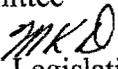


PS COMMITTEE #1 & 2  
June 11, 2009

## MEMORANDUM

June 10, 2009

TO: Public Safety Committee

FROM: Minna K. Davidson,  Legislative Analyst

SUBJECT: Item #1: Regulation 25-08, *Apparatus Staffing Policy*  
Item #2: Regulation 36-08, *Certification Standards for Training, Experience, and Credentialing Requirements*

### General Background

The proposed regulations address different subject matter, but share some common aspects regarding the review process, fiscal impact, and Council staff's recommendations. The common aspects are discussed in this section of the packet. Substantive issues for each regulation are discussed in the following sections.

**Council review:** The Council received Regulation 25-08, *Apparatus Staffing Policy*, and Regulation 36-08, *Certification Standards for Training, Experience, and Credentialing Requirements*, on May 19. Both regulations must be reviewed under method (2) of Section 2A-15 of the County Code. Under this method, if the Council does not approve or disapprove a regulation within 60 days after the Council receives it, the regulation is automatically approved unless the Council extends, by resolution, the deadline for Council action. The 60-day deadline for Council action is July 18.

**Executive Review:** On the Executive side, both regulations were subject to the same steps in the review process. Each regulation went through notice and opportunity for the IAFF Local 1664 and the Montgomery County Volunteer Fire and Rescue Association. Each regulation was reviewed and approved by the Fire and Rescue Commission before being issued by the Executive. Each regulation was advertised in the December 2008 Montgomery County Register, and no comments were received.

**Fiscal Impact:** Fiscal Impact Statements for the regulations indicate that neither one will have a fiscal impact on the County.

**Council staff recommendations:** Council staff concurs with the intent of the regulations, but identified several issues, mostly technical in nature, that require amendments to the regulations. Council staff worked with MCFRS staff to develop amended staff drafts of the regulations. If the Committee recommends approval of the staff amendments, the Executive will have to issue amended regulations for the Council's approval.

**Attached regulations:** For each regulation, a copy as proposed by the Executive, with deletions shown with single brackets and additions shown with single underlines (to show changes before transmittal to the Council), is attached. In addition, the staff draft for each regulation indicates further changes with double brackets and double underlines (to show changes after transmittal to the Council).

### **Regulation 25-08, Apparatus Staffing Policy**

Regulation 25-08 establishes minimum and desired staffing levels for MCFRS apparatus, and establishes basic eligibility requirements to serve as minimum staffing. The policy is being amended, for the most part, to update provisions to be consistent with current practice, and to resolve inconsistencies with other regulations. The Fire Chief also wanted to include policies regarding four-person staffing, and a few new provisions pertain to that initiative.

According to the Fiscal Impact Statement, the proposed regulation makes technical changes to the desired and minimum staffing levels and will not impact current operations. Thus, no fiscal impact is expected.

### **Issues**

**Four-person staffing.** As proposed by the Executive, Section 1, Purpose, said that the regulation was being amended "to increase the number of personnel who staff MCFRS apparatus by adding qualified personnel to the minimum staffing levels on primary units, as determined by the Fire Chief." However, the regulation does not change the minimum or desired staffing levels for primary apparatus.

In staff level discussions, the Fire Chief said that he wanted to make clear that there is a four-person staffing initiative and address some of the policy issues related to four-person staffing. While a new Section 4.c. was added to indicate that a four-person unit can continue to serve on an incident as a three-person unit if one staff member is diverted for a different purpose (for example, an ALS provider accompanies a patient to the hospital), and a definition of an Advanced Life Support First Responder Apparatus (AFRA) was added, few other changes in the regulation relate specifically to four-person staffing.

Council and MCFRS staff discussed the possibility of adding more provisions to specify more policies for four-person staffing, but agreed that further changes might be considered to be substantive by stakeholders. The Fire Chief agreed that a better approach would be to continue with Council review of this regulation to incorporate the other changes that are proposed, and to conduct a separate amendment process to address four-person staffing in more detail in the near

future. In the staff draft, Section 1 has been amended to reflect the purpose of Regulation 25-08 more accurately (© 2-3).

**Definitions.** The proposed regulation adds definitions for AFRA, ALS and BLS providers and units, deletes some outdated definitions, and updates some terminology (for example, “aerial units” instead of “ladder trucks”). In the staff draft, some changes have been made in order to format definitions consistently (for example, ALS Provider and BLS Provider), and to use defined terms consistently throughout the regulation.

Council staff also requested that the gender-specific term “undermanned” be deleted from the regulation. The Fire Chief agreed to incorporate the condition designated by “undermanned” (the right number of personnel on board, but not the right qualifications) into the definition of “understaffed”. He noted, however, that “undermanned” remains a defined and recognized term in the Communications Manual, and that ECC staff must respond in a certain way when an undermanned vehicle is reported. It is Council staff’s understanding that the Communications Manual will be updated soon. Presumably the term “undermanned” can be deleted or replaced at that time.

**Staffing level changes.** Minimum staffing levels are included in Section 4.a on © 6. Desired staffing levels are included in Section 4.b on © 7. Consistent with current practice, the regulation changes the minimum staffing level for ALS units from three personnel to two. The regulation also establishes minimum (one person) and desired (two person) staffing levels for tankers, and eliminates staffing levels for extrication units as there are no longer extrication units. (Extrication equipment is now carried on aerial units.)

**Eligibility changes.** Standards for minimum staffing eligibility are included in Sections 4.a.1 and 2 on © 6-7. Consistent with requirements in the training standards regulation, Regulation 25-08 would change the minimum age from 16 to 17 and the minimum rank from Firefighter/Rescuer I to Firefighter/Rescuer II for personnel to count towards minimum staffing for engines, aerial units, rescue squads, brush trucks and special units. Consistent with provisions in the collective bargaining agreement, Regulation 25-08 would change the minimum rank for a Primary Unit Officer from Firefighter/Rescuer III to Master Firefighter, except in extenuating circumstances as determined by the Fire Chief.

**Staff draft (© 1-8).** As noted above, the staff draft includes a revised statement of purpose to more accurately reflect the substantive changes in the regulation. In addition, it includes several clarifying and drafting amendments to simplify the language and use defined terms more consistently.

**Council staff recommendation:** Recommend approval of Regulation 25-08 as amended in the staff draft. Request that the Executive re-issue the regulation as amended and re-number it as 26-08AM to indicate that it was amended after transmittal to the Council.

**Regulation 36-08, Certification Standards for Training,  
Experience, and Credentialing Requirements**

Regulation 36-08 would add requirements for training in the National Incident Management System-Incident Command System (NIMS-ICS) to the existing training requirements for MCFRS personnel. Homeland Security Presidential Directive (HSPD) #5 requires that local jurisdictions comply with NIMS to be eligible for federal preparedness assistance funding. In September 2006, the Council adopted Resolution 15-1612 establishing NIMS as the standard for incident management in Montgomery County.

The existing Section 4.k. (in the staff draft this section would become 4.u on © 38), permits the Fire Chief to require additional training to comply with new State or federal requirements applicable to MCFRS, and states that any new requirements must be implemented by regulation. If immediate action is required, the Fire Chief may initially issue a General Order to require the training, but the General Order must not remain in effect for more than 90 days.

The Fire Chief issued a General Order 07-16 (revised) in October 2007 to require NIMS training for all MCFRS personnel (© 68-69). Through an inadvertent oversight, there was a delay in converting the General Order into a regulation. Proposed Regulation 36-08 would incorporate the requirements in General Order 07-16 into the training standards regulation, and would supersede the General Order. In the staff draft of the regulation, specific training requirements are included in the Summary (© 21-22) and Appendices A-1 and A-2 (© 40a-40b). Policies on NIMS training are in new Section 4.k (© 33-34).

The Fire Chief has assured that NIMS training has been ongoing. On © 70, a table compares the status of MCFRS NIMS training in March 2007 and June 2009. At this point, 140 personnel (out of 1700 or more) must take NIMS courses IS 100, IS 200, and IS 700; 14 personnel (out of approximately 150) must take IS 300 and IS 400, and 14 personnel (out of approximately 830) must take IS 800.

According to the Fiscal Impact Statement, the proposed regulation will have no fiscal impact on the County. As most personnel have completed the requirement, the numbers still to be trained are comparatively small. In addition, several courses are available online free of charge. Two courses, IS 300 and IS 400, require 40 hours of classroom training, but UASI funds are used to pay for those courses.

**Issues**

**Optional courses for LFRD Chiefs.** In response to concerns raised by LFRD Chiefs about the amount of additional training time required for IS 300 and IS 400, the Fire Chief revised General Order 07-16 to indicate that these courses are not required for LFRD Chiefs. If an LFRD Chief does not take the courses, that Chief can respond only to incidents in Montgomery County and is not eligible to respond to requests for mutual aid or national incident management requests. A new Section 4.k.2 explaining this provision has been added to the staff draft on © 34.

**Online training.** The proposed regulation notes that several NIMS courses may be taken online, and adds procedures to request approval of online training.

**Name and Definition of Mobile Volunteer Corps.** Code Chapter 21 says that the Chief of the Division of Volunteer Services, among other things, must provide additional opportunities for people to volunteer, including the creation of a mobile volunteer personnel corps. MCFRS has created such a corps of individuals to provide non-operational, non-emergency, administrative and other types of service to MCFRS and the community. MCFRS has developed a policy governing this organization. The policy refers to the organization as the Montgomery County Fire Corps. The new name and definition that appear in Regulation 36-08 are consistent with the name and definition in the Montgomery County Fire Corps policy.

**Staff draft (© 20-40).** The staff draft includes historical information about the General Order in the summary of the regulation, but removes references to the General Order from the body of the text. It also reformats some of the new information to be more consistent with the overall format for the regulation. In addition, there are several small drafting and technical changes.

**Council staff recommendation:** Recommend approval of Regulation 36-08 as amended in the staff draft. Request that the Executive re-issue the regulation as amended and re-number it as 36-08AM to indicate that it was amended after transmittal to the Council.

**This packet contains:**

**circle #**

Regulation 25-08, <i>Apparatus Staffing Policy</i>	
Staff Draft	1
Executive's transmittal	9
CE proposed regulation	10
Fiscal Impact Statement	18
Regulation 36-08, <i>Certification Standards for Training...</i>	
Staff draft	20
Executive's transmittal	41
CE proposed regulation	42
Fiscal Impact Statement	66
General Order 07-16 Revised	68
Comparison of MCFRS NIMS training 3/07 and 6/09	70



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b>  <b>APPARATUS STAFFING POLICY</b>	<b>Number</b>  <b>25-08</b>
<b>Originating Department</b>  <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	<b>Effective Date</b>

## APPARATUS STAFFING POLICY

Issued by: County Executive  
Executive Regulation No. 25-08

Authority: Code Section 21-4B(e)(3)

Supersedes: *Apparatus Staffing Policy*, Executive Regulation No. 14-90AM

Council Review : Method (2) under Code Section 2A-15

Register Vol. 25, No. 12

Effective Date:

**SUMMARY:** This Regulation establishes staffing levels for fire and rescue apparatus. It is being amended to [[enhance personnel safety and]] ensure operational efficiency on all fire and rescue incidents. [ The regulation has been amended to require that personnel must be at least 18 years of age and certified as a Maryland EMT-A to count towards minimum staffing on MICUs and ambulances.]

**DEADLINE:** Montgomery County *Register* Comment: December 31, 2008  
Please submit comments to Beth Feldman, Office of the Fire Chief, 12<sup>th</sup> Floor, 101 Monroe Street, Rockville, MD 20850. Comments may be emailed to [Beth.Feldman@montgomerycountymd.gov](mailto:Beth.Feldman@montgomerycountymd.gov)

**BACKGROUND:** Adequate staffing levels of qualified personnel on fire and rescue apparatus are necessary [[to ensure the safety of all personnel, and]] to facilitate the efficient delivery of fire and rescue services. Levels of desirable as well as minimum staffing have been determined and are set forth in this Regulation.

[[Section 1. Purpose. This Regulation is being amended to increase the number of personnel who staff MCFRS apparatus by adding qualified personnel to the minimum staffing levels on primary units, as determined by the Fire Chief. This staffing level is the minimum level, as recommended in fire and rescue industry standards, including National Fire Protection Association (NFPA) Standard 1500, *Standard on Occupational Safety and Health Program*, and NFPA Standard 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments.*]]



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject

**APPARATUS STAFFING POLICY**

Number

**25-08**

Originating Department

**MONTGOMERY COUNTY FIRE AND RESCUE SERVICE**

Effective Date

[[The Fire Chief has implemented a new initiative to staff all primary units with four-person staffing, and has issued *Fire Chief's General Orders* designating certain apparatus to comply with this staffing plan. Implementing this requirement is also consistent with provisions in the *Integrated Emergency Command Structure*, Executive Regulation #16-05AM, and the *Certification Standards for Training, Experience, and Credentialing Requirements* Executive Regulation #21-06AM. The Fire Chief intends that this initiative will continue until all primary units have completed the four-person staffing requirement.]]

**Section 1. Purpose.** The Fire Chief has implemented a new initiative to staff all primary units with four-person staffing, and has issued Fire Chief's General Orders designating certain apparatus to comply with this staffing plan. The Fire Chief intends that this initiative will continue until all primary units have completed the four-person staffing requirement.

For designated four-person units, this staffing level is the minimum level, as recommended in fire and rescue industry standards, including National Fire Protection Association (NFPA) Standard 1500, Standard on Occupational Safety and Health Program, and NFPA Standard 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*. Implementing this plan is also consistent with provisions in Executive Regulation No. 16-05AM, *Integrated Emergency Command Structure*, and Executive Regulation No. 21-06AM, *Certification Standards for Training, Experience, and Credentialing Requirements*.

