays, 1500 hours Friday through 0700 hours Monday, and on County holidays. Each Battalion shall establish a duty list, with a copy forwarded to the Volunteer Major 30 days in advance.

Volunteer Chief Officers

The number of volunteer chief officer positions allocated by the chain-of-command is as follows:

- Each volunteer company may have one Volunteer Chief.
- Each fire station may have one "A" Chief and one "B" Chief.

Command Officers are:

- Career Chief Officers
- Volunteer Chief Officers

Captains who have successfully completed the requirements to be a Battalion Chief or "B" Chief may act as a Battalion Chief. Radio designation will be Battalion Chief followed by Battalion number, i.e., "Battalion Chief 4A."

Volunteer Captain, Lieutenant, or Sergeant - is responsible to appropriate Volunteer Company Chiefs and officers in the chain-of-command. They are fire station supervisors who supervise personnel in emergency incident operations.

Career Captain and Lieutenant - Reports to a Battalion Chief and Volunteer Company Chief. This fire station, division, or Paramedic Supervisor position directly manages and supervises personnel at non-emergency and emergency incident operations. Radio designation for non-fire station based officers will be their unit number, i.e., "Car 151."

III. NON-EMERGENCY CHAIN-OF-COMMAND

Established to ensure the authority and responsibility for the routine management of fire stations and facilities, as well as coordinating the administrative duties necessary for accountable fiscal matters. The non-emergency chain-of-command provides for appropriate career and volunteer personnel management and administration.

A. Chain-of-Command:

1. County Fire Chief
2. Career Lieutenant Colonel
3. Career/Volunteer Major
4. Volunteer Division Chief
5. Volunteer Company Chief
6. Career Battalion Chief
7. Career Station Supervision/Paramedic Supervisor

B. Orders and Procedures

At no time shall anyone issue a standing order that is contradictory to orders and procedures established by the Fire Chief. If a contradictory order is issued, the carrying out of the order shall be held in abeyance until the immediate supervisor of the issuer is contacted for a ruling. If the immediate supervisor is unable to determine the propriety of the order, the issue shall proceed through the chain-of-command until the question of propriety is settled. The person making the final decision shall submit a written statement, through the chain-of-command, to the County Fire Chief. The statement shall clearly define the issue, the parties involved, and the basis for deciding the propriety of the order.

C. The Volunteer Company Chief is the only member of a Volunteer Company who may give orders and direction to the Career Station Supervisor. This does not preclude volunteer officers from relaying directions from the Volunteer Company Chief.

D. If a Volunteer Company Chief desires to delegate his/her supervisory responsibilities to another officer from his/her station, they shall forward the name of such officer, in writing, to the County Fire Chief for approval. The designee would then take the place of the Volunteer Company Chief in the non-emergency chain-of-command.

E. Where a Paramedic/Rescue Unit is assigned to a fire station, the fire officer will be the Station Commander. The Paramedic Officer is directly responsible for the supervision of the Bureau of Advanced Emergency Medical Services' personnel and will coordinate his/her efforts with the Station Commander.

IV. EMERGENCY INCIDENT CHAIN-OF-COMMAND

Shall be used when operating, directing, and/or participating on any emergency or operational incident in Prince George's County or when involved in mutual aid responses to other jurisdictions.

A. Chain-of-Command

1. County Fire Chief
2. Career Lieutenant Colonel
3. Career/Volunteer Major
4. Volunteer Division Chief
5. First Due Volunteer Company Chief

6. First due Volunteer Company Deputy or Assistant Chief with "A" Chief radio designation.
 7. Battalion Chief/1st due Volunteer "B" Chief
 8. Other Volunteer Chief Officers (In order listed on assignment.)
 9. Battalion Chief (Other than dispatched on the assignment.)
 10. Captain (In order listed on assignment.)
 11. Lieutenant (In order listed on assignment.)
 12. Sergeant (In order listed on assignment.)
 13. Fire Technician (In order listed on assignment.)
 14. Fire Fighter - Certified Level III, II, I, or Paramedic Certified Level II, I (In order listed on assignment.)
- B. The ranking officer (career or volunteer) on the scene may assume command of the emergency incident and may relinquish command of the emergency scene to a subordinate officer after the situation is "under control." Ranking officers should consider the value of taking an advisory role as opposed to assuming command, in those situations where the scene is already under control, or well on the way to being under control. The Paramedic Supervisors, when available, are responsible to provide technical advice to the Incident Commander regarding patient care.
- C. The first arriving unit, whether an officer or not, shall establish or pass command of the emergency incident, as per General Order 3-2. The first arriving officer may assume command from that first unit without a face-to-face transfer, provided adequate information about actions taken to establish control of the emergency situation has been relayed.
- D. If an order, contradictory to standing Department orders and written procedures, is issued (by a valid officer in the emergency incident chain-of-command) under emergency conditions, the order shall be carried out without delay. If questioned, the person issuing such an order shall, soon as possible, prepare a written statement as to the necessity of the contradictory order.

He/she shall then present the statement to his/her immediate supervisor in the emergency incident chain-of-command. The immediate superior shall take note of the statement, adding any appropriate comments, and then immediately forward the statement to the County Fire Chief through the emergency chain-of-command.

V. OPERATIONS

A. Response

1. Volunteer Company Chiefs and "A" Chiefs may respond as command officers on any alarm or incident to which their companies respond. Multi-station "A Chiefs" may respond with first due authority within the company's response area, i.e., Chief 20A may respond with "A Chief" authority in 45's area.
2. Volunteer "B" Chiefs may respond as a command officer on any alarm or incident to which their station responds.
3. During their hours of duty, Volunteer Division Chiefs will be alerted to respond to any multiple alarm incident within their division, when requested by an on-scene unit, or when a command officer is indicated but not responding to an incident. In addition, they may respond on any alarm in their division which, in their judgment, warrants their response.
4. The Battalion Chief shall respond on all structural fires, box alarms, gas leaks, multiple alarms, and extra response rescue incidents. In addition, the Battalion Chief at his/her option may respond to any other alarms or incidents within the bounds of their responsibilities.

B. Emergency Incident Operations

All emergency incident operations will be conducted in accordance with General Order 3-1.

1. Once the incident management system has been established, the Incident Commander will authorize radio returns. Command officers not on the scene shall refrain from making operational decisions or transmissions about the incident unless there is a demonstrable safety concern.
2. Investigation of an Emergency Incident

When a fire investigation is being conducted by personnel from the Fire Prevention and Investigations Division, that area of a structure or premises essential to the investigation shall be under the command of the ranking investigating officer. This officer will coordinate activities with the Incident Commander.