This Regulation is being amended to clarify certain policies associated with the Fire Chief's four-person staffing initiative. In addition, it incorporates the updates and changes below.

- Several apparatus titles have been updated or eliminated (ladder truck, extrication units, MICU);
- Certain rank and age eligibility requirements for minimum staffing have been changed;
- Minimum staffing for ALS units has been changed from three to two personnel;
- Minimum and desired staffing for tankers has been established;
- Dispatch requirements have been modified; and



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b> <b>APPARATUS STAFFING POLICY</b>	<b>Number</b> <b>25-08</b>
<b>Originating Department</b> <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	<b>Effective Date</b>

- New definitions have been added.

**Section 2. Applicability.** This Regulation applies to [the Corporations, the Department, and ~~all~~ MCFRS, including the local fire and rescue departments, and fire, rescue, and emergency medical service personnel, both career and volunteer. all MCFRS]

### Section 3. Definitions.

[a.] [Apparatus. Engines, Ladder Trucks, Rescue Squads, Extrication Units, Brush trucks, Mobile Intensive Care Units (MICUs), Ambulances, and special units.]

a. AFRA. Acronym for Advanced Life Support First Responder Apparatus, a fire/rescue apparatus (usually an engine or aerial unit) staffed by at least one ALS provider.

[b.] [Certified. Certified by the Fire and Rescue Commission as eligible to serve at a specific rank in accordance with the fire and rescue commission regulation on the Minimum Training Requirements and certification Standards.]

b. Advanced Life Support (ALS) Provider. An individual who is Maryland State-licensed and [[Montgomery County-]] credentialed by the Montgomery County Fire and Rescue Service to provide EMT-P or Cardiac Rescue Technician (CRT or CRT99) level emergency medical service.

[c.] [Corporation. A fire and rescue Corporation established in the County, authorized to provide, fire, rescue, or emergency medical services.]

c. Advanced Life Support (ALS) Unit. An ambulance that complies with the MCFRS ALS unit inventory requirements and is staffed [[by]] with at least one ALS Provider and one [[EMT-B]] BLS Provider.

[d.] [Department. Department of Fire and Rescue Services.]

d. Apparatus. Engines, Aerial Units, Rescue Squads, Brush Trucks, Advanced Life Support (ALS) Units, Basic Life Support (BLS) Units, and Special Units.

[e.] [Desired Staffing Level. The desired minimum number of qualified personnel to



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject <b>APPARATUS STAFFING POLICY</b>	Number <b>25-08</b>
Originating Department <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	Effective Date

staff a specific apparatus.]

- e. **Basic Life Support (BLS) Provider.** An individual who is Maryland State-licensed and [County] credentialed by the Montgomery County Fire and Rescue Service to provide EMT-B level emergency medical service.
- [f.] [Emergency Incident. An incident requiring the dispatch of a fire and rescue unit by the Emergency Communications Center (ECC).]
- f. **Basic Life Support (BLS) Unit.** An ambulance that complies with the MCFRS BLS unit inventory requirements and is staffed [[by at least two Maryland-Certified Emergency Medical Technicians (EMTs who provide basic life support level emergency medical service)] with at least two BLS Providers.
- [g.] [Minimum Staffing Level. The least number of qualified personnel required to staff specified apparatus.]
- g. **Desired Staffing Level.** The desired minimum number of qualified personnel to staff a specific [emergency vehicle] apparatus.
- [h.] MICU. Mobile intensive Care Unit.]
- h. **Emergency Incident.** Any event requiring the Emergency Communications Center (ECC) to dispatch a fire, rescue, or EMS unit.
- [i.] [Personnel. Volunteer or career Firefighter/Rescuers, Rescuers, or Medical attendants who are certified at the training level required for the position assigned.] no underline
- i. **Integrated Emergency Command Structure (IECS).** The operational chain of command and rank structure that integrates all fire and rescue services personnel, both career and volunteer, who have met the applicable training, experience, certification, and credentialing requirements.
- [j.] [Primary Unit. Primary units are engines, ladder trucks, rescue squads and extrication units that have been dispatched, or are available to be dispatched to an emergency incident.]



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject <b>APPARATUS STAFFING POLICY</b>	Number <b>25-08</b>
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Originating Department <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	Effective Date
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- j. **IECS-Certified.** The status indicating an individual's eligibility to serve at a specific rank level, as noted in the *IECS Executive Regulation* and the *Certification Standards for Training, Experience, and Credentialing Requirements Executive Regulation.*
- ~~j.~~ <sup>k.</sup> [Primary Unit Officer. Individual certified as a Firefighter/Rescuer III, Rescuer III, or higher level.]
- k. **Minimum Staffing Level.** The least number of qualified personnel required to staff specified apparatus.
- l. **Personnel.** For the purposes of this Regulation, all active IECS-certified firefighter/rescuer and emergency medical service providers, including volunteers and employees of the local fire and rescue departments and County Merit System employees of the MCFRS.
- m. **Primary Unit.** Engines, aerial units, and rescue squads that have been dispatched, or are available to be dispatched to an incident.
- n. **Primary Unit Officer.** [Individual certified as a Firefighter/Rescuer III, Rescuer III, or higher level.] An individual certified at the rank of Master Firefighter/Rescuer or higher rank, as specified in the *Integrated Emergency Command Structure Executive Regulation.* However, in extenuating circumstances, as determined by the Fire Chief, a Firefighter/Rescuer III may act as a Primary Unit Officer.
- [[o. Undermanned Unit. Apparatus responding to an incident that has IECS-certified personnel on board, but whose crew does not meet the minimum required number of qualified staffing.]]
- ~~p.~~ <sup>o.</sup> **Understaffed Unit.** Apparatus responding to an incident whose crew does not meet the minimum required number of IECS-certified personnel, or apparatus responding to an incident that has IECS-certified personnel on board, but whose crew does not meet the minimum required number of qualified staffing.

**Section 4. Policy.** It is the policy of the Fire [and Rescue Commission] Chief to [enhance the safety of fire and rescue personnel and] ensure the efficient delivery of fire, rescue, and emergency medical services on all **emergency incidents** by establishing



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b> <b>APPARATUS STAFFING POLICY</b>	<b>Number</b> <b>25-08</b>
<b>Originating Department</b> <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	<b>Effective Date</b>

[minimum] **staffing levels** of qualified **personnel** for all **apparatus**. [The] Those required [minimum] **staffing levels** are specified in this Regulation. [:will promote these objectives]

a. **Minimum Staffing Levels.** The **minimum staffing levels** required for the following **apparatus** are:

- Engines - three **personnel**
- [Ladder Trucks] Aerial Units - three **personnel**
- Rescue Squads - three **personnel**
- Brush Truck - one person
- [Extrication Units – three personnel]
- [MICUs] ALS Units –[three] two **personnel**
- [Ambulance] BLS Units - two **personnel**
- Tankers - one person
- Special Units - one **person**

1. To determine whether **minimum staffing levels** have been achieved for a specific **apparatus**, the following standard applies:

- A. **Personnel** must be at least [16]17 years of age and **IECS-certified** at the Firefighter/Rescuer [I] II [or Rescuer I] level to count towards **minimum staffing levels** for Engines, [Ladder Trucks] Aerial Units, Rescue Squads,[Extrication Units,] Brush Trucks, and Special Units.
- B. **Personnel** must be at least 18 years of age and **IECS-certified** as a Maryland EMT-[A] B to count towards **minimum staffing** on [MICUs] ALS Units or [ambulances] BLS Units.
- C. A **primary unit officer** must be included in the **minimum staffing levels** [in] of all primary units.
- D. At least one [Maryland CRT paramedic, and one CRT (or CRT99) or EMT-P or EMT-B] ALS Provider and one provider at either the **BLS** or **ALS** level must be included in the **minimum staffing levels** on all ALS units and AFRAs.



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject <b>APPARATUS STAFFING POLICY</b>	Number <b>25-08</b>
---	------------------------

Originating Department <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	Effective Date
--	----------------

2. **Personnel** who are **IECS-certified** at the Firefighter/Rescuer I [or Rescuer] level[s] may be used as supplemental staffing on all **apparatus**, but [do] must not count toward **minimum staffing levels**.

3. **Apparatus** responding with less than the **minimum staffing level** must notify the Emergency Communications Center (ECC) that [it] the unit is responding understaffed[[undermanned]] and state the number of qualified **personnel**, including the officer, on the **apparatus**. [[A.]] The ECC must dispatch an additional unit to supplement each **understaffed unit**.

[[B. If the additional unit responds with less than the minimum staffing level, but with enough qualified personnel to complete the minimum staffing level of the original understaffed/undermanned unit, it will not be necessary for ECC to dispatch an additional unit.]]

4. [MICUs] **ALS Units** and [ambulances] **BLS Units** [should] must not respond if staffed with fewer than two **personnel**.

b. **Desired Staffing Levels**. When sufficient **personnel** are available, the **desired staffing levels** for **apparatus** are at least:

- Engines - four **personnel**
- [Ladder Trucks] **Aerial Units** - four **personnel**
- Rescue Squads - four **personnel**
- [Extrication Units – four personnel]
- Brush Trucks - two **personnel**
- [MICUs] **ALS Units** - three **personnel**
- [Ambulances] **BLS Units** - three **personnel**
- Tankers** - two **personnel**
- Special Units- two **personnel**

c. If a **primary unit** responds with the assigned four-person staffing, but because of the nature of the incident the staffing is reduced (i.e., **ALS provider**, EMT-B, etc.) to three qualified **personnel**, the **primary unit** will remain in service as a **minimum-staffed unit**, in accordance with this Regulation.



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b> <b>APPARATUS STAFFING POLICY</b>	<b>Number</b> <b>25-08</b>
<b>Originating Department</b> <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	<b>Effective Date</b>

- d. The desired staffing level for [MICUs] **ALS Units** is at least [one] [[two Maryland-certified EMT-[A] Bs [one CRT, and] one [EMT-P] ALS Provider and two BLS Providers.

### Section 5. Responsibilities.

- a. The [Corporations, with the assistance of the department,] Fire Chief must [attempt to] ensure that **minimum staffing levels** are available for ~~all~~ all apparatus, in accordance with this Regulation.
- b. All MCFRS personnel must [ensure compliance] comply with this [policy] Regulation by reporting to the ECC any **apparatus** responding with less than the **minimum staffing level** as “responding **understaffed**[[/undermanned]].”

**Section 6. Implementation and Enforcement.** The Fire Chief is the implementation and enforcement authority for all policies and regulations of the Montgomery County Fire and Rescue Service.

**Section [6] 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.

**Section [7] 8. Effective Date.** This Regulation is effective on the date the County Council adopts a resolution approving it.

Recommended:

\_\_\_\_\_  
Richard R. Bowers, Fire Chief  
Montgomery County Fire and Rescue Service

\_\_\_\_\_  
Date

Approved:

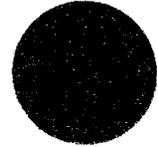
Exec Regs



042514

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OFFICE OF THE COUNTY EXECUTIVE  
ROCKVILLE, MARYLAND 20850



Isiah Leggett  
County Executive

MEMORANDUM

May 18, 2009

Method 2

2009 MAY 19 AM 11:02

TO: Phil Andrews, President  
Montgomery County Council

FROM: Isiah Leggett, County Executive

SUBJECT: Adoption of Executive Regulation #25-08, *Apparatus Staffing Policy*

At the request of Fire Chief Richard Bowers, I am transmitting for the Council's review and adoption Executive Regulation #25-08, *Apparatus Staffing Policy*, as required by Section 21-4B(e)(3) of the Montgomery County Code, under Method 2 requirements. This Regulation was amended to increase the number of personnel who staff Montgomery County Fire and Rescue Service (MCFRS) apparatus by adding qualified personnel to the minimum staffing levels on primary units, as determined by the Fire Chief. This staffing level is recommended in fire and rescue industry standards, including National Fire Protection Association (NFPA) Standard 1500, *Standard on Occupational Safety and Health Program*, and NFPA Standard 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*.

The Fire Chief has implemented an initiative to staff all primary units with four-person staffing, and has issued *Fire Chief's General Orders* designating certain apparatus to comply with this staffing plan. Implementing this requirement is consistent with provisions in the *Integrated Emergency Command Structure*, ER#16-05AM, and both the current *Certification Standards for Training, Experience, and Credentialing Requirements* ER #21-06, and the amended Executive Regulation of the same title, ER #36-08, submitted to you under separate cover.

Chief Bowers recommends that this Executive Regulation be approved, and my signature indicates my concurrence. With the Council's adoption, *Apparatus Staffing Policy* ER #25-08 will supersede ER #14-90AM of the same title. If additional information is needed, please call Chief Bowers on Extension 7-2435.

IL:bf

Attachment



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject <b>APPARATUS STAFFING POLICY</b>	Number <b>25-08</b>
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Originating Department <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	Effective Date
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## APPARATUS STAFFING POLICY

Issued by: County Executive  
Executive Regulation No. [14-90AM] 25-08  
Authority: Code Section 21-4B(e)(3)

Supersedes: *Apparatus Staffing Policy*, Executive Regulation No. 14-90AM  
Council Review : Method (2) under Code Section 2A-15  
Register Vol. 25, No. 12  
Effective Date: [February 11, 1993]

**SUMMARY:** This Regulation [establishes staffing levels for fire and rescue apparatus to ensure personal] is being amended to enhance personnel safety and operational efficiency on all fire and rescue incidents. [The regulation has been amended to require that personnel must be at least 18 years of age and certified as a Maryland EMT-A to count towards minimum staffing on MICUs or ambulances.]

**DEADLINE:** **Montgomery County Register Comment: December 31, 2008**  
Please submit comments to Beth Feldman, Office of the Fire Chief, 12<sup>th</sup> Floor, 101 Monroe Street, Rockville, MD 20850. Comments may be emailed to [Beth.Feldman@montgomerycountymd.gov](mailto:Beth.Feldman@montgomerycountymd.gov)

**BACKGROUND:** Adequate staffing levels of qualified personnel on fire and rescue apparatus are necessary to ensure the safety of all personnel, and to facilitate the efficient delivery of fire and rescue services. [Levels of desirable as well as minimum staffing have been determined and are set forth in this regulation.]

**Section 1. Purpose.** [The purpose of this Regulation to establish appropriate staffing levels and qualifications of personnel for fire and rescue apparatus.] This Regulation is being amended to increase the number of personnel who staff MCFRS apparatus by adding qualified personnel to the minimum staffing levels on primary units, as determined by the Fire Chief. This staffing level is the minimum level, as recommended in fire and rescue industry standards, including National Fire Protection Association (NFPA) Standard 1500, *Standard on Occupational Safety and Health Program*, and



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject <b>APPARATUS STAFFING POLICY</b>	Number <b>25-08</b>
Originating Department <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	Effective Date

NFPA Standard 1710, Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments.

The Fire Chief has implemented a new initiative to staff all primary units with four-person staffing, and has issued Fire Chief's General Orders designating certain apparatus to comply with this staffing plan. Implementing this requirement is also consistent with provisions in the Integrated Emergency Command Structure, Executive Regulation 16-05AM, and the Certification Standards for Training, Experience, and Credentialing Requirements Executive Regulation #21-06AM. This initiative will continue until all primary units have completed the four-person staffing requirement. [Adherence to this regulation will help to ensure the safety of all personnel and provide for the efficient delivery of fire, rescue, and emergency medical services.]

**Section 2. Applicability.** This Regulation applies to [the Corporations, the Department, and] all MCFRS fire, rescue, and emergency medical service personnel, both career and volunteer.

### Section 3. Definitions.

[a. Apparatus. Engines, Ladder Trucks, Rescue Squads, Extrication Units, Brush Trucks, Mobile Intensive Care Units (MICUs), Ambulances, and special units.]

a. **AFRA.** Acronym for **Advanced Life Support First Responder Apparatus.**

[b. Certified. Certified by the Fire and Rescue Commission as eligible to serve at a specific rank in accordance with the Fire and Rescue Commission regulation on the Minimum Training Requirements and Certification Standards.]

b. **ALS Provider.** An individual who is Maryland-licensed and Montgomery County-credentialed to provide EMT-P or Cardiac Rescue Technician (CRT or CRT99) emergency medical services.

[c. Corporation. A fire and rescue Corporation established in the County, authorized to provide fire, rescue, or emergency medical services.]

c. **Advanced Life Support Unit (ALS Unit).** An ambulance staffed by at least one



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject

**APPARATUS STAFFING POLICY**

Number

**25-08**

Originating Department

**MONTGOMERY COUNTY FIRE AND RESCUE SERVICE**

Effective Date

Montgomery County-credentialed and Maryland-licensed emergency medical services provider at the level of EMT-P, CRT or CRT99, and one EMT-B provider.

[d. Department. Department of Fire and Rescue Services.]

[a]d. **Apparatus.** Engines, Aerial Units, Rescue Squads, Brush Trucks, Advanced Life Support (ALS) Units, Basic Life Support (BLS) Units, and Special Units.

[e Desired Staffing Level. The desired minimum number of qualified personnel to staff a specific emergency vehicle.]

e. **Basic Life Support (BLS) Provider.** An individual who is Maryland-licensed and County-credentialed to provide EMT-B level emergency medical service.

[f. Emergency Incident. An incident requiring the dispatch of a fire or rescue unit by the Emergency Communications Center (ECC).]

f. **Basic Life Support (BLS) Unit.** An ambulance staffed by at least two Maryland-Certified Emergency Medical Technicians (EMTs) who provide basic life support level emergency medical service.

[g. Minimum Staffing Level. The least number of qualified personnel required to staff specified apparatus.]

g. **Desired Staffing Level.** The desired minimum number of qualified personnel to staff a specific [emergency vehicle] apparatus.

[h. MICU. Mobile Intensive Care Unit.]

[f]h. **Emergency Incident.** Any event requiring the Emergency Communications Center (ECC) to dispatch a fire or rescue unit.

[i. Personnel. Volunteer or career Firefighter/Rescuers, Rescuers, or Medical Attendants who are certified at the training level required for the position assigned.]

i. **Integrated Emergency Command Structure (IECS).** The operational chain of



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject <b>APPARATUS STAFFING POLICY</b>	Number <b>25-08</b>
Originating Department <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	Effective Date

command and rank structure that integrates all fire and rescue services personnel, both career and volunteer, who have met the applicable training, experience, certification, and credentialing requirements.

- [j] Primary Unit. Primary units are engines, ladder trucks, rescue squads and extrication units that have been dispatched, or are available to be dispatched to an emergency incident.]
- j. **IECS-Certified.** The status indicating an individual's eligibility to serve at a specific rank level, as noted in the *IECS Executive Regulation*, and the *Certification Standards for Training, Experience, and Credentialing Requirements Executive Regulation*.
- [k] Primary Unit Officer. Individual certified as a Firefighter/Rescuer III, Rescuer III, or higher level.]
- k. **Minimum Staffing Level.** The least number of qualified personnel required to staff specified apparatus.
- l. **Personnel.** For the purposes of this Regulation, all active IECS-certified firefighter/rescuer and emergency medical service providers, including volunteers and employees of the local fire and rescue departments and County Merit System employees of the MCFRS.
- m. **Primary Unit.** Engines, aerial units, and rescue squads that have been dispatched, or are available to be dispatched to an incident.
- n. **Primary Unit Officer.** [Individual certified as a Firefighter/Rescuer III, Rescuer III, or higher level.] An individual certified at the rank of Master Firefighter/Rescuer or higher rank, as specified in the *Integrated Emergency Command Structure Executive Regulation*. However, in extenuating circumstances, as determined by the Fire Chief, a Firefighter/Rescuer III may act as a Primary Unit Officer.
- o. **Undermanned Unit.** Apparatus responding to an incident that has IECS-certified personnel on board, but whose crew does not meet the minimum required number of qualified staffing.



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject <b>APPARATUS STAFFING POLICY</b>	Number <b>25-08</b>
Originating Department <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	Effective Date

p. Understaffed Unit. Apparatus responding to an incident whose crew does not meet the minimum required number of IECS-certified personnel.

**Section 4. Policy.** It is the policy of the Fire [and Rescue Commission] Chief to [ensure the safety of fire and rescue personnel and] enhance the efficient delivery of fire, rescue, and emergency medical services on all **emergency incidents** by establishing [minimum] **staffing levels** of qualified **personnel** for all **apparatus**. [The] Those required [minimum] **staffing levels** are specified in this Regulation [: will promote these objectives].

a. Minimum Staffing Levels. The **minimum staffing levels** required for the following **apparatus** are:

- Engines- three **personnel**
- [Ladder Trucks] Aerial Units- three **personnel**
- Rescue Squads- three **personnel**
- [Extrication Units- three **personnel**]
- Brush Truck- one person
- [MICUs] ALS Units-[three] two **personnel**
- [Ambulance] BLS Units- two **personnel**
- Tankers – one person
- Special Units - one **person**

1. To determine whether **minimum staffing levels** have been achieved for a specific **apparatus**, the following standard applies:

- A. **Personnel** must be at least [16] 17 years of age and IECS-certified at the Firefighter/Rescuer [I] II [or Rescuer I] level to count towards **minimum staffing levels** for Engines, [Ladder Trucks,] Aerial Units, Rescue Squads, [Extrication Units,] Brush Trucks, and Special Units.
- B. **Personnel** must be at least 18 years of age and IECS-certified as a Maryland EMT-[A] B to count towards **minimum staffing** on [MICUs] ALS Units or [ambulances] BLS Units.
- C. A **primary unit officer** must be included in the **minimum staffing**



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject

**APPARATUS STAFFING POLICY**

Number

**25-08**

Originating Department

**MONTGOMERY COUNTY FIRE AND RESCUE SERVICE**

Effective Date

levels [in] of all primary units.

D. At least one Maryland [CRT] paramedic, and one CRT (or CRT99), or EMT-P or EMT-B must be included in the **minimum staffing levels** on all [MICUs] **ALS Units** and **AFRAs**.

2. **Personnel** who are **IECS-certified** at the Firefighter/Rescuer I [or Rescuer] level[s] may be used as supplemental staffing on all **apparatus**, but [do] will not count toward **minimum staffing levels**.

3. **Apparatus** responding with less than the **minimum staffing level** must notify the Emergency Communications Center (ECC) that [it] the unit is responding **understaffed/undermanned**, and state the number of qualified **personnel**, including the officer, on the **apparatus**.

A. The ECC must dispatch an additional unit to supplement each **understaffed/undermanned unit** [only after consulting with the Incident Commander].

B. If the additional unit responds with less than the **minimum staffing level**, but with enough qualified **personnel** to complete the **minimum staffing level** of the original **understaffed/undermanned unit**, it will not be necessary for ECC to dispatch an additional unit.

4. [MICUs] **ALS Units** and [ambulances] **BLS Units** [should] must not respond if staffed with fewer than two **personnel**.

b. **Desired Staffing Levels.** When sufficient **personnel** are available, the **desired staffing levels** for **apparatus** are [at least]:

- Engines- four **personnel**
- [Ladder Trucks] **Aerial Units**- four **personnel**
- Rescue Squads- four **personnel**
- [Extrication Units- four **personnel**]
- Brush Trucks- two **personnel**
- [MICUs] **ALS Units**- three **personnel**
- [Ambulances] **BLS Units**- three **personnel**



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject <b>APPARATUS STAFFING POLICY</b>	Number <b>25-08</b>
Originating Department <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	Effective Date

Tankers – two personnel  
Special Units- two personnel

- c. If a primary unit responds with the assigned four-person staffing, but because of the nature of the incident the staffing is reduced (i.e., ALS provider, EMT-B, etc.) to three qualified personnel, the primary unit will remain in service as a minimum-staffed unit, in accordance with this Regulation.
- d. The **desired staffing level** for [MICUs] ALS Units is at least [one] two Maryland Certified EMT-[A] Bs, [one CRT,] and one [EMT-P] ALS Provider.

### Section 5. Responsibilities.

- a. The [Corporations, with the assistance of the Department,] Fire Chief must [attempt to] ensure that **minimum staffing levels** are available for [all] **apparatus**, in accordance with this Regulation.
- b. All MCFRS personnel must [ensure compliance] comply with this [policy] Regulation by reporting to the ECC any **apparatus** responding with less than the **minimum staffing level** as “responding understaffed/undermanned.”

**Section 6. Implementation and Enforcement.** The Fire Chief is the implementation and enforcement authority for all policies and regulations of the Montgomery County Fire and Rescue Service.

**Section [6] 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.

**Section [7] 8. Effective Date.** This Regulation is effective on the date the County Council adopts a resolution approving it.

[Attest: George Giebel, Chairman, Fire and Rescue Commission]



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject

**APPARATUS STAFFING POLICY**

Number

**25-08**

Originating Department

**MONTGOMERY COUNTY FIRE AND RESCUE SERVICE**

Effective Date

Recommended:

Richard R. Bowers, Interim Fire Chief  
Montgomery County Fire and Rescue Service

3/18/09  
Date

Approved:

Isiah Leggett, County Executive  
Montgomery County, Maryland

3/18/09  
Date

Apparatus Staffing Policy ER wp BF 11/13/08

APPROVED AS TO FORM AND LEGALITY  
OFFICE OF COUNTY ATTORNEY

BY Richard H. Melnick  
DATE 3-18-09



OFFICE OF MANAGEMENT AND BUDGET

Isiah Leggett  
County Executive

Joseph F. Beach  
Director

MEMORANDUM

April 9, 2009

TO: Joseph F. Beach, Director  
Office of Management and Budget

VIA: Alex Espinosa, Management and Budget Manager

VIA: Brady Goldsmith, Management and Budget Specialist

FROM: Blaise DeFazio, Management and Budget Specialist<sup>BD</sup>

SUBJECT: Executive Regulation 25-08, Apparatus Staffing Policy

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**REGULATION SUMMARY**

The revised executive regulation makes technical changes to the desired and the minimum staffing level levels for apparatus. It will have no impact on current operations.

**FISCAL SUMMARY**

The proposed regulation has no fiscal impact on the County.

The following contributed to and concurred with this analysis: Dominic Del Pozzo, George Giebel, and Beth Feldman, Montgomery County Fire and Rescue Service.

JFB:bed

cc: Kathleen Boucher, Assistant Chief Administrative Officer  
Dee Gonzalez, Office of the County Executive  
Dominic Del Pozzo, Fire and Rescue Service  
Blaise DeFazio, Office of Management and Budget  
Brady Goldsmith, Office of Management and Budget

Office of the Director

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OMB REVIEW

Fiscal Impact Statement approved Joseph F. Burk  
OMB Director

Fiscal Impact Statement not approved, OMB will contact department to remedy.



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b> <b>CERTIFICATION STANDARDS FOR TRAINING, EXPERIENCE, AND CREDENTIALING REQUIREMENTS</b>	<b>Number</b> <b>36-08</b>
<b>Originating Department</b> <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	<b>Effective Date</b>

## CERTIFICATION STANDARDS FOR TRAINING, EXPERIENCE, AND CREDENTIALING REQUIREMENTS

Issued by: County Executive  
Executive Regulation No. 36-08

Authority: Code Sections 21-18, Training Requirements and Certification Standards, and 21-8A, Standardized Incident Management System

Supersedes: Certification Standards for Training, Experience, and Credentialing Requirements Executive Regulation No. 21-06AM

Council review: Method (2)  
Register Vol. [23] 25, Issue [9] 12  
Effective date: [November 6, 2007]

**SUMMARY:**

[The Metropolitan Washington Council of Governments Fire Chiefs recommends that all fire-service based first responders in the National Capital Region complete Operations-level training in Weapons of Mass Destruction (WMD) response. This training is intended to be funded through the Urban Areas security Initiative (UASI), a federal Homeland Security grant program.]