3. Explosives materials incidents:

When an investigation or operations are being conducted by personnel from the Special Operations Division at any explosives related incident, the scene shall be under the command of the ranking Bomb Squad Technician and/or the Special Operations Division or Fire Prevention and Investigations Division Majors.

VI. COMPLIANCE

All members of the Prince George's County Fire/EMS Department will comply with this General Order; failure to do so may result in removal from the chain-of-command and/or appropriate disciplinary action.

VII. RECISION

This General Order rescinds General Order 1-10, Chain-of-Command, effective March 17, 1991, and Addendum to 1-10 effective April 9, 1999.

GENERAL ORDER



PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMS DEPARTMENT



G.O. Number: 1-17	Effective Date: February 20, 2001
Section: Organization & Administration	
Subject: Prince George's County Fire/EMS Department Volunteer Operations Program	
By Order of the Fire Chief: Ronald J. Siarnicki	

I. PURPOSE

There are many functions within this Department that are performed by volunteer personnel operating outside of their involvement as a member or officer of their individual corporation. Currently, this includes the Volunteer Division Chief Program, and will now include a newly established position of Volunteer Operations Major. The purpose of this General Order is to establish the roles and responsibilities of the Volunteer Operations Major and the Volunteer Division Chief.

II. VOLUNTEER DIVISION CHIEF PROGRAM

- A. The Volunteer Division Chief Program establishes a liaison position between the Volunteer Company Chief and the Prince George's County Fire/EMS Department. These individuals are responsible for assisting with the day-to-day operation of this Department, primarily at night, on weekends, holidays, and other occasions when their knowledge and expertise will help to manage this combination system. There will be eight (8) Volunteer Division Chiefs.
- B. The Fire Chief's office will maintain a list of qualified applicants to fill vacancies as they occur. Applicants will remain on the list for a period of two (2) years. A selection committee chaired by the Emergency Operations Command (EOC) Lieutenant Colonel and comprised of the Volunteer Operations Major and two (2) Volunteer Division Chiefs will review the applicants and conduct oral interviews if necessary and rank the applicants as well qualified, qualified, or not qualified. When the list expires, applicants must reapply.

- C. Volunteer Division Chiefs are appointed by the Fire Chief and assigned by the EOC Lieutenant Colonel. Each year they will receive a performance evaluation from the Volunteer Operations Major after review by the Fire Chief and the EOC Lieutenant Colonel. During the annual performance review, the Fire Chief may choose to terminate the appointment and select a new appointee.
- D. The Volunteer Division Chief Program is organized into two (2) operational divisions, the Northern Division, and the Southern Division. These divisions are divided the same as the career organizational structure.
- E. Each Volunteer Division Chief will be assigned to a shift based on career shift assignments. The on-duty Volunteer Division Chief will act as the Primary Volunteer Division Chief on any incident. The other Volunteer Division Chiefs will assist as necessary.
- F. Minimum qualifications for Volunteer Division Chiefs are: five (5) years of experience as a command officer in Prince George's County, Fire Officer II, Emergency Medical Technician certification, and CPR.
- G. The radio designation for the on-duty Volunteer Division Chief will be "Division Chief 1 or Division Chief 2." Any off-duty personnel will use the prefix of "Division Chief" followed by a preassigned number from 3 through 10.
- H. The Volunteer Operations Major and the Volunteer Division Chiefs will be notified on the following:
 - 1. Death/serious injury to Fire/EMS Department member.
 - 2. Death/serious injury to Fire/EMS Department member's family.
 - 3. Fire with fatalities.
 - 4. Fire/EMS Department accident with serious injury or death.
 - 5. Fire/EMS Department vehicle accident with major damage.
 - 6. Employee/volunteer walkout/job action.
 - 7. Minor injury to Fire/EMS Department member on duty.
 - 8. Serious personnel conflict.
 - 9. Working structural fire.
 - 10. Special alarm for greater than three units.
 - 11. Multiple alarm incidents.
 - 12. Public transportation fire/injury/death.
 - 13. Mass casualty incident.
 - 14. Confirmed explosive device.

15. Explosive incident with injury.
16. Serious Haz Mat incident.
17. Dive incident.
18. Building/trench collapse incident
19. Confined space incident.
20. High angle incident.
21. Serious fire at County facility (over \$5,000).
22. Beltway/major highway shut down over 30 minutes.
23. Serious incident with media interest.
24. Mutual aid request greater than five units.
25. Significant voids from out-of-service equipment.
26. Serious breakdown of Public Safety Communications equipment.
27. Extreme weather hazard.
28. Major utility failure.

I. The operational duties and responsibilities of the Volunteer Division Chief include, but are not limited to:

1. Monitor, proceed, or respond to any emergency incident or situation, which he/she deems appropriate.
2. Coordinate and conduct post-incident critiques of all significant emergency incidents or situations on which he/she participates.
3. Prepare and forward an operational report on emergency incidents, which involve a significant injury or death of a public safety provider (fire, EMS, police, etc.), significant property loss, or any other incident deemed appropriate.
4. Provide assistance and advice to the Incident Commander in the mitigation of emergency incidents and assume the command when appropriate. The Volunteer Division Chief has been integrated into the emergency incident chain-of-command between the Career Major/Volunteer Operations Major and the First Due Company Chief.

J. Administrative duties of the Volunteer Division Chief include, but are not limited to the following:

1. Participate in vehicle and personal injury accident investigations.
2. Serve as members of the Volunteer Disciplinary Review Board as needed.
3. Ensure that any recommended disciplinary actions are carried out.

4. Investigate citizen complaints regarding the actions of volunteer members and ensure that appropriate corrective action is taken by the individual company or through the Volunteer Disciplinary Review Board. Provide a written narrative of the complaint and resolution.
5. Resolve disputes between two stations or between career and volunteer personnel.
6. Coordinate and attend battalion/division meetings with volunteer officers.
7. Periodically assess the division's/Department's operational readiness and make recommendations for changes through the chain-of-command.
8. Maintain communications with the Volunteer Chiefs within their respective divisions to stay abreast of upcoming activities and issues.
9. Assist in the development and/overview of General Orders, Standard Operating Procedures, and Department policies.
10. Review actions of Department personnel for possible awards and commendations.
11. Ensure compliance with established rules and regulations, which may include imposing disciplinary action when appropriate in accordance with the Departmental Disciplinary Policy. The Volunteer Division Chief has the authority to impose various levels of disciplinary action up to and including an operational suspension of a volunteer member when necessary.