[Executive Regulation 21-06AM adds to the existing training requirements new provisions directing that all MCFRS personnel must complete National Capital Region Operations-level training in WMD response as federal funds become available. The initial MCFRS roll-out of this training applies to all Unit Officers at the ranks of Fire/Rescue/EMS Lieutenant and Captain. These personnel must complete the training within certain deadlines, contingent on available federal funding.]

[By October 1<sup>st</sup> of each year, the Fire Chief must review MCFRS' progress in meeting this training requirement, and report to the County Council on the training completed, and the amount of federal funding received and spent to date. The report must also indicate the remaining personnel to be trained, UASI funding available for this purpose, and the schedule for training the remaining personnel.]



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject

**CERTIFICATION STANDARDS FOR TRAINING, EXPERIENCE, AND CREDENTIALING REQUIREMENTS**

Number

**36-08**

Originating Department

**MONTGOMERY COUNTY FIRE AND RESCUE SERVICE**

Effective Date

This Regulation is being amended to require all MCFRS personnel who are listed on the Integrated Emergency Command Structure (IECS) to complete training in the standardized National Incident Management System-Incident Command System (NIMS-ICS), in compliance with Homeland Security Presidential Directive (HSPD) #5, dated 2/23/03, and Sec. 21-8A of the Montgomery County Code. [[MCFRS' adoption of HSPD#5 makes NIMS-ICS compliance a requirement, to enable MCFRS to receive federal preparedness assistance through grants, contracts, and other activities.]] HSPD#5 requires that local jurisdictions comply with NIMS in order to be eligible for federal preparedness assistance funding. In September 2006, the County Council adopted Resolution 15-1612 establishing NIMS as the standard for incident management in Montgomery County.

As provided under Section 4.u., the Fire Chief initially required, by General Order #07-16 (revised), dated 10/10/07, additional training for all IECS-certified personnel to comply with Homeland Security Presidential Directive #5. This Regulation establishes the training and timetable for completion in General Order #07-16 as permanent requirements, and supersedes the General Order.

All current IECS-certified MCFRS personnel, as appropriate for their rank and their designation as EMS Provider or Firefighter/Rescuer, must complete the applicable NIMS-ICS training. For Firefighter/Rescuer I and II, and EMS Provider I and II, the requirements are IS-700 and IS-100 (Awareness Level). For Firefighter/Rescuer III, and Master Firefighter/Rescuer through Captain, the requirement is IS-200 (Operations Level). All Rostered Chief Officers, i.e., Rostered Certified Chief Officer, career Assistant Chief, Duty Operations Chief, Division Chief, and Fire Chief, must complete IS-300 and IS-400. All Command Level personnel must also complete IS-800, which is an introduction to the National Response Plan.

In addition to the requirements above for *current* MCFRS personnel, all



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b> <b>CERTIFICATION STANDARDS FOR TRAINING, EXPERIENCE, AND CREDENTIALING REQUIREMENTS</b>	<b>Number</b> <b>36-08</b>
<b>Originating Department</b> <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	<b>Effective Date</b>

new, entry level MCFRS personnel must complete IS-700 and IS-100 NIMS-ICS training within one year of their certification at the rank of Firefighter/Rescuer I/EMS Provider I.

These requirements are [[provided in Fire Chief's General Order #07-16 (revised) dated 10/10/07, and]] included on the attached Appendix A-1 for Firefighter/Rescuers, and Appendix A-2 for [[Emergency Medical]] EMS Providers.

**DEADLINE:** Montgomery County *Register* Comment: December 31, 2008. Please submit comments to Beth Feldman, Office of the Fire Chief, 12<sup>th</sup> Floor, 101 Monroe Street, Rockville, Maryland, 20850. Comments may be e-mailed to [Beth.Feldman@montgomerycountymd.gov](mailto:Beth.Feldman@montgomerycountymd.gov)

**BACKGROUND:** The successful completion of training, [Training] experience, and credentialing standards [are] is necessary to ensure that [individuals] personnel who perform fire suppression, rescue, emergency medical service functions, and mitigate all-hazards incidents, including those involving chemical, biological, radiological, nuclear, and explosive (CBRNE) hazards, possess the requisite knowledge, skills, and abilities to safely and effectively perform those functions.

These training, experience, and credentialing standards are developed from applicable federal, State, regional, and local standards. This Regulation is consistent with the intent and organization of the *Integrated Emergency Command Structure*.

**Section 1. Purpose.** This Regulation adopts and implements training, experience, and credentialing certification standards, consistent with Montgomery County *Code* Sections 21-18, and 21-8A. These requirements apply to volunteer and career personnel engaging in the same operational duties.

**Section 2. Definitions.**

- a. **Active.** IECS-certified career or volunteer personnel serving in positions directly involved in: mitigating all-hazards and emergency incidents; and performing services that may include response to fires; rescue incidents; medical emergencies; including



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b> <b>CERTIFICATION STANDARDS FOR TRAINING, EXPERIENCE, AND CREDENTIALING REQUIREMENTS</b>	<b>Number</b> <b>36-08</b>
<b>Originating Department</b> <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	<b>Effective Date</b>

acts of terrorism and catastrophic events caused by weapons of mass destruction.

- b. **All-Hazards Incident.** Any event, whether natural or human-caused, that requires mitigation to: protect life, property, the environment, public health, or safety; and to minimize the disruption of government, social, or economic activities.
- c. **Basic Core Training Requirements.** Core requirements that are developed as minimum training requirements for participation in the IECS, that meet staffing needs for personnel assigned either to fire suppression units, or to EMS units. These basic core training requirements are indicated in Appendices A-1 for Firefighter/Rescuers, and A-2 for EMS Providers.
- d. **Career (employee).** 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.
- e. **Certified/Certification.** Documented proof of an individual's knowledge, skills, and abilities (KSAs), and a determination of competency through a process identified by the Fire Chief, which may include testing, evaluation, or practical exercise components.
- f. **Certified Chief Officer.** An MCFRS officer who has met the training and experience requirements identified in this Regulation and has been certified at the IECS rank of Battalion Chief or above by the Fire Chief or designee.
- g. **CBRNE (pronounced "see-burn").** The term of art acronym for chemical, biological, radiological, nuclear, and explosive hazards, any one or a combination of which are considered to be included in the term "weapons of mass destruction."
- h. **Competency Evaluation.** A process that evaluates an individual's knowledge, skills, and abilities within a particular rank. Competency evaluation may include a written or oral exam, an evaluation by skills demonstration, or tabletop exercise.
- i. **Credential/Credentialing.** A system of certifying personnel who are qualified to respond to all-hazards incidents locally, regionally, and nationally. This system will enable the development of local minimum standards and national standards for those



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b> <b>CERTIFICATION STANDARDS FOR TRAINING, EXPERIENCE, AND CREDENTIALING REQUIREMENTS</b>	<b>Number</b> <b>36-08</b>
<b>Originating Department</b> <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	<b>Effective Date</b>

personnel who are qualified to provide an intrastate and interstate application. For Certified Chief Officers, this process will include successful demonstration of required competencies.

- j. **EMS Provider.** A volunteer member of MCFRS who provides only emergency medical services.
- k. **Emergency Service Provider.** An individual who is accepted as a volunteer or career employee of the Montgomery County Fire and Rescue Service, and who is certified to perform firefighting, rescue, or emergency medical services.
- l. **Firefighter/Rescuer.** A career or volunteer member of MCFRS who provides firefighting, rescue, and emergency medical services.
- m. **FROMS.** Acronym for Fire and Rescue Occupational Medical Section.
- n. **Integrated Emergency Command Structure (IECS).** [Abbreviation for Integrated Emergency Command Structure, the] Operational chain of command and rank structure that integrates all fire and rescue services personnel, both career and volunteer, who have met the applicable training, experience, certification, and credentialing requirements.
- o. **IECS-Certified.** Status indicating an individual's eligibility to serve at a specific rank level, as noted in Regulation No. 16-05AM, *Integrated Emergency Command Structure*, in accordance with these training and certification standards.
- p. **IFSAAC.** Acronym for International Fire Service Accreditation Congress, the organization that adopted the professional qualification standards defining the knowledge and performance requirements for fire service personnel.
- q. **KSAs.** Abbreviation for Knowledge, Skills, and Abilities, a listing of the qualifications and personal attributes that are needed to qualify for a specific position.
- r. **MFSPQB.** Abbreviation for Maryland Fire Services Personnel Qualifications Board, the accreditation agency for fire service personnel in the State of Maryland.



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b> <b>CERTIFICATION STANDARDS FOR TRAINING, EXPERIENCE, AND CREDENTIALING REQUIREMENTS</b>	<b>Number</b> <b>36-08</b>
<b>Originating Department</b> <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	<b>Effective Date</b>

- s. [Mobile]Montgomery County Fire [Volunteer] Corps (“Fire Corps” or “MCFC”. [[A group of [individuals] volunteers who have been approved by the Chief, Division of Volunteer Services, and are available to provide volunteer administrative or auxiliary services with MCFRS.]] Individuals who have been approved by the Chief, Division of Volunteer Services, who volunteer their time, skills, and abilities to provide non-operational, non-emergency, administrative and other types of service and assistance to MCFRS and the residents of local communities, in support of the mission and goals of MCFRS.
- t. **NBFSPQ**. Abbreviation for National Board on Fire Service Professional Qualifications, which uses the NFPA’s professional qualifications standards to define the knowledge and performance requirements for fire service personnel.
- u. **National Incident Management System- Incident Command System (NIMS-ICS)**. A standardized, consistent, nation-wide approach enabling federal, State, and local governments to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of their cause, size, or complexity, that provides for interoperability and compatibility among responders. The NIMS includes a core set of concepts, principles, terminology, and technologies covering the incident command system; multi-agency coordination systems; unified command; training; identification and management of resources; qualifications and certification; and collecting, tracking, and reporting of incident information and resources.
- [u]v. **Peer Evaluation**. A process by which an officer of equal or senior rank uses established benchmark criteria to evaluate another officer’s or firefighter’s performance during an emergency incident.
- [v]w. **Personnel**. All active, IECS-certified firefighter/rescuer and emergency medical service providers, including volunteers and employees of the Local Fire and Rescue Departments, and County Merit System employees of the MCFRS.
- [w]x. **Provisional Period/Status**. The status of an MCFRS individual who is rated medically unacceptable by FROMS, or who is on a leave of absence from MCFRS, or has failed to recertify in his/her current MCFRS rank. This individual must not participate in IECS activities, except as approved by the Fire Chief.



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b> <b>CERTIFICATION STANDARDS FOR TRAINING, EXPERIENCE, AND CREDENTIALING REQUIREMENTS</b>	<b>Number</b> <b>36-08</b>
<b>Originating Department</b> <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	<b>Effective Date</b>

- [x]y. **Training Officer.** The individual designated by the Fire Chief with the responsibility to train all operational personnel of the Montgomery County Fire and Rescue Service.
- [y]z. **Volunteer.** An individual who, without salary, performs firefighting, rescue, or emergency medical services with the MCFRS, as part of its Division of Volunteer Services.
- [z]aa. **Weapons of Mass Destruction (WMD).** Chemical, biological, radiological, nuclear, or explosive weapons that are capable of indiscriminately killing large numbers of human beings.

**Section 3. Applicability.** This Regulation applies to all new, **provisional**, and **active firefighter/rescuer** and emergency medical services **personnel**, both career and **volunteer**, who provide **firefighter/rescuer** or emergency medical services.

**Section 4. Policy.** All **active firefighter/rescuer** and emergency medical services **personnel** must meet applicable standards of training and experience to be eligible to serve in the Montgomery County Fire and Rescue Service, and to participate in the **IECS**. Most training requirements may be met at the MCFRS Public Safety Training Academy (PSTA). However, MCFRS **personnel** may also take training from other agencies and organizations. Certain training requirements may be met through the successful completion of Web-based, on-line interactive courses, including required **NIMS-ICS** classes IS-700, IS-100, IS-200 and IS 800. [[For equivalency requirements for training acquired online, or inside or outside Montgomery County, see Sec. 4.g. below. The training and experience requirements are defined and required by this Regulations, and are attached as Appendix A-1 fore Firefighter/Rescuers, and Appendix A-2 for EMS Providers. An LFRD Chief may request the Fire Chief to list an individual as IECS-certified after the individual has completed the training and/or experience requirements for any stated rank or title.]]

[[All current IECS-certified MCFRS personnel, as appropriate for their rank and their designation as EMS Provider or Firefighter/Rescuer, must complete the applicable NIMS-ICS training. For Firefighter/Rescuer I and II, and EMS Provider I and II, the requirements are IS-700 and IS-100 (Awareness Level). For Firefighter/Rescuer III, and Master Firefighter/Rescuer through Captain, the requirement is IS-200 (Operations Level). All Rostered Chief Officers, i.e., Rostered Certified Chief Officer, Career Assistant Chief, Duty Operations Chief, Division Chief, and Fire Chief, must complete IS-300 and IS-400. All



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b> <b>CERTIFICATION STANDARDS FOR TRAINING, EXPERIENCE, AND CREDENTIALING REQUIREMENTS</b>	<b>Number</b> <b>36-08</b>
<b>Originating Department</b> <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	<b>Effective Date</b>

Command-Level personnel must also complete IS-800, which is an introduction to the National Response Plan. These requirements are included on the attached Appendix A-1 for Firefighter/Rescuers, and Appendix A-2 for EMS Providers.]]

[[In addition to the requirements above for *current* MCFRS personnel, all new, entry level MCFRS personnel must complete IS-700 and IS-100 NIMS-ICS training within one year of their certification at the rank of Firefighter/Rescuer I/EMS Provider I.]]

For equivalency requirements for training acquired on-line, or inside or outside Montgomery County, see Sec. 4, g., below. The training and experience requirements are defined and required by this Regulation, and are attached as Appendix A-1 for **Firefighter/Rescuers**, and Appendix A-2 for **EMS Providers**. An LFRD Chief may request the Fire Chief to list an individual as **IECS-certified** after the individual has completed the training and/or experience requirements for any stated rank or title.

- a. **Categories Established.** Two categories of MCFRS participation are established: **Firefighter/Rescuer (volunteer and career)**, and **EMS Provider (volunteer only)**.
- b. **Medical Acceptance.** Individuals who apply for **IECS certification** must meet the medical evaluation requirements established in Executive Regulation #01-05AM, *Medical Standards for Operational Members and Candidates of the Montgomery County Fire and Rescue Service*.
- c. **Entering MCFRS.** An individual must be 16 years of age to qualify to train at the Montgomery County Public Safety Training Academy, and may enter the Montgomery County Fire and Rescue Service in one of several ways, as indicated below.
  - 1. An individual may enter without any previous firefighting, rescue, or emergency medical service training or experience by making application to MCFRS.
  - 2. An individual may become a **volunteer** member of MCFRS by meeting the membership requirements of a specific LFRD, or the **Montgomery County Fire Corps**, by successfully completing a criminal records background check, and being rated medically acceptable by **FROMS** under Executive Regulation #01-05AM, *Medical Standards for Operational Members and Candidates of the Montgomery County Fire and Rescue Service*.



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b> <b>CERTIFICATION STANDARDS FOR TRAINING, EXPERIENCE, AND CREDENTIALING REQUIREMENTS</b>	<b>Number</b> <b>36-08</b>
<b>Originating Department</b> <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	<b>Effective Date</b>

3. An individual may have obtained previous **certified** equivalent training and experience, and may seek to enter from another jurisdiction.
4. An individual may re-enter the MCFRS service delivery system following a leave of absence from **active IECS** participation, and will enter **Provisional Status**, pending reinstatement

d. **Requirements for New Personnel.**

1. **Orientation Training.** All **personnel** who enter MCFRS must successfully complete an orientation training program. Orientation training is performance-based and not hour-specific, and must meet the performance criteria established by the Fire Chief. Components of the orientation training may be conducted in the fire/rescue station, on-line (web-based), and/or at the Public Safety Training Academy.
2. The Fire Chief or LFRD Chief must **certify** and record successful completion of the orientation training for new **personnel**.
3. **Personnel** in the **Firefighter/Rescuer** category who successfully complete the orientation training are considered **Firefighter/Rescuer** candidates/recruits until they have met the training and/or certification and age requirement for **Firefighter/Rescuer I**.
  - A. A **Firefighter/Rescuer** candidate/recruit may ride fire suppression apparatus as an observer, and may assist qualified **personnel only** if proper supervision is provided by a Unit Officer. A **Firefighter/ Rescuer** candidate/recruit may do the following **only** during supervised training sessions: enter Immediate Danger to Life or Health (IDLH) environments; enter burning buildings; participate in activities requiring advanced training; or be subjected to hazardous environments.

**A Firefighter/Rescuer candidate/recruit does NOT qualify as minimum staffing.**



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b> <b>CERTIFICATION STANDARDS FOR TRAINING, EXPERIENCE, AND CREDENTIALING REQUIREMENTS</b>	<b>Number</b> <b>36-08</b>
<b>Originating Department</b> <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	<b>Effective Date</b>

B. A **Firefighter/Rescuer** candidate/recruit who has completed the initial year of service, and has reached 17 years of age, begins to qualify for the *experience* criteria for promotion.

4. **Personnel** in the **EMS Provider** category who successfully complete the orientation training are considered **EMS Provider** candidates/recruits until they have completed the training and/or certification and age requirement for **EMS Provider I**.

A. An **EMS Provider** candidate/recruit may ride apparatus as an observer, and may assist qualified **personnel** *only* if proper supervision is provided by a Unit Officer. An **EMS Provider** candidate/recruit may do the following *only* during supervised training sessions: enter IDLH environments; enter burning buildings; participate in activities requiring advanced training; or be subjected to hazardous environments.

**An EMS Provider candidate/recruit does NOT qualify as minimum staffing.**

B. An **EMS Provider** candidate/recruit who has completed the initial year of service, and has reached 17 years of age, begins to qualify for the *experience* criteria for promotion.

e. **Basic Core Training Requirements.** To participate in the **IECS**, and to be eligible to meet minimum staffing requirements for fire suppression and EMS units, all **personnel** must successfully complete the **basic core training requirements**, subject to the Transitional Provisions in Sec. 5. c.

1. **Fire Suppression Units.** **Basic core training requirements** to staff fire suppression units include successful completion of all courses listed as **basic core training requirements** in Appendix A-1.

2. **EMS Units.** **Basic core training requirements** to staff EMS units include successful completion of all courses listed as **basic core training requirements** in Appendix A-2.

3. **EMT Requirement.** All **personnel** on the **IECS** list must maintain Maryland



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b> <b>CERTIFICATION STANDARDS FOR TRAINING, EXPERIENCE, AND CREDENTIALING REQUIREMENTS</b>	<b>Number</b> <b>36-08</b>
<b>Originating Department</b> <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	<b>Effective Date</b>

Emergency Medical Technician-Basic (EMT-B) **certification** once they have achieved EMT status, or after having completed the 2-year transitional period.

**f. Experience Requirements.**

1. **Volunteer** fire and rescue **personnel** must meet the requirement for **certification** of **active** service (50 points) 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.

**g. Equivalency Process. Personnel** who have acquired training inside or outside of Montgomery County, or Web-based, on-line interactive training, 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 MCFRS 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, **personnel** must complete and submit Appendix D, **Experience and/or Service Time Application**, with the specified supporting documentation, to the MCFRS **Training Officer**. The request must be accompanied by a description of the rank served in, and relevant information to enable a determination of activity level.
2. To request equivalency for training, **personnel** must complete and submit the **Non-Jurisdictional Course Equivalency Application** (Appendix C, attached), with the specified supporting documentation, to the MCFRS **Training Officer**.
3. The MCFRS **Training Officer** must review all equivalency requests within 15 working days of their receipt. If the MCFRS **Training Officer** confirms that the documentation meets the requirements of the course, the equivalency is approved and an equivalency **certificate** is issued.
4. If the MCFRS **Training Officer** does not recommend approval of an



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b> <b>CERTIFICATION STANDARDS FOR TRAINING, EXPERIENCE, AND CREDENTIALING REQUIREMENTS</b>	<b>Number</b> <b>36-08</b>
<b>Originating Department</b> <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	<b>Effective Date</b>

equivalency request, the request must be forwarded to the PSTA Equivalency Committee for its review and recommendation.

5. The PSTA Equivalency Committee must approve or deny the request, and may recommend additional action that the applicant may take to obtain approval.
  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 Fire Chief.
    - A. The individual must submit all equivalency appeals to the Fire Chief 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 Fire Chief may grant equivalency or an extension of service time experience, based on an individual's **KSAs**, as described in Section 4.g.1. of this Regulation, on a case-by-case basis. The Fire Chief's decision to grant or deny any request for equivalency or extension is final and may not be appealed.
  8. **Personnel** who have obtained **IFSAC, NBFSPQ, or MFSPQB certification** may be **certified** by the **Training Officer** as having equivalent training.
  9. Experience for **career** and **volunteer** fire and rescue **personnel** is twelve months of **active** service time to receive credit for one year of experience.
  10. **Challenge Testing.** **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, as required by the **Training Officer**.
- h. **EMS Providers.** In-State **EMS providers** may qualify for charge status only when they are granted legal recognition or reciprocal **certification**, as established by the



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b> <b>CERTIFICATION STANDARDS FOR TRAINING, EXPERIENCE, AND CREDENTIALING REQUIREMENTS</b>	<b>Number</b> <b>36-08</b>
<b>Originating Department</b> <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	<b>Effective Date</b>

MCFRS Training Officer and the approval of their LFRD Chief.

- i. **Requirements for Certified Chief Officers.** In addition to meeting the training and experience requirements in Appendix A-1 or A-2, a **Certified Chief Officer** must meet the program requirements of the MCFRS *Command Officer Professional Development and Improvement (COPDI) Policy*, and successfully complete an annual **Competency Evaluation** and an annual **Peer Evaluation** to maintain eligibility to participate in the **IECS** at the **Certified Chief Officer** level. The Fire Chief may place a **Certified Chief Officer** who fails to meet these requirements in **Provisional Status**.
  
- j. **WMD Response Training.** All MCFRS **personnel** must complete Operations-level training in **Weapons of Mass Destruction** response, as recommended for all fire-service based first responders in the National Capital Region by the Metropolitan Washington Council of Governments Fire Chiefs. This training is intended to be funded through the Urban Areas Security Initiative (UASI), a federal Homeland Security grant program, and is subject to the availability of federal funding.
  - 1. For the initial MCFRS roll-out, each incumbent Unit Officer at the ranks of Fire/Rescue/EMS Lieutenant and Captain must complete this training by September 30, 2010. New Fire/Rescue/EMS Lieutenants and Captains must complete this training within two years after their appointment/ promotion. These deadlines are contingent on available federal funding.
  - 2. By October 1<sup>st</sup> of each year, the Fire Chief must review MCFRS' progress in meeting this training requirement, and report to the County Council on the training completed, and the amount of federal funding received and spent to date. The report must also indicate the remaining personnel to be trained, UASI funding available for this purpose, and the schedule for training the remaining personnel.
  
- [[k. **Fire Chief's Implementation of Additional Training Requirements.** The Fire Chief may require additional training to comply with any new State or federal requirements applicable to MCFRS, or to meet immediate safety concerns and protect MCFRS personnel. Any new training requirements must be implemented by regulation. If immediate action is required, the Fire Chief may initially issue a General Order to field personnel requiring the new training. The General Order may remain in effect not



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b> <b>CERTIFICATION STANDARDS FOR TRAINING, EXPERIENCE, AND CREDENTIALING REQUIREMENTS</b>	<b>Number</b> <b>36-08</b>
<b>Originating Department</b> <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	<b>Effective Date</b>

longer than 90 days. The Fire Chief must issue regulations to implement the training before the General Order expires.]]

[[1. NIMS-ICS Training for All Current MCFRS Personnel. As provided under Section 4.k. above, the Fire Chief has required additional training to comply with Homeland Security Presidential Directive #5, as indicated in Fire Chief's General Order #07-16 (revised) dated 10/10/07, titled Requirements for National Incident Management System Training. The new training requirements apply to all MCFRS personnel who are on the Integrated Emergency Command Structure (IECS) list. Specific training is required at each rank level to prepare MCFRS personnel to perform and function within the Incident Command System during a domestic incident. ]]

[[ a. All current IECS-certified MCFRS personnel must complete the appropriate level of NIMS-ICS training as indicated in Appendix A-1 for Firefighter/Rescuers, and Appendix A-2 for EMS Providers, within two years of the issuance of FCGO #07-16, i.e., by 10/10/09.]]

[[b. Personnel must complete NIMS-ICS training levels appropriate for their level of operational responsibility, in accordance with the matrix attached to FCGO #07-16. NIMS courses IS-700, IS-100, IS-200, and IS-800 are Web-based and internet accessible, and may be completed on-line. NIMS IS-300 and IS-400 courses for supervisory personnel require 40 hours of classroom training.]]

[[2. NIMS Training for New, Entry Level Personnel. All new, entry level MCFRS personnel must complete IS-700 and IS-100 NIMS-ICS training within one year of their certification at the rank of Firefighter/Rescuer I/EMS Provider I. ]]

k. **NIMS-ICS Training.** All MCFRS [[personnel listed on the Integrated Emergency Command Structure (IECS)] **IECS-certified personnel must complete NIMS-ICS training in compliance with Homeland Security Presidential Directive #5, dated 2/23/03, and Sec. 21-8A of the Montgomery County Code. HSPD #5 requires that local jurisdictions comply with NIMS in order to be eligible for federal preparedness**



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b> <b>CERTIFICATION STANDARDS FOR TRAINING, EXPERIENCE, AND CREDENTIALING REQUIREMENTS</b>	<b>Number</b> <b>36-08</b>
<b>Originating Department</b> <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	<b>Effective Date</b>

assistance funding. In September 2006, the County Council adopted Resolution 15-1612 establishing NIMS as the standard for incident management in Montgomery County.

[[a]]1. All current IECS-certified MCFRS personnel must complete the appropriate level of NIMS-ICS training, as indicated in Appendix A-1 for Firefighter/Rescuers, and Appendix A-2 for EMS Providers, [[within two years of the issuance of FCGO #07-16, i.e.,]] by October 10, 2009.

2. An LFRD Chief is not required to take NIMS courses IS-300 and IS-400. However, for an LFRD Chief to respond outside Montgomery County's jurisdiction on mutual aid incidents or on National Incident Management requests, the LFRD Chief must have completed IS-300 and IS-400 courses.

3. [[NIMS Training for New, Entry Level Personnel.]] All new, entry level MCFRS personnel must complete NIMS courses IS-700 and IS-100 [[NIMS-ICS training]] within one year of their certification at the rank of Firefighter/Rescuer I/EMS Provider I.