III. VOLUNTEER OPERATIONS MAJOR

- A. The Volunteer Operations Major is responsible for coordination of the Volunteer Division Chief Program. This position shall report directly to the EOC Lieutenant Colonel. The radio designation for this position will be "Volunteer Operations Commander." This person will act as a liaison between the divisions, coordinate and disseminate information to and from the Volunteer Division Chiefs, and fill in for other Volunteer Division Chiefs as necessary.
- B. The Volunteer Operations Major shall be responsible for ensuring that the Volunteer Division Chief Program is managed in such a way to achieve the completion of Departmental goals and objectives using established rules, regulations, and procedures.
- C. Each Volunteer Division Chief shall report to the Volunteer Operations Major. The Volunteer Operations Major shall attend regularly scheduled staff meetings and other meetings as appropriate.

- D. The Volunteer Operations Major serves at the discretion of the Fire Chief. Each year he/she will receive a performance evaluation from the EOC Lieutenant Colonel and be reviewed by the Fire Chief. After said review, the Fire Chief may choose to terminate the appointment and select a replacement.
- E. Operational duties of the Volunteer Operations Major include, but are not limited to:
1. Monitor, proceed, or respond to any emergency incident or situation which he/she deems appropriate.
 2. Ensure that the Volunteer Division Chiefs coordinate and conduct post incident critiques of all significant emergency incidents or situations.
 3. Ensure that the Volunteer Division Chiefs prepare and forward an operational report on emergency incidents which involve a significant injury or death of a public safety provider (fire, EMS, police, etc.), significant property loss, or other incident deemed appropriate.
 4. Provide assistance and advice to the Incident Commander in the mitigation of emergency incidents and assume the command when appropriate. The Volunteer Operations Major has been integrated into the emergency incident chain-of-command at a level equal to a career Major.
- F. Administrative duties of the Volunteer Operations Major include, but are not limited to ensuring that all Volunteer Division Chiefs:
1. Participate in vehicle and personal injury accident investigations.
 2. Serve as a member of the Volunteer Disciplinary Review Board and ensure that the Volunteer Division Chiefs monitor any recommendation that is required.
 3. Ensure that any recommended disciplinary actions are carried out.
 4. Investigate citizen complaints regarding the actions of volunteer members and ensure that appropriate corrective action is taken by the individual company or through the Volunteer Disciplinary Review Board.
 5. Resolve disputes between two stations or between career and volunteer personnel.
 6. Coordinate and attend battalion/division meetings with volunteer officers.
 7. Periodically assess the division's/Department's operational readiness and make recommendations for change through the chain-of-command.
 8. Coordinate/conduct incident critiques of all multiple alarm or major incidents.
 9. Maintain communications with the Volunteer Chiefs within their respective divisions to stay abreast of upcoming activities and issues.

10. Assist in the development and overview of General Orders, Standard Operating Procedures, and Department policies.
 11. Ensure compliance with established rules and regulations, which may include imposing disciplinary action when appropriate in accordance with the Departmental Disciplinary Policy.
- G. The Volunteer Operations Major may choose, or be asked, to actively participate in the completion of the above if necessary.
- H. The Volunteer Operations Major has the authority to impose various levels of disciplinary action up to and including an operational suspension of a volunteer member when necessary.

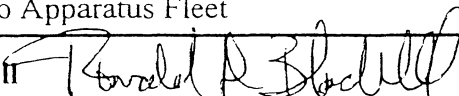
Distribution: Departmentwide

FIRE/EMS DEPARTMENT DIRECTIVE



PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMS DEPARTMENT



Directive Number: 04-01	Effective Date: February 1, 2004
Subject: Procedure for Replacement/Addition to Apparatus Fleet	
By Order of the Fire Chief Ronald D. Blackwell 	

I. PURPOSE

This Directive outlines the requirements and process for the replacement of existing apparatus, and/or the addition of apparatus to the Prince George's County Fire/EMS Department fleet with a new, refurbished, or used vehicle.

II. DEFINITIONS

Apparatus Specifications – Specifications for new, used, and refurbished apparatus, to operate within the fleet of the Prince George's County Fire/EMS Department, shall be in accordance with standards established by the Fire Chief.

Existing Vehicles – Any apparatus that is part of the fleet prior to changes in vehicle specifications. Such apparatus shall be considered "Grandfathered" into the most current vehicle specification standards.

Fleet – Group of vehicles which are maintained and/or fueled, and when applicable, insured by the Prince George's County Fire/EMS Department.

M Number – The five-digit number which is assigned to a vehicle when it is introduced into the Fire/EMS Department fleet and remains with the vehicle until it is removed from the fleet.

MVA Form VR-26 – Application for Approval of Emergency Vehicles or Service Vehicles obtained from the Maryland Motor Vehicle Administration.

NFPA 1901 – National Fire Protection Association Standard for Automotive Fire Apparatus.

NFPA 1911 – National Fire Protection Association Standard for Service Tests of Fire Pump Systems on Fire Apparatus.

NFPA 1914 - National Fire Protection Association Standard for Testing Fire Department Aerial Devices.

NFPA 1932 - National Fire Protection Association Standard on Use, Maintenance, and Service Testing of Fire Department Ground Ladders.

Removal from the Fleet – When County Fleet Management is directed by Fire/EMS Department Apparatus Maintenance (AM) to remove a vehicle (M number) from all vehicle maintenance services, fuel services, and when applicable, insurance coverage.

This action shall normally be as a result of the vehicle being permanently placed out-of-service by the owner, determined to be beyond reasonable repair, or at the discretion of the Fire Chief, or his/her designee.

Transfer of Ownership – When a vehicle, which is part of the fleet, owned by one entity within the Fire/EMS Department is sold to another entity within the Department.

III. **PROCEDURES**

A. Existing Vehicles

Existing vehicles shall be considered “Grandfathered” into current vehicle specifications. Upon such time that an existing vehicle is removed from the fleet, said vehicle must comply with the specifications for new apparatus, if authorized, to return to the fleet.

B. Requests for Vehicle Changes to the Fleet

1. It shall be the responsibility of the Volunteer Chief/President to submit a written request to the Prince George’s County Fire Commission prior to any additional change to the existing fleet of vehicles under County maintenance services, fuel services, and when applicable, insurance coverage. The Prince George’s County Fire Commission shall forward their recommendation to the Fire Chief for final disposition.
2. The vehicle specifications must be submitted to the Fire/EMS Department’s Fleet Manager to be reviewed for compliance with County requirements for new apparatus. The Fleet Manager shall forward his/her recommendation and comments to the Fire Chief for final disposition.

3. A written request shall be submitted to the Emergency Operations Commander justifying the need for the addition/change. The Emergency Operations Commander shall forward his/her comments and recommendations to the Fire Chief approving or denying the addition/change based on Departmental need.
4. Conditional approval shall be granted or a denial issued by the Fire Chief upon review of the documentation above.
5. Final recommendation, upon inspection of the vehicle for compliance with County specifications by the Fire/EMS Department's Fleet Manager, shall be forwarded to the Fire Chief for disposition.

C. Addition/Replacement with New Apparatus

1. It is recommended that vehicle specifications be reviewed by Apparatus Maintenance prior to purchase or repair to obtain a preliminary review of the vehicle's compliance with vehicle standards.
2. The vehicle must comply with the most current standards established by the Fire Chief. The current requirements are set forth in the November 15, 1994, memo to All Volunteer Chiefs and Presidents, "Apparatus Specification Review." (Attachment A)
3. An inspection by Apparatus Maintenance must be requested when the vehicle is considered ready for service.
4. A copy of a stamped Maryland Motor Vehicle Administration Form #VR-26, approving the vehicle as an emergency vehicle, must be provided.
5. Documentation from the Maryland State Police, which provides the vehicles' "in-service weight," (fully equipped without staff) must be provided. Apparatus Maintenance will make the arrangements with the State Police.
6. Final recommendation, upon inspection of the vehicle for compliance with County specifications by the Fire/EMS Department's Fleet Manager, shall be forwarded to the Fire Chief for disposition.

D. Additional/Replacement with Used Apparatus

1. It is recommended that a vehicle inspection be conducted by Apparatus Maintenance prior to purchase or repair to obtain a preliminary review of the vehicle's compliance with vehicle standards.
2. Compliance with items #2 - #5 of Section C of this Directive:
 - The vehicle must comply with the most current standards established by the Fire Chief. The current requirements are set forth in the November 15, 1994, memo to All Volunteer Chiefs and Presidents, "Apparatus Specification Review." (Attachment A)
 - An inspection by Apparatus Maintenance must be requested when the vehicle is considered ready for service.
 - A copy of a stamped Maryland Motor Vehicle Administration Form #VR-26, approving the vehicle as an emergency vehicle, must be provided.
 - Documentation from the Maryland State Police, which provides the vehicles' "in-service weight," (fully equipped without staff) must be provided. Apparatus Maintenance will make the arrangements with the State Police.
3. Successful results of the oil analysis of the engine, drive-line components, and any associated hydraulics.
4. A copy of the State of Maryland Vehicle Inspection must be provided.
5. Aerial Devices – Certification that the aerial device has been inspected and tested by an aerial testing company in accordance with NFPA 1914 within thirty (30) days of the purchase, and that the vehicle has remained out-of-service since that test.
6. Pumping Devices – Certification that the pump has been inspected and tested by a pump testing company in accordance with NFPA 1911 within thirty (30) days of the purchase, and that the ladder vehicle has remained out-of-service since that test.

7. Ground Ladders – Certification that each ground ladder has been inspected and tested by a ladder testing company in accordance with NFPA 1932 within thirty (30) days of the purchase, and that the ladder has remained out-of-service since that test.

E. General Provisions

1. All vehicles which are designated as part of the Prince George's County Fire/EMS Department's fleet will be assigned an M number by Apparatus Maintenance.
2. The vehicle's M number will be referred to for fuel, maintenance, repair, and insurance issues.
3. All vehicles which are part of the fleet are expected to be kept in compliance with all applicable County and Departmental Orders, Procedures, and Directives. Failure to comply may result in the removal of the vehicle from the fleet.
4. A vehicle which has been determined to be a total loss as a result of an accident will be removed from the fleet.
5. Any vehicle which has its M number removed from the County vehicle and fuel inventories is no longer considered to be a part of the fleet.

F. Transfer of Ownership of a Vehicle Within the County

1. Any vehicle which has a current M number and is sold to another entity within the County will be considered to be an "existing vehicle."
2. All requirements for the used apparatus listed in Section D are required, except the oil analysis.
3. If the vehicle does not have a current M number, all of the requirements for used apparatus must be met.

G. Non-Fleet Vehicles

1. No individual or entity within the Fire/EMS Department shall place a unit in service without the express permission of the Fire Chief, or his/her designee.

2. Vehicles which are utilized by fire/EMS personnel to respond within the County to emergency incidents that are not part of the fleet may be subject to a safety inspection at the discretion of the Fire Chief. Failure to comply will result in said vehicle being prohibited from providing emergency response within Prince George's County.

IV. RECISION

All Volunteer Chiefs and Presidents memo, Placing Used Apparatus In Service, dated August 24, 2000, and Volunteer Services Directive #2002-01, Vehicle Changes to the Fleet, dated July 1, 2002.

Sec. 11-329. Death Benefits.

There shall be a death benefit of Five Thousand Dollars (\$5,000) payable upon the death of any member of a County volunteer fire department or rescue squad whose death results from an accidental personal injury arising out of and in the course of his services to Prince George's County. This payment shall be a one time, lump sum and shall be paid within ten (10) calendar days from the date of the volunteer's death. It shall be paid to the person or persons specified by the volunteer in accordance with duly authorized personnel procedures of the County.
(CB-147-1982)

Sec. 11-330. Reserved.

**DIVISION 7. MINIMUM QUALIFICATIONS FOR VOLUNTEER FIREFIGHTERS
AND EMERGENCY MEDICAL SERVICE CARE PROVIDERS.**

Sec. 11-331. Definitions.

(a) The words defined in this Section shall have the meanings set forth below whenever they appear in this Division, unless the context in which they are used clearly requires a different meaning or a different definition is prescribed for a particular provision.

(1) **Active experience** means the aggregate cumulation of time in service either as a firefighter or EMS care provider, as the applicable case may be, including and notwithstanding whether such time in service is or has been in the capacity of a volunteer or of an employee who receives compensation therefore, or whether the same may be cumulated with an organization other than the Fire Department or any designated organization.

(2) **Active status** means that status by which any member of any designated organization shall constitute and serve in the capacity of a firefighter or EMS care provider in accordance and within any applicable class provided under this Division.