[[b]]4. [[Personnel must complete NIMS-ICS training levels appropriate for their level of operational responsibility, in accordance with the matrix attached to FCGO #07-16.]] NIMS courses IS-700, IS-100, IS-200, and IS-800 are Web-based and internet accessible, and may be completed on-line. NIMS courses IS-300 and IS-400 courses for supervisory personnel require 40 hours of classroom training.

**i. Promotions and Accrual of Experience for Promotion.** Progression in IECS rank must be incremental, without skipping a position. Personnel who request promotion must have obtained the necessary training and experience requirements listed between, and included in, their current rank and the IECS rank to which they are requesting promotion. (Exception: Master Firefighter/Rescuer and Master EMS Provider are optional ranks.)

**m. LFRD Requests for Temporary Promotions.** A temporary promotion, as requested by an LFRD Chief, must comply with all applicable Fire and Rescue Commission,



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b> <b>CERTIFICATION STANDARDS FOR TRAINING, EXPERIENCE, AND CREDENTIALING REQUIREMENTS</b>	<b>Number</b> <b>36-08</b>
<b>Originating Department</b> <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	<b>Effective Date</b>

MCFRS, Executive Regulations, and/or LFRD policies. The Fire Chief must prepare a Notice of Temporary Promotion and circulate it to the field, as required in Executive Regulation #16-05AM, *Integrated Emergency Command Structure*.

- n. **Promotion Eligibility.** As of the effective date of this Regulation, **personnel** are eligible for promotion to the highest rank as **certified** on the **IECS** list and/or the MCFRS Promotion Eligibility List, provided all **certification** requirements are maintained and current.
- o. **Recertification Requirements for MCFRS Personnel.** **Personnel** in all ranks from **Firefighter/Rescuer I/EMS Provider I** through Chief must complete the annual recertifications below, subject to the transitional provisions in Section 5.c.
  - 1. Annual recertification requirements for all ranks from **Firefighter/Rescuer I/EMS Provider I** through Chief include:
    - A. Air/Bloodborne Pathogens;
    - B. CPR-Healthcare Provider;
    - C. AED;
    - D. Hazardous Materials Operations; and
    - E. SCBA
  - 2. **Personnel** who fail to maintain their **certifications** will be removed from the **IECS** list, placed in **Provisional Status**, and will no longer be **certified** in the **active** Service.
- p. **Certifications for Command Duties.** An individual in a rank that must assume command duties on the scene of an incident must successfully complete an annual **Competency Evaluation** to maintain **IECS certification**.
  - 1. **Certified Chief Officers** must successfully complete an annual **Competency Evaluation** and **Peer Evaluation** to maintain **IECS certification**.
  - 2. Unit Officers at the rank of **Firefighter/Rescuer III** and **Master Firefighter/Rescuer** must successfully complete an annual **Competency Evaluation** to maintain **IECS certification**, if operating in the officer position.



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b> <b>CERTIFICATION STANDARDS FOR TRAINING, EXPERIENCE, AND CREDENTIALING REQUIREMENTS</b>	<b>Number</b> <b>36-08</b>
<b>Originating Department</b> <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	<b>Effective Date</b>

3. Unit Officers at the rank of **EMS Provider III** and **EMS Master Provider** must successfully complete an annual **Competency Evaluation** to maintain **IECS certification**, if operating in the officer position.
  4. Lieutenants and Captains must successfully complete an annual **Competency Evaluation** and **Peer Evaluation** to maintain **IECS certification**.
  5. The Fire Chief will determine the content of the **Competency Evaluation** and **Peer Evaluation** for each rank.
  6. The MCFRS **Training Officer** or designee will administer **Competency Evaluations** for annual command-level testing at the Command Development Center at the PSTA or other approved facilities.
  7. An individual who fails to successfully complete a **Competency Evaluation** and/or **Peer Evaluation** will be placed in **Provisional Status** until the individual has successfully met the requirements.
  8. All **Competency** and **Peer Evaluations** must be fair, objective, and performance based.
- q. **Credentialing.** When federal requirements are in place, **personnel** serving in the Montgomery County **IECS** will be **certified** and nationally **credentialed** at the highest level attained in each **IECS** rank. At that time, the Fire Chief will maintain a list of qualified **personnel** who are **certified** and **credentialed** to participate in the **IECS**. MCFRS **personnel** will be required to maintain **credentialing** ID cards, consistent with the annual **Competency Evaluation** process.
- r. **Documentation.** **Personnel** who request to participate in the Montgomery County **IECS** must provide documentation of their eligibility for **certification**, with the **Emergency Service Provider Certification** form (Appendix B). Documentation must include all required **certificates** or other records of successful completion of requirements, and/or other means of satisfying the training and experience requirements appropriate for the rank requested. The Fire Chief or designee must approve or disapprove the request within 14 calendar days of receipt.



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b> <b>CERTIFICATION STANDARDS FOR TRAINING, EXPERIENCE, AND CREDENTIALING REQUIREMENTS</b>	<b>Number</b> <b>36-08</b>
<b>Originating Department</b> <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	<b>Effective Date</b>

s. **Provisional Status.**

1. An individual who intends to return to full **active** service from **Provisional Status** must become familiar with all new MCFRS policies, regulations, and protocols, and must successfully complete, subject to the transitional provisions in Section 5.c.:
  - A. all annual recertification requirements;
  - B. any requirements in Appendix A-1 or A-2, as applicable for the **IECS** rank they are re-entering in the **active** Service;
  - C. the current Maryland EMT-B;
  - D. the SCBA fit test;
  - E. the medical evaluation requirements in Executive Regulation #01-05AM, *Medical Standards for Operational Members and Candidates of MCFRS*; and
  - F. any new federal or State required training adopted by the Fire Chief under Section 4.u. of this Regulation.
2. A **Certified Chief Officer** who is in **Provisional Status** must meet all of the above requirements, as well as COPDI requirements and **KSA** competencies for command officers, by successfully completing table top exercises and a written **Incident Command System** evaluation for **all-hazards incidents**, as described in Section 4.i. of this Regulation.
3. The Fire Chief's designee must complete a review of individuals in **Provisional Status**. These individuals will be certified when they have met all the requirements for reinstatement, indicating they have satisfied the **IECS** requirements for the rank to which they have applied.

t. **Restrictions while in Provisional Status.** An individual who is in **Provisional**



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b> <b>CERTIFICATION STANDARDS FOR TRAINING, EXPERIENCE, AND CREDENTIALING REQUIREMENTS</b>	<b>Number</b> <b>36-08</b>
<b>Originating Department</b> <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	<b>Effective Date</b>

**Status** is not **IECS-certified**, and is, therefore, non-operational. However, with the Fire Chief’s approval, an individual in **Provisional Status** may provide restricted service on an incident scene. As determined by the Fire Chief, the individual may participate in limited response activity, pending completion/ remediation of the individual’s training or **certification** deficiencies. An individual in this category may be required to successfully complete a demonstration of competencies, as defined by the Fire Chief. **An individual in Provisional Status is in non-operational status and does not meet minimum staffing requirements.** An individual in **Provisional Status** must agree to the terms of, and execute, a memorandum of understanding or written agreement with the Fire Chief.

[[k]]u. Fire Chief’s Implementation of Additional Training Requirements. The Fire Chief may require additional training to comply with any new State or federal requirements applicable to MCFRS, or to meet immediate safety concerns and protect MCFRS personnel. Any new training requirements must be implemented by regulation. If immediate action is required, the Fire Chief may initially issue a General Order to field personnel requiring the new training. The General Order may remain in effect not longer than 90 days. The Fire Chief must issue regulations to implement the training before the General Order expires.

## Section 5. Responsibilities.

a. The Fire Chief must:

1. develop a list of all fire and rescue **personnel** in rank order, and **certify** qualified **personnel** who meet these training and experience standards to participate in the Montgomery County **IECS**;
2. ensure that the Equivalency Committee comprises a balanced representation of the **career** and **volunteer** components of the Montgomery County Fire and Rescue Service;
3. maintain a list of all qualified **personnel** who are **certified** and **credentialed** to participate in the **IECS**; and
4. by October 1<sup>st</sup> of each year, review MCFRS’ progress in meeting the **WMD**



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b> <b>CERTIFICATION STANDARDS FOR TRAINING, EXPERIENCE, AND CREDENTIALING REQUIREMENTS</b>	<b>Number</b> <b>36-08</b>
<b>Originating Department</b> <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	<b>Effective Date</b>

response training requirement in Section 4.j., and report to the County Council on MCFRS' compliance, as required in Section 4.j.2.

- b. MCFRS and the LFRDs must apply for training and experience **certification** for their respective employees and members, and forward the applications to the Fire Chief.
- c. **Implementation Requirements and Transitional Provisions.** All MCFRS **personnel** must meet the training and experience requirements in this Regulation, subject to the transitional provisions below.
  1. All MCFRS **personnel** who were **IECS-certified** on or before the effective date of this Regulation must successfully complete new courses required by this Regulation within two years after the date the Public Safety Training Academy initially offers them.
  2. All **personnel** who were in the **Firefighter/Rescuer I** category on or before the effective date of this Regulation must complete the **basic core training requirements** identified in Appendix A-1 for **Firefighter/Rescuer I** within two years after the effective date.
  3. All **personnel** who were in the **EMS Provider I** category on or before the effective date of this Regulation must complete the **basic core training requirements** identified in Appendix A-2 for **EMS Provider I** within two years after the effective date.
  4. An active **Firefighter/Rescuer** or **EMS Provider** who was **IECS-certified** on or before the effective date of this Regulation must complete all the **basic core training requirements** within two years after the effective date.

**Section 6. Implementation and Enforcement.** The Fire Chief is the implementation and enforcement authority for all policies and regulations of the Montgomery County Fire and Rescue Service.

**Section 7. 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.



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b> <b>CERTIFICATION STANDARDS FOR TRAINING, EXPERIENCE, AND CREDENTIALING REQUIREMENTS</b>	<b>Number</b> <b>36-08</b>
<b>Originating Department</b> <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	<b>Effective Date</b>

**Section 8. Effective Date.** This Regulation is effective on the date the County Council adopts a resolution approving it.

**Section 9. Attachments:**

**Appendix A-1** *MCFRS Certification Standards for Training, Experience, and Credentialing Requirements.- Firefighter/Rescuers*

**Appendix A-2** *MCFRS Certification Standards for Training, Experience, and Credentialing Requirements- EMS Provider Personnel*

**Appendix B** - *Emergency Services Provider Certification Form*

**Appendix C** - *Non-Jurisdictional Course Equivalency Application*

**Appendix D** - *Experience and/or Service Time Equivalency Application*

Recommended:

\_\_\_\_\_  
Richard R. Bowers, Fire Chief  
Montgomery County Fire and Rescue Service

\_\_\_\_\_  
Date

Approved:

\_\_\_\_\_  
Isiah Leggett, County Executive  
Montgomery County, Maryland

\_\_\_\_\_  
Date

CERTIFICATION STANDARDS FOR TRAINING, EXPERIENCE, AND CREDENTIALING REQUIREMENTS APP. A-1 FF-R

<p><b><u>Candidate</u></b> Volunteer Membership</p>	<p><b><u>Recruit</u></b> * Station Orientation * Air/Blood-borne Pathogens * CPR-Health Care Provider * AED * Haz Mat Operations * Human Relations &amp; EEO * SCBA/PPE * Voice radio/Mobile data computer/unit-incident reporting system</p>	<p><b><u>FF I</u></b> Essentials of F/F I or *EMT-B, AED, and CPR (must obtain within 2 years of implementation)  <u>NIMS IS-700, IS-100</u>  No experience required</p>	<p><b><u>FF II</u></b> Essentials of FF I and * EMT-B, AED, and CPR  Training meets or exceeds NFPA Std. 1001 (2002) or current edition. Once certified must maintain Maryland EMT certification.</p>
<p><b><u>FF III</u></b> * EMT-B, CPR, and AED  Technical Rescue Course Strategy &amp; Tactics Course  (Annual Competency Evaluation, if operating in officer position)  <u>NIMS IS-200</u>  <u>Experience</u> – 3 years total, at least 2 yrs at FF/R II. Up to 1 yr at FF/R I may count toward total experience requirements.</p>	<p><b><u>MFF</u></b> * EMT-B, CPR, and AED Pumps Aerial Operations  Annual Competency Evaluation  <u>Experience</u> – 3 yrs total, at least 2 yrs at FF/R II, 1 year FF III  MFF/R is an optional rank</p>	<p><b><u>LT</u></b> * EMT-B, CPR, and AED Pumps, Aerial Operations Fire Officer I, Instructor I WMD Operations-Level First Responder, subject to availability of federal funds Annual Competency Evaluation and Peer Evaluation <u>Experience</u> – 2 yrs at FF/R II, and 1 yr at FF/R III or MFF/R</p>	<p><b><u>Captain</u></b> * EMT-B, CPR, and AED  WMD Operations-Level First Responder, subject to availability of federal funds  Annual Competency Evaluation and Peer Evaluation  <u>Experience</u> – 2 yrs at FF/R II, and 1 yr at FF/R III or MFF/R and 2 yrs at LT</p>
<p><b><u>Certified Chief Officer</u></b> *EMT-B, CPR, and AED  Annual Competency Evaluation and Peer Evaluation  Must comply with COPDI requirements <u>NIMS IS-800</u>  * <u>Rostered Duty Chiefs require NIMS IS-300, IS-400.</u>  <u>Experience</u> – 2 yrs at FF/R II, and 1 yr at FF/R III or MFF/R and 2 yrs at Lt and 2 yrs at Captain</p>	<p><b><u>LFRD Chief/Ass't Chief</u></b> *EMT-B, CPR, and AED  Annual Competency Evaluation and Peer Evaluation  Must comply with COPDI requirements  <u>Experience</u> – 2 yrs at FF/R II, and 1 yr at FF/R III or MFF/R and 2 yrs at Lt. and 2 yrs at Captain and 2 yrs at Certified Chief Officer</p>	<p><b><u>Duty Operations Chief</u></b> *EMT-B, CPR, and AED  Successful completion of promotion process and selection by the Fire Chief  Annual Competency Evaluation and Peer Evaluation  Must comply with COPDI requirements  <u>Experience</u> – 2 yrs at FF/R II, and 1 yr at FF/R III or MFF/R and 2 yrs at Lt and 2 yrs at Captain and 2 yrs at Certified Chief Officer</p>	