(3) **Apparatus** means any motor vehicle which is owned, operated, or maintained by any designated organization and specially equipped for the purpose of responding to fire emergencies, medical emergencies, and other incidents of crisis attended by any designated organization, saving and excepting any such motor vehicle designed for the principal purpose of administrative or other nonemergency support functions as determined by the governing body of the designated organization.

(4) **Continuing education** means a program, certification, or course of study or training, the subject matter of which is deemed and approved as substantially related to firefighting or the provision of emergency medical services, or the operation and enforcement of the provisions of this Subtitle, and includes, by way of illustration and not of limitation, an approved course for Maryland Emergency Medical Technician recertification purposes.

(5) **County experience** means active experience, only and to the extent such time in service shall be cumulated in connection with the Fire Department or any designated organization.

(6) **Designated organization** means any volunteer fire, volunteer rescue, or volunteer emergency medical service department, squad, or company established and operated in Prince George's County according to the provisions of Division 6 of this Subtitle.

(7) **Emergency Medical Service (EMS)** means the provision of first aid or application of other developed medical techniques and treatments, the purpose of which is to save life and stabilize the medical condition of victims in trauma, medical crisis, or otherwise exigent medical circumstance.

(8) **Equivalent course of study** means a program, certification, or course of study or training which is deemed and approved by the Fire Commission as materially equivalent with respect to any other such program, certification, or course.

(9) **Governing body** means a board or committee of directors or trustees, or other governing body, having legal or fiduciary or ultimate corporate control with respect to any designated organization.

(10) **Interested party** means a governing body or member of any designated organization, or any applicant to any designated organization, which is the subject of, interested in, or otherwise aggrieved by any determination made and rendered by the Qualifications Review Board or any governing body.

(11) **Medical emergency apparatus** means any basic life support ambulance or other apparatus which is designed, specially equipped, and utilized for the purpose of providing emergency medical services and the transport of victims in trauma, medical crisis, or otherwise exigent medical circumstance.

(12) **Primary EMS Care Provider** means the EMS Care Provider who shall be the most senior and provider in charge assigned to any medical emergency apparatus for the purpose of responding to any medical emergency and providing emergency medical services thereupon.

(13) **Qualifications Review Board** means the Volunteer Fire Service Qualifications Review Board established pursuant to the provisions of this Division.

(14) **Standard 1001** means the written firefighting curriculum and course of training designated as Standard 1001 by the NFPA, as established and set forth in the 1992 edition, and the certificate in respect thereto.

(15) **Standard 1021** means the written firefighting curriculum and course of training designated as Standard 1021 by the NFPA, as established and set forth in the 1992 edition, and the certificate in respect thereto.

(CB-82-1994)

Sec. 11-332. Purposes; Construction; Applicability of Division.

(a) The underlying purposes and policies of this Division are, among others, to prescribe minimum qualifications for volunteer firefighters and volunteer EMS care providers, to establish appropriate standards of training for volunteer firefighters and volunteer EMS care providers, and to enhance the standards and quality of service provided by designated organizations.

(b) Unless otherwise indicated, the provisions of this Division shall be construed and applied liberally to promote the underlying purposes and policies specifically enumerated herein.

(c) The provisions of this Division shall apply to any designated organization and to any member who shall actively engage in firefighting, rescue operations, or the provision of emergency medical services in connection with any such designated organization.

(CB-82-1994)

SUBTITLE 11. FIRE SAFETY.

Editor's Note: CR-95-1973 requested that the County Executive establish a mandatory driving safety program for the volunteer and paid members of the fire and rescue services and to provide for a comprehensive accident reporting and investigating system.

Sec. 11-333. Firefighter and EMS Care Provider volunteer classes.

(a) Subject to the applicable provisions of this Division and for purposes of this Division, volunteer firefighters shall be designated among classes of seniority as follows:

- (1) Junior Volunteer Firefighter;
- (2) Active Volunteer Firefighter;
- (3) Volunteer Fire Line Officer;
- (4) Deputy or Assistant Volunteer Fire Chief; and
- (5) Volunteer Fire Chief.

(b) Subject to the applicable provisions of this Division and for purposes of this Division, volunteer EMS care providers shall be designated among the classes of seniority as follows:

- (1) Junior EMS Care Provider;
- (2) Active Volunteer EMS Care Provider;
- (3) Volunteer EMS Officer;
- (4) Deputy and Assistant Volunteer EMS Chief; and
- (5) Volunteer EMS Chief.

(c) No member of any designated organization shall be appointed to active status to any officer, deputy chief, assistant chief, or chief class designation provided in this Section until such time as the governing body of such designated organization or the Fire Commission shall have duly issued a certificate, in writing, which evidences that such member meets or exceeds the conditions, qualifications, and requirements applicable thereto according to the provisions of this Division.

(CB-82-1994)

Sec. 11-334. Junior Volunteer Firefighters and Junior EMS Care Providers.

(a) Prior to appointment to the capacity of a Junior Volunteer Firefighter or Junior EMS Care Provider, each applicant thereto shall establish compliance with the minimum qualifications as follows:

- (1) **Age.** Such applicant shall have attained an age of not less than sixteen (16) years.
- (2) **Compliance with certain qualifications and training.** Such applicant shall establish full and complete compliance with the provisions for minimum qualifications and training requirements set forth hereunder at Section 11-335, saving and except to the extent such minimum qualifications may otherwise require the attainment of any age.

(b) **Special restrictions.**

(1) No Junior Volunteer Firefighter or Junior Volunteer EMS Care Provider shall be permitted or authorized to operate any apparatus responding to an emergency alarm.

(2) No Junior Volunteer Firefighter or Junior Volunteer EMS Care Provider shall be permitted or authorized to ride as a passenger upon any apparatus until such time as they shall have satisfactorily completed the Prince George's County Volunteer Recruit School, or any equivalent course of study, and furnished to the applicable designated organization a valid work permit.

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(3) No Junior Volunteer Firefighter may be permitted or authorized during emergency operations to enter a burning building or other structure until such time as they may have completed and obtained the Firefighter I certification provided at Section 11-335(b)(2) hereunder; provided that, notwithstanding the foregoing limitation, an Incident Commander acting on site at any such fire may direct, authorize, or permit such Junior Volunteer Firefighter to enter such building or structure in the event such Incident Commander shall have first determined the subject fire is placed under control.

(4) No Junior Volunteer Firefighter or Junior EMS Care Provider shall be eligible to serve as a primary EMS care provider on any medical emergency apparatus until such time as they shall have obtained a Maryland Emergency Medical Technician course certification, or any equivalent course of study.

(c) Upon attaining the age of not less than eighteen (18) years, any member who shall have qualified in accordance with the provisions of this Section as a junior firefighter or junior EMS care provider shall be duly and automatically qualified thereafter as an active firefighter or active EMS care provider, as the applicable case may be.

(CB-82-1994)

Sec. 11-335. Volunteer Firefighters and Volunteer EMS Care Providers.

(a) Except as otherwise provided herein, prior to appointment to the capacity of a volunteer firefighter or EMS care provider, whether of the junior or active class designation, each applicant thereto shall establish compliance with the minimum qualifications as follows:

(1) **Age.** Such applicant shall have attained an age of not less than eighteen (18) years.

(2) **Application.** Such applicant shall have furnished a completed application form as prescribed from time to time by the Fire Commission, which application form shall require the recordation of such information as is reasonably necessary to demonstrate that the applicant possesses the qualifications required by this Section.

(3) **Medical standards.** Such applicant shall meet or exceed such medical standards as are established by the Fire Commission, which medical standards shall be based upon reasonable tests and examinations necessary to ascertain that the applicant's physical and mental health is adequate to insure that the applicant is able to perform in firefighting or rescue operations without the threat of injury to self, other firefighters or EMS care providers, or members of the general public.

(4) **Background investigation.** Such applicant shall have authorized the conduct of, and successfully completed, a background investigation as may be determined, required, and administered by the applicable designated organization, which background investigation may include an investigation of the applicant's character, including an examination of the applicant's criminal history.

(b) Upon appointment to the capacity of junior or active firefighter, each such person appointed shall comply with each of the several training requirements set forth below; and any failure thereafter of any person to meet such requirements shall result in automatic termination of active status until such time as the same requirements shall be satisfied.

(1) Not later than twelve (12) months after the month of appointment, each junior or active firefighter shall either enroll in the Maryland Emergency Medical Technician course or in the Firefighter I certification course conducted in accordance with Standard 1001, or any

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equivalent course of study.

(2) Not later than thirty (30) months after the month of appointment, each junior or active firefighter shall have satisfactorily completed the Maryland Emergency Medical Technician course and obtained the Firefighter I certification in accordance with Standard 1001, or any equivalent course of study.

(3) For purposes of this Section 11-335(b), in the case of any volunteer firefighter who may attain the active class designation by operation of the conversion from the junior class in accordance with the provisions of Section 11-334(c), the month of appointment shall be determined and deemed to be the month during which they were first appointed to such junior class designation.

(c) Upon appointment to the capacity of Active Volunteer EMS Care Provider, each such person appointed shall comply with each of the several training requirements set forth below; and any failure thereafter of any person to meet such requirements shall result in automatic termination of active status until such time as the same requirements shall be satisfied.

(1) Not later than eighteen (18) months after the month of appointment, each Active Volunteer EMS Care Provider shall have completed and obtained a Maryland Emergency Medical Technician course certification, or any equivalent course of study.

(2) For purposes of this Section 11-335(c), in the case of any Volunteer EMS Care Provider who may attain the active class designation by operation of the conversion from the junior class in accordance with the provisions of Section 11-334(c), the month of appointment shall be determined and deemed to be the month during which they were first appointed to such junior class designation.

(d) **Restrictions.**

(1) No Active Volunteer Firefighter or Active Volunteer EMS Care Provider shall be eligible to operate, or ride as a passenger upon, any apparatus until such time as they shall have satisfactorily completed the Prince George's County Volunteer Recruit School, or any equivalent course of study.

(2) No Active Volunteer Firefighter may be permitted or authorized during emergency operations to enter a burning building or other structure until such time as they may have completed and obtained the Firefighter I certification provided at Section 11-335(b)(2) hereinabove; provided that, notwithstanding the foregoing limitation, an Incident Commander acting on site at any such fire may direct, authorize, or permit such Active Volunteer Firefighter to enter such building or structure in the event such Incident Commander shall have first determined the subject fire is placed under control.

(3) No Active Volunteer Firefighter or Active EMS Care Provider shall be eligible to serve as a primary EMS care provider on any medical emergency apparatus until such time as they shall have obtained a Maryland Emergency Medical Technician course certification, or any equivalent course of study.

(CB-82-1994)

Sec. 11-336. Volunteer Fire Line Officers.

(a) Prior to any promotional appointment to the capacity of a Volunteer Fire Line Officer, each eligible member of any designated organization shall establish compliance with the minimum qualifications as follows:

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(1) **Age.** Such member shall have attained an age not less than the number of years determined according to the following schedule:

<i>Rank</i>	<i>Years of Age</i>
Sergeant	19
Lieutenant	20
Captain	21

(2) **Experience.** Such member shall have cumulated a minimum number of years active experience in the capacity of a firefighter, such minimum number of years determined according to the following schedule:

<i>Rank</i>	<i>Years of Experience</i>
Sergeant	2
Lieutenant	3
Captain	3

(3) **Certification.** Such member shall have obtained a Department of Transportation First Responder course certification, or any equivalent course of study.

(b) Prior to any promotional appointment to the capacity of a Volunteer Fire Line Officer at the rank of Sergeant or Lieutenant, each candidate therefor shall have satisfactorily completed and obtained the Firefighter II certification in accordance with Standard 1001, or any equivalent course of study.

(c) Prior to any promotional appointment to the capacity of a Volunteer Fire Line Officer at the rank of Captain, each candidate therefor shall have satisfactorily completed and obtained the Fire Officer I certification in accordance with Standard 1021, or any equivalent course of study.

(CB-82-1994)

Sec. 11-337. Deputy and Assistant Volunteer Fire Chiefs.

(a) Prior to any promotional appointment to the capacity of a Deputy or Assistant Volunteer Fire Chief, each eligible member of any designated organization shall establish compliance with the minimum qualifications as follows:

(1) **Age.** Such member shall have attained an age not less than twenty-three (23) years.

(2) **Experience.** Such member shall have cumulated not less than four (4) years County experience in the capacity of a firefighter; provided, not less than two (2) years of such County experience shall be cumulated in the capacity of a fire line officer, and not less than one (1) year of such County experience shall be cumulated at the rank of Captain.

(3) **Certification.** Such member shall have obtained a Department of Transportation First Responder course certification, or any equivalent course of study.