ADP

CERTIFICATION STANDARDS FOR TRAINING, EXPERIENCE, AND CREDENTIALING REQUIREMENTS – APPENDIX A-2- EMS PROVIDERS

<u>EMS Candidate</u>	<u>EMS Recruit</u>	<u>EMS PROVIDER I</u>	<u>EMS PROVIDER II</u>
<p>Volunteer Membership</p>	<ul style="list-style-type: none"> <li>* Station Orientation</li> <li>* Air/Blood-borne Pathogens</li> <li>* CPR-Health Care Provider</li> <li>* AED</li> <li>* Haz Mat Operations</li> <li>* Human Relations &amp; EEO</li> <li>* SCBA/PPE</li> </ul> <p>*Voice radio/Mobile Data Computer/ and unit incident reporting system</p>	<p>* <b>EMT- B, CPR, and AED</b></p> <p>No experience required</p> <p>*<b>EMT- B, CPR, and AED certifications must be maintained at all ranks above EMS Provider I</b> <b>NIMS IS-700, IS-100</b></p>	<p>Basic Trauma Life Support (BTLS)</p> <p>Obtain EMT charge status per LFRD</p>
<u>EMS PROVIDER III / EMS MASTER PROVIDER</u>	<u>EMS PROVIDER LIEUTENANT</u>	<u>EMS PROVIDER CAPTAIN</u>	<u>CERTIFIED EMS PROVIDER CHIEF</u>
<p>EMS Company Operations Course</p> <p>Experience – 3 years total, 2 years at EMS Provider II</p> <p>Annual Competency Evaluation</p> <p>(EMS Master Provider – optional rank)</p> <p><b>NIMS IS-200</b></p>	<p>Instructor I Course EMS Officer I Course</p> <p>Annual Competency Evaluation and Peer Evaluation</p> <p>WMD Operations-Level First Responder, subject to availability of federal funds</p> <p>Experience – 2 years at EMS Provider II, and 1 year at EMS Provider III or EMS Master Provider</p>	<p>EMT-I or Cardiac Rescue Technician (CRT)</p> <p>Annual Competency Evaluation and Peer Evaluation</p> <p>WMD Operations-Level First Responder, subject to availability of federal funds</p> <p>Experience – 2 years at EMS Provider II, and 1 year at EMS Provider III or EMS Master, and 2 years at EMS Provider Lieut.</p>	<p>Pediatric Advanced Life Support (PALS)</p> <p>Must comply with COPDI requirements.</p> <p>Annual Competency Evaluation and Peer Evaluation</p> <p>Experience – 2 years at EMS Provider II, and 1 year at EMS Provider III or EMS Master EMS Provider, and 2 years at EMS Provider Lieut. and 2 years at EMS Provider Captain</p> <p><b>NIMS IS-800</b></p>

\* BASIC CORE TRAINING REQUIREMENTS 6-8-09 NIMS Amended

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OFFICE OF THE COUNTY EXECUTIVE  
ROCKVILLE, MARYLAND 20850

MEMORANDUM

May 18, 2009



method 2

Exec Reg

Isiah Leggett  
County Executive

TO: Phil Andrews, President  
Montgomery County Council

FROM: Isiah Leggett, County Executive 

SUBJECT: Adopt Executive Regulation #36-08, *Certification Standards for Training, Experience, and Credentialing Requirements*

At the request of Fire Chief Richard Bowers, I am transmitting for the Council's review and adoption Executive Regulation 36-08, *Certification Standards for Training, Experience, and Credentialing Requirements*, as required by Sections 21-18 and 21-8A of the *Montgomery County Code*, under Method 2 requirements. This Regulation ensures that Montgomery County Fire and Rescue Service (MCFRS) personnel attain the necessary knowledge, skills, and abilities to safely and effectively mitigate all-hazards incidents, including those involving chemical, biological, radiological, nuclear, and explosive hazards. These requirements were developed from applicable industry, federal, State, and regional standards.

The Regulation was amended to require all MCFRS personnel who are listed on the Integrated Emergency Command Structure to complete training in the standardized National Incident Management System-Incident Command System (NIMS-ICS), in compliance with Homeland Security Presidential Directive (HSPD) #5, dated February 23, 2003, and Section 21-8A of the *County Code*. MCFRS' adoption of HSPD #5 makes NIMS-ICS training completion a requirement, to enable MCFRS to receive federal preparedness assistance through grants, contracts, and other activities.

Chief Bowers has recommended approval of this Regulation, and my signature indicates my concurrence. With the Council's adoption, this Executive Regulation will supersede Executive Regulation 21-06AM of the same title. If additional information is needed, please call Chief Bowers on Extension 7-2435.

IL:bf

Attachment

2009 MAY 19 07:11:02

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# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b> <b>CERTIFICATION STANDARDS FOR TRAINING, EXPERIENCE, AND CREDENTIALING REQUIREMENTS</b>	<b>Number</b> <b>36-08</b>
<b>Originating Department</b> <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	<b>Effective Date</b>

## CERTIFICATION STANDARDS FOR TRAINING, EXPERIENCE, AND CREDENTIALING REQUIREMENTS

Issued by: County Executive

Executive Regulation No. [21-06AM] 36-08

Authority: Code Sections 21-18, Training Requirements and Certification Standards, and 21-8A, Standardized Incident Management System

Supersedes: Certification Standards for Training, Experience, and Credentialing Requirements Executive Regulation No. [21-06AM]

Council review: Method (2)

Register Vol. [23] 25, Issue [9] 12

Effective date: [November 6, 2007]

### SUMMARY:

[The Metropolitan Washington Council of Governments Fire Chiefs recommends that all fire-service based first responders in the National Capital Region complete Operations-level training in Weapons of Mass Destruction (WMD) response. This training is intended to be funded through the Urban Areas Security Initiative (UASI), a federal Homeland Security grant program.]

[Executive Regulation 21-06AM adds to the existing training requirements new provisions directing that all MCFRS personnel must complete National Capital Region Operations-level training in WMD response as federal funds become available. The initial MCFRS roll-out of this training applies to all Unit Officers at the ranks of Fire/Rescue/EMS Lieutenant and Captain. These personnel must complete the training within certain deadlines, contingent on available federal funding.]

[By October 1<sup>st</sup> of each year, the Fire Chief must review MCFRS' progress in meeting this training requirement, and report to the County Council on the training completed, and the amount of federal funding received and spent to date. The report must also indicate the remaining personnel to be trained, UASI funding available for this purpose, and the schedule for training the remaining personnel.]



# MONTGOMERY COUNTY EXECUTIVE REGULATION

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Subject <b>CERTIFICATION STANDARDS FOR TRAINING, EXPERIENCE, AND CREDENTIALING REQUIREMENTS</b>	Number <b>36-08</b>
Originating Department <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	Effective Date

This Regulation is being amended to require all MCFRS personnel who are listed on the Integrated Emergency Command Structure (IECS) to complete training in the standardized National Incident Management System-Incident Command System (NIMS-ICS), in compliance with Homeland Security Presidential Directive (HSPD) #5, dated 2/23/03, and Sec. 21-8A of the Montgomery County Code. MCFRS' adoption of HSPD#5 makes NIMS-ICS compliance a requirement, to enable MCFRS to receive federal preparedness assistance through grants, contracts, and other activities.

All current IECS-certified MCFRS personnel, as appropriate for their rank and their designation as EMS Provider or Firefighter/Rescuer, must complete the applicable NIMS-ICS training. For Firefighter/Rescuer I and II, and EMS Provider I and II, the requirements are IS-700 and IS-100 (Awareness Level). For Firefighter/Rescuer III, and Master Firefighter/Rescuer through Captain, the requirement is IS-200 (Operations Level). All Rostered Chief Officers, i.e., Rostered Certified Chief Officer, Career Assistant Chief, Duty Operations Chief, Division Chief, and Fire Chief, must complete IS-300 and IS-400. All Command-Level personnel must also complete IS-800, which is an introduction to the National Response Plan. These requirements are provided in Fire Chief's General Order #07-16 (revised) dated 10/10/07, and on the attached Appendix A-1 for Firefighter/Rescuers, and Appendix A-2 for Emergency Medical Providers.

In addition to the requirements above for *current* MCFRS personnel, all new, entry level MCFRS personnel must complete IS-700 and IS-100 NIMS-ICS training within one year of their certification at the rank of Firefighter/Rescuer I/EMS Provider I.

**DEADLINE:** **Montgomery County Register Comment: December 31, 2008**  
Please submit comments to Beth Feldman, Office of the Fire Chief, 12<sup>th</sup> Floor, 101 Monroe Street, Rockville, Maryland, 20850. Comments may be e-mailed to [Beth.Feldman@montgomerycountymd.gov](mailto:Beth.Feldman@montgomerycountymd.gov)



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b> <b>CERTIFICATION STANDARDS FOR TRAINING, EXPERIENCE, AND CREDENTIALING REQUIREMENTS</b>	<b>Number</b> <b>36-08</b>
<b>Originating Department</b> <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	<b>Effective Date</b>

**BACKGROUND:** The successful completion of training [Training], experience, and credentialing standards [are] is necessary to ensure that [individuals] personnel who perform fire suppression, rescue, emergency medical service functions, and mitigate all-hazards incidents, including those involving chemical, biological, radiological, nuclear, and explosive (CBRNE) hazards, possess the requisite knowledge, skills, and abilities to safely and effectively perform those functions.

These training, experience, and credentialing standards are developed from applicable federal, State, regional, and local standards. This Regulation is consistent with the intent and organization of the *Integrated Emergency Command Structure*.

**Section 1. Purpose.** This Regulation adopts and implements training, experience, and credentialing certification standards, consistent with Montgomery County *Code* Sections 21-18, and 21-8A. These requirements apply to volunteer and career personnel engaging in the same operational duties.

**Section 2. Definitions.**

- a. **Active.** IECS-certified career or volunteer personnel serving in positions directly involved in: mitigating all-hazards and emergency incidents; and performing services that may include response to fires; rescue incidents; medical emergencies; including acts of terrorism and catastrophic events caused by weapons of mass destruction.
- b. **All-Hazards Incident.** Any event, whether natural or human-caused, that requires mitigation to: protect life, property, the environment, public health, or safety; and to minimize the disruption of government, social, or economic activities.
- c. **Basic Core Training Requirements.** Core requirements that are developed as minimum training requirements for participation in the IECS, that meet staffing needs for personnel assigned either to fire suppression units, or to EMS units. These basic core training requirements are indicated in Appendices A-1 for Firefighter/Rescuers, and A-2 for EMS Providers.
- d. **Career (employee).** A fire/rescue Merit System employee of Montgomery County, or



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

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<b>Originating Department</b> <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	<b>Effective Date</b>
---	-----------------------

an employee of a local fire and rescue department, who provides firefighting, rescue, or emergency medical service.

- e. **Certified/Certification.** Documented proof of an individual's knowledge, skills, and abilities (KSAs), and a determination of competency through a process identified by the Fire Chief, which may include testing, evaluation, or practical exercise components.
- f. **Certified Chief Officer.** An MCFRS officer who has met the training and experience requirements identified in this Regulation and has been certified at the IECS rank of Battalion Chief or above by the Fire Chief or designee.
- g. **CBRNE.** The term of art abbreviation for chemical, biological, radiological, nuclear, and explosive hazards, any one or a combination of which are considered to be included in the term "weapons of mass destruction."
- h. **Competency Evaluation.** A process that evaluates an individual's knowledge, skills, and abilities within a particular rank. Competency evaluation may include a written or oral exam, an evaluation by skills demonstration, or tabletop exercise.
- i. **Credential/Credentialing.** A system of certifying personnel who are qualified to respond to all-hazards incidents locally, regionally, and nationally. This system will enable the development of local minimum standards and national standards for those personnel who are qualified to provide an intrastate and interstate application. For Certified Chief Officers, this process will include successful demonstration of required competencies.
- j. **EMS Provider.** A volunteer member of MCFRS who provides only emergency medical services.
- k. **Emergency Service Provider.** An individual who is accepted as a volunteer or career employee of the Montgomery County Fire and Rescue Service, and who is certified to perform firefighting, rescue, or emergency medical services.
- l. **Firefighter/Rescuer.** A career or volunteer member of MCFRS who provides firefighting, rescue, and emergency medical services.



# MONTGOMERY COUNTY EXECUTIVE REGULATION

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- m. **FROMS**. Acronym for Fire and Rescue Occupational Medical Section.
- n. **IECS**. Abbreviation for *Integrated Emergency Command Structure*, the operational chain of command and rank structure that integrates all fire and rescue services personnel, both career and volunteer, who have met the applicable training, experience, certification, and credentialing requirements.
- o. **IECS-Certified**. Status indicating an individual's eligibility to serve at a specific rank level, as noted in Regulation No. 16-05AM, *Integrated Emergency Command Structure*, in accordance with these training and certification standards.
- p. **IFSAC**. Acronym for International Fire Service Accreditation Congress, the organization that adopted the professional qualification standards defining the knowledge and performance requirements for fire service personnel.
- q. **KSAs**. Abbreviation for Knowledge, Skills, and Abilities, a listing of the qualifications and personal attributes that are needed to qualify for a specific position.
- r. **MFSPQB**. Abbreviation for Maryland Fire Services Personnel Qualifications Board, the accreditation agency for fire service personnel in the State of Maryland.
- s. **[Mobile] Montgomery County Fire [Volunteer] Corps**. A group of [individuals] volunteers who have been approved by the Chief, Division of Volunteer Services, and are available to provide volunteer[, operational,] administrative[,] or auxiliary services with MCFRS.
- t. **NBFSPQ**. Abbreviation for National Board on Fire Service Professional Qualifications, which uses the NFPA's professional qualifications standards to define the knowledge and performance requirements for fire service personnel.
- u. **National Incident Management System- Incident Command System (NIMS-ICS)**. A standardized, consistent, nation-wide approach enabling federal, State, and local governments to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of their cause, size, or complexity, that provides for interoperability and compatibility among responders. The NIMS includes



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a core set of concepts, principles, terminology, and technologies covering the incident command system; multi-agency coordination systems; unified command; training; identification and management of resources; qualifications and certification; and collecting, tracking, and reporting of incident information and resources.

- [u]v. **Peer Evaluation.** A process by which an officer of equal or senior rank uses established benchmark criteria to evaluate another officer's or firefighter's performance during an emergency incident.
- [v]w. **Personnel.** All active, IECS-certified firefighter/rescuer and emergency medical service providers, including volunteers and employees of the Local Fire and Rescue Departments, and County Merit System employees of the MCFRS.
- [w]x. **Provisional Period/Status.** The status of an MCFRS individual who is rated medically unacceptable by FROMS, or who is on a leave of absence from MCFRS, or has failed to recertify in his/her current MCFRS rank. This individual must not participate in IECS activities, except as approved by the Fire Chief.
- [x]y. **Training Officer.** The individual designated by the Fire Chief with the responsibility to train all operational personnel of the Montgomery County Fire and Rescue Service.
- [y]z. **Volunteer.** An individual who, without salary, performs firefighting, rescue, or emergency medical services with the MCFRS, as part of its Division of Volunteer Services.
- [z]aa. **Weapons of Mass Destruction (WMD).** Chemical, biological, radiological, nuclear, or explosive weapons that are capable of indiscriminately killing large numbers of human beings.

**Section 3. Applicability.** This Regulation applies to all new, **provisional**, and **active firefighter/rescuer** and emergency medical services **personnel**, both career and **volunteer**, who provide **firefighter/rescuer** or emergency medical services.

**Section 4. Policy.** All **active firefighter/rescuer** and emergency medical services **personnel** must meet applicable standards of training and experience to be eligible to serve in the Montgomery County Fire and Rescue Service, and to participate in the **IECS**. Most



# MONTGOMERY COUNTY EXECUTIVE REGULATION

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Originating Department <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	Effective Date

training requirements may be met at the MCFRS Public Safety Training Academy (PSTA). However, MCFRS **personnel** may also take training from other agencies and organizations. Certain training requirements may be met through the successful completion of Web-based, on-line interactive courses, including required NIMS-ICS classes IS-700, IS-100, IS-200. For equivalency requirements for training acquired on-line, or inside or outside Montgomery County, see Sec. 4. g., below. The training and experience requirements are defined and required by this Regulation, and are attached as Appendix A-1 for **Firefighter/Rescuers**, and Appendix A-2 for **EMS Providers**. An LFRD Chief may request the Fire Chief to list an individual as **IECS-certified** after the individual has completed the training and/or experience requirements for any stated rank or title.

- a. **Categories Established.** Two categories of MCFRS participation are established: **Firefighter/Rescuer (volunteer and career)**, and **EMS Provider (volunteer only)**.
- b. **Medical Acceptance.** Individuals who apply for **IECS certification** must meet the medical evaluation requirements established in Executive Regulation #01-05AM, *Medical Standards for Operational Members and Candidates of the Montgomery County Fire and Rescue Service*.
- c. **Entering MCFRS.** An individual must be 16 years of age to qualify to train at the Montgomery County Public Safety Training Academy, and may enter the Montgomery County Fire and Rescue Service in one of several ways, as indicated below.
  - 1. An individual may enter without any previous firefighting, rescue, or emergency medical service training or experience by making application to MCFRS.
  - 2. An individual may become a **volunteer** member of MCFRS by meeting the membership requirements of a specific LFRD, or the **Mobile Volunteer Corps**, by successfully completing a criminal records background check, and being rated medically acceptable by **FROMS** under Executive Regulation #01-05AM, *Medical Standards for Operational Members and Candidates of the Montgomery County Fire and Rescue Service*.
  - 3. An individual may have obtained previous **certified** equivalent training and experience, and may seek to enter from another jurisdiction.



# MONTGOMERY COUNTY EXECUTIVE REGULATION

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4. An individual may re-enter the MCFRS service delivery system following a leave of absence from **active IECS** participation, and will enter **Provisional Status**, pending reinstatement

d. **Requirements for New Personnel.**

1. **Orientation Training.** All personnel who enter MCFRS must successfully complete an orientation training program. Orientation training is performance-based and not hour-specific, and must meet the performance criteria established by the Fire Chief. Components of the orientation training may be conducted in the fire/rescue station, on-line (web-based), and/or at the Public Safety Training Academy.
2. The Fire Chief or LFRD Chief must **certify** and record successful completion of the orientation training for new personnel.
3. **Personnel** in the **Firefighter/Rescuer** category who successfully complete the orientation training are considered **Firefighter/Rescuer** candidates/recruits until they have met the training and/or certification and age requirement for **Firefighter/Rescuer I**.
  - A. A **Firefighter/Rescuer** candidate/recruit may ride fire suppression apparatus as an observer, and may assist qualified **personnel** *only* if proper supervision is provided by a Unit Officer. A **Firefighter/ Rescuer** candidate/recruit may do the following *only* during supervised training sessions: enter Immediate Danger to Life or Health (IDLH) environments; enter burning buildings; participate in activities requiring advanced training; or be subjected to hazardous environments.  
  
A **Firefighter/Rescuer** candidate/recruit does **NOT** qualify as minimum staffing.
  - B. A **Firefighter/Rescuer** candidate/recruit who has completed the initial year of service, and has reached 17 years of age, begins to qualify for the *experience* criteria for promotion.



# MONTGOMERY COUNTY EXECUTIVE REGULATION

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4. **Personnel** in the **EMS Provider** category who successfully complete the orientation training are considered **EMS Provider** candidates/recruits until they have completed the training and/or certification and age requirement for **EMS Provider I**.

A. An **EMS Provider** candidate/recruit may ride apparatus as an observer, and may assist qualified **personnel** *only* if proper supervision is provided by a Unit Officer. An **EMS Provider** candidate/recruit may do the following *only* during supervised training sessions: enter IDLH environments; enter burning buildings; participate in activities requiring advanced training; or be subjected to hazardous environments.

**An EMS Provider candidate/recruit does NOT qualify as minimum staffing.**

B. An **EMS Provider** candidate/recruit who has completed the initial year of service, and has reached 17 years of age, begins to qualify for the *experience* criteria for promotion.

e. **Basic Core Training Requirements.** To participate in the **IECS**, and to be eligible to meet minimum staffing requirements for fire suppression and EMS units, all **personnel** must successfully complete the **basic core training requirements**, subject to the Transitional Provisions in Sec. 5. c.

1. **Fire Suppression Units.** **Basic core training requirements** to staff fire suppression units include successful completion of all courses listed as **basic core training requirements** in Appendix A-1.

2. **EMS Units.** **Basic core training requirements** to staff EMS units include successful completion of all courses listed as **basic core training requirements** in Appendix A-2.

3. **EMT Requirement.** All **personnel** on the **IECS** list must maintain Maryland Emergency Medical Technician-Basic (EMT-B) **certification** once they have achieved EMT status, or after having completed the 2-year transitional period.

f. **Experience Requirements.**



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject <b>CERTIFICATION STANDARDS FOR TRAINING, EXPERIENCE, AND CREDENTIALING REQUIREMENTS</b>	Number <b>36-08</b>
Originating Department <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	Effective Date

1. **Volunteer** fire and rescue **personnel** must meet the requirement for **certification** of **active** service (50 points) 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.
- g. **Equivalency Process.** **Personnel** who have acquired training inside or outside of Montgomery County, or Web-based, on-line interactive training, 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 MCFRS 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, **personnel** must complete and submit Appendix D, **Experience and/or Service Time Application**, with the specified supporting documentation, to the MCFRS **Training Officer**. The request must be accompanied by a description of the rank served in, and relevant information to enable a determination of 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 MCFRS **Training Officer**.
  3. The MCFRS **Training Officer** must review all equivalency requests within 15 working days of their receipt. If the MCFRS **Training Officer** confirms that the documentation meets the requirements of the course, the equivalency is approved and an equivalency **certificate** is issued.
  4. If the MCFRS **Training Officer** does not recommend approval of an equivalency request, the request must be forwarded to the PSTA Equivalency Committee for its review and recommendation.
  5. The PSTA Equivalency Committee must approve or deny the request, and may



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b> <b>CERTIFICATION STANDARDS FOR TRAINING, EXPERIENCE, AND CREDENTIALING REQUIREMENTS</b>	<b>Number</b> <b>36-08</b>
<b>Originating Department</b> <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	<b>Effective Date</b>

recommend additional action that the applicant may take to obtain approval.

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 Fire Chief.
  - A. The individual must submit all equivalency appeals to the Fire Chief 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 Fire Chief may grant equivalency or an extension of service time experience, based on an individual's **KSAs**, as described in Section 4.g.1. of this Regulation, on a case-by-case basis. The Fire Chief's decision to grant or deny any request for equivalency or extension is final and may not be appealed.
8. **Personnel** who have obtained **IFSAC, NBFSPQ, or MFSPQB certification** may be **certified** by the **Training Officer** as having equivalent training.
9. Experience for **career** and **volunteer** fire and rescue **personnel** is twelve months of **active** service time to receive credit for one year of experience.
10. **Challenge Testing.** **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, as required by the **Training Officer**.
- h. **EMS Providers.** In-State **EMS providers** may qualify for charge status only when they are granted legal recognition or reciprocal **certification**, as established by the **MCFRS Training Officer** and the approval of their **LFRD Chief**.
- i. **Requirements for Certified Chief Officers.** In addition to meeting the training and experience requirements in Appendix A-1 or A-2, a **Certified Chief Officer** must meet



# MONTGOMERY COUNTY EXECUTIVE REGULATION

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<b>Subject</b> <b>CERTIFICATION STANDARDS FOR TRAINING, EXPERIENCE, AND CREDENTIALING REQUIREMENTS</b>	<b>Number</b> <b>36-08</b>
<b>Originating Department</b> <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	<b>Effective Date</b>

the program requirements of the MCFRS *Command Officer Professional Development and Improvement* (COPDI) Policy, and successfully complete an annual **Competency Evaluation** and an annual **Peer Evaluation** to maintain eligibility to participate in the **IECS** at the **Certified Chief Officer** level. The Fire Chief may place a **Certified Chief Officer** who fails to meet these requirements in **Provisional Status**.

- j. **WMD Response Training.** All MCFRS **personnel** must complete Operations-level training in **Weapons of Mass Destruction** response, as recommended for all fire-service based first responders in the National Capital Region by the Metropolitan Washington Council of Governments Fire Chiefs. This training is intended to be funded through the Urban Areas Security Initiative (UASI), a federal Homeland Security grant program, and is subject to the availability of federal funding.
  1. For the initial MCFRS roll-out, each incumbent Unit Officer at the ranks of Fire/Rescue/EMS Lieutenant and Captain must complete this training by September 30, 2010. New Fire/Rescue/EMS Lieutenants and Captains must complete this training within two years after their appointment/ promotion. These deadlines are contingent on available federal funding.
  2. By October 1<sup>st</sup> of each year, the Fire Chief must review MCFRS' progress in meeting this training requirement, and report to the County Council on the training completed, and the amount of federal funding received and spent to date. The report must also indicate the remaining **personnel** to be trained, UASI funding available for this purpose, and the schedule for training the remaining **personnel**.
  
- k. **Fire Chief's Implementation of Additional Training Requirements.** The Fire Chief may require additional training to comply with any new State or federal requirements applicable to MCFRS, or to meet immediate safety concerns and protect MCFRS **personnel**. Any new training requirements must be implemented by regulation. If immediate action is required, the Fire Chief may initially issue a General Order to field **personnel** requiring the new training. The General Order may remain in effect not longer than 90 days. The Fire Chief must issue regulations to implement the training before the General Order expires.
  1. **NIMS-ICS Training for All Current MCFRS Personnel.** As provided under



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b> <b>CERTIFICATION STANDARDS FOR TRAINING, EXPERIENCE, AND CREDENTIALING REQUIREMENTS</b>	<b>Number</b> <b>36-08</b>
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<b>Originating Department</b> <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	<b>Effective Date</b>
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Section 4.k. above, the Fire Chief has required additional training to comply with Homeland Security Presidential Directive #5, as indicated in Fire Chief's General Order #07-16 (revised) dated 10/10/07, titled *Requirements for National Incident Management System Training*. The new training requirements apply to all MCFRS personnel who are on the Integrated Emergency Command Structure (IECS) list. Specific training is required at each rank level to prepare MCFRS personnel to perform and function within the Incident Command System during a domestic incident.

- a. All current IECS-certified MCFRS personnel must complete the appropriate level of NIMS-ICS training, as indicated in Appendix A-1 for Firefighter-Rescuers, and Appendix A-2 for EMS Providers, within two years of the issuance of FCGO #07-16, i.e., by 10/10/09.
- b. Personnel must complete NIMS-ICS training levels appropriate for their level of operational responsibility, in accordance with the matrix attached to FCGO #07-16. NIMS courses IS-700, IS-100, IS-200, and IS-800 are Web-based and internet accessible, and may be completed