(4) Such member shall have satisfactorily completed and obtained the Fire Officer II certification in accordance with Standard 1021, or any equivalent course of study.

(c) Not less than twelve (12) months prior to any promotional appointment to the capacity of a Deputy or Assistant Volunteer Fire Chief at the interim rank of "A Chief" shall first complete one or more programs of continuing education which, in the aggregate, shall require a duration of instruction of not less than twelve (12) hours; and, in addition, on an annual basis commencing upon appointment to the capacity of Deputy or Assistant Fire Chief, whether at the interim rank of "A Chief" or "B Chief," each such person appointed shall complete one or more programs of

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continuing education which, in the aggregate, shall require a duration of instruction of not less than twelve (12) hours.

(CB-82-1994)

Sec. 11-338. Volunteer Fire Chiefs.

(a) Prior to any promotional appointment to the capacity of Volunteer Fire Chief, each eligible member of any designated organization shall establish compliance with the minimum qualifications as follows:

(1) **Age.** Such member shall have attained an age not less than twenty-four (24) years.

(2) **Experience.** Such member shall have cumulated not less than five (5) years County experience in the capacity of a firefighter; provided, not less than three (3) years of such County experience shall be cumulated in the capacity of a fire line officer or deputy or assistant chief, and not less than one (1) year of such County experience shall be cumulated in the capacity of a deputy or assistant chief.

(3) **Certification.** Such member shall have obtained a Department of Transportation First Responder course certification, or any equivalent course of study.

(4) Such member shall have satisfactorily completed and obtained the Fire Officer II certification in accordance with Standard 1021, or any equivalent course of study.

(5) **Continuing education.** Not less than twelve (12) months prior to the month of appointment, such member shall have completed one or more programs of continuing education which, in the aggregate, shall require a duration of instruction of not less than twelve (12) hours.

(c) On an annual basis commencing upon appointment to the capacity of fire chief, each such person appointed shall complete one or more programs of continuing education which, in the aggregate, shall require a duration of instruction of not less than twelve (12) hours.

(CB-82-1994)

Editor's Note: CR-96-1974 provided that any officer in a volunteer fire department who completes the Manager and Supervisor Program offered by the Prince George's Community College shall be reimbursed for the cost of the course.

Sec. 11-339. Volunteer EMS Officers.

(a) Prior to any promotional appointment to the capacity of a Volunteer EMS Officer, each eligible member of any designated organization shall establish compliance with the minimum qualifications as follows:

(1) **Age.** Such member shall have attained an age not less than the number of years determined according to the following schedule:

<i>Rank</i>	<i>Years of Age</i>
Sergeant	19
Lieutenant	20
Captain	21

(2) **Experience.** Such member shall have cumulated a minimum number of years active experience in the capacity of an EMS care provider, such minimum number of years determined according to the following schedule:

<i>Rank</i>	<i>Years of Experience</i>
Sergeant	2
Lieutenant	3
Captain	3

(b) Prior to any promotional appointment to the capacity of a Volunteer EMS Officer, each candidate therefore shall have satisfactorily completed the Prince George's County Volunteer Recruit School, or any equivalent course of study.

(c) Prior to any promotional appointment to the capacity of a Volunteer EMS Officer at the rank of Captain, each candidate therefor shall have satisfactorily completed the Fire Officer I certification in accordance with Standard 1021, or the EMS Officer I training course, or any equivalent course of study relating directly to the duties and operation of EMS officers.

(d) **Certification.** Prior to and during any appointment to the capacity of a Volunteer EMS Officer, each officer so appointed shall maintain in current and good standing the Maryland Emergency Medical Technician certification, or equivalent course of study.

(CB-82-1994)

Sec. 11-340. Deputy and Assistant Volunteer EMS Chiefs.

(a) Prior to any promotional appointment to the capacity of a Deputy or Assistant Volunteer EMS Chief, each eligible member of any designated organization shall establish compliance with the minimum qualifications as follows:

(1) **Age.** Such member shall have attained an age not less than twenty-three (23) years.

(2) **Experience.** Such member shall have cumulated not less than four (4) years County experience in the capacity of an EMS care provider; provided, not less than two (2) years of such County experience shall be cumulated in the capacity of an EMS officer, and not less than one (1) year of such County experience shall be cumulated at the rank of Captain.

(b) Prior to any promotional appointment to the capacity of Deputy or Assistant Volunteer EMS Chief, each candidate shall have satisfactorily completed the Prince George's County Volunteer Recruit School, or any equivalent course of study.

(c) **Training.** Prior to any promotional appointment to the capacity of Deputy or Assistant Volunteer EMS Chief, each candidate therefor shall have satisfactorily completed and obtained the Fire Officer II certification in accordance with Standard 1021, the EMS Officer II training course, or any equivalent course of study relating to the duties of EMS officers.

(d) **Certification.** Prior to and during any appointment to the capacity of Deputy or Assistant Volunteer EMS Chief, each deputy or assistant chief so appointed shall maintain in current and good standing the Maryland Emergency Medical Technician certification, or equivalent course of study.

(e) Not less than twelve (12) months prior to any promotional appointment to the capacity of a Deputy or Assistant Volunteer EMS Chief at the interim rank of "A Chief" shall first complete one or more programs of continuing education which, in the aggregate, shall require a duration of instruction of not less than twelve (12) hours; and, in addition, on an annual basis commencing upon appointment to the capacity of volunteer deputy or assistant EMS chief, whether at the interim rank of "A Chief" or "B Chief," each such person appointed shall complete one or more programs of continuing education which, in the aggregate, shall require a duration of instruction of not less than twelve (12) hours.

SUBTITLE 11. FIRE SAFETY.

(CB-82-1994)

Sec. 11-341. Volunteer EMS Chiefs.

(a) Prior to any promotional appointment to the capacity of a Volunteer EMS Chief, each eligible member of any designated organization shall establish compliance with the minimum qualifications as follows:

(1) **Age.** Such member shall have attained an age not less than twenty-four (24) years.

(2) **Experience.** Such member shall have cumulated not less than five (5) years County experience in the capacity of an EMS care provider, provided, not less than three (3) years of such County experience shall be cumulated in the capacity of an EMS officer, and not less than one (1) year of such County experience shall be cumulated in the capacity of a deputy or assistant EMS chief.

(3) **Continuing education.** Not less than twelve (12) months prior to the month of appointment, such member shall have completed one or more programs of continuing education which, in the aggregate, shall require a duration of instruction of not less than twelve (12) hours.

(b) Prior to any promotional appointment to the capacity of Volunteer EMS Chief, each candidate shall have satisfactorily completed the Prince George's County Volunteer Recruit School, or any equivalent course of study.

(c) **Training.** Prior to any promotional appointment to the capacity of Volunteer EMS Chief, each candidate therefor shall have satisfactorily completed the Fire Officer II certification in accordance with Standard 1021, the EMS Officer II training course, or any equivalent course of study relating to the duties of EMS officers.

(d) **Certification.** Prior to and during any appointment to the capacity of Volunteer EMS Chief, each chief so appointed shall maintain in current and good standing the Maryland Emergency Medical Technician certification, or equivalent course of study.

(e) On an annual basis commencing upon appointment to the capacity of Volunteer EMS Chief, each such person appointed shall complete one or more programs of continuing education which, in the aggregate, shall require a duration of instruction of not less than twelve (12) hours.
(CB-82-1994)

Sec. 11-342. Administration of Division.

(a) **Disputes.** Subject to the provision for recommendation by the Qualification Review Board and any governing body which is an interested party, any dispute concerning the purposes, provisions, and administration of this Division shall be subject to determination by the Fire Commission.

(b) **Determinations by Fire Commission.** The Fire Commission shall have the specific authorities and responsibilities to render the following determinations provided in accordance with this Division:

(1) Any dispute concerning the issuance or failure to issue any certificate provided in accordance with the purposes, provisions, and administration of Section 11-333(c);

(2) Any determination concerning the qualification of any program, certification, or course as one which shall be deemed an equivalent course of study with respect to any other course enumerated herein, within the meaning of Section 11-331(a)(8) and purposes of this

Division; and

(3) Any request of appeal tendered by an interested party with respect to any prior adverse determination provided in accordance with this Division and rendered by the Qualifications Review Board or any governing body.

(c) **Determinations by a governing body.** A governing body shall have the specific authorities and responsibilities to render the following determinations provided in accordance with this Division:

(1) Any initial determination concerning the qualifications or compliance with applicable training requirements of any firefighter or EMS care provider in active status, or any applicant for such active status;

(2) Any certification provided in accordance with the purposes, provisions, and administration of Section 11-333(c); and

(3) Any determination concerning the qualification of any program, certification, or course as one which shall be deemed substantially related to firefighting or the provision of emergency medical services, or the operations and enforcement of the provisions of this Subtitle, and shall constitute continuing education within the meaning set forth in Section 11-331(a)(4) and for purposes of this Division.

(d) **Determinations by Qualifications Review Board.** The Qualifications Review Board shall have the specific authorities and responsibilities as follows:

(1) To evaluate and make recommendation with respect to any dispute made subject to determination by the Fire Commission pursuant to the provisions of this Division, including, without limitation, any dispute concerning the issuance or failure to issue any certificate provided in accordance with the purposes, provisions, and administration of Section 11-333(c);

(2) To evaluate and develop recommendations concerning qualification of any program, certification, or course as one which shall be deemed substantially related to firefighting or the provision of emergency medical services, or the operations and enforcement of the provisions of this Subtitle, and shall constitute continuing education within the meaning set forth in Section 11-331(a)(4) and for purposes of this Division;

(3) To make such general studies, surveys, inquiries, and evaluations concerning the improvement of qualifications or training for active status; and

(4) To report its recommendations, findings, and evaluations to the Fire Commission.

(e) **Form and standards of determinations.** Any determination made pursuant to the provisions of this Division by the Fire Commission, a governing body, or the Qualifications Review Board shall be rendered in writing, and shall be certificated through attestation by any officer so authorized by the governing body in interest, and shall be made upon the basis of a preponderance of the evidence.

(f) **Procedures; regulations.** The Fire Commission shall promulgate its own rules and regulations as may be necessary and appropriate to execute its responsibilities under this Division; provided, such rules or regulations shall provide, among other things, that any appeal as provided under this Division shall be duly taken only upon the giving of timely notice thereof to the Qualifications Review Board and, further, shall provide that the Qualifications Review Board shall be afforded a period of not less than thirty (30), and not more than sixty (60) days, from the date of notice for the purpose of evaluating such appeal and making such recommendations as provided herein.

(CB-82-1994)

SUBTITLE 11. FIRE SAFETY.

Sec. 11-343. Volunteer Fire Service Qualifications Review Board.

(a) There is hereby established a Volunteer Fire Service Qualifications Review Board which shall monitor the development of appropriate qualifications and standards of training for volunteer firefighters and volunteer EMS care providers, and to support the enhancement of standards and qualifications of service provided by designated organizations.

(b) The Qualifications Review Board shall consist of five (5) members who shall be designated in accordance with the following:

(1) One (1) member shall be designated from, among, and by the Fire Commission, which member shall constitute and serve as Chairman of the Qualifications Review Board;

(2) Two (2) members shall be designated by the Fire Chief from and among the members of the Prince George's County Fire Service, one of which members shall be sworn to the rank of Major and the other of which shall be sworn and appointed to the position of Volunteer Division Chief;

(3) One (1) member shall be designated from among the members of the Prince George's County Volunteer Fire and Rescue Association, Inc., a Maryland nonstock corporation, or its lawful successor, which is organized and existing in Prince George's County, Maryland, and which member shall be so designated by the President of such association; and

(4) One (1) member shall be designated from, by, and among the members of the Volunteer Fire Chiefs Council or its lawful successor, an unincorporated and nonprofit professional association organized and existing in Prince George's County, Maryland.

(c) Each member of the Qualifications Review Board shall serve for an indefinite term, and subject to the pleasure of the person or association by which such member is so designated to serve.

(d) The Qualifications Review Board shall promulgate its own rules and regulations as may be necessary and appropriate to execute its responsibilities under this Division.

(CB-82-1994)

Sec. 11-344. Reserved.

DIVISION 8. EMERGENCY TRANSPORTATION FEE.

Sec. 11-345. Definitions.

(a) Terms used in this Division are defined as follows:

(1) "Advanced Life Support (Paramedic) Mobile Intensive Care Unit" is capable of prehospital emergency patient care involving the application of skills and knowledge contained in the Cardiac Rescue Technician and Federal Department Of Transportation Emergency Medical Technician-Paramedic curriculum. This would include, but not necessarily be limited to, intravenous fluid administration, drug administration, defibrillation techniques, and the transmission of patient diagnostics via telemetry.

(CB-112-1985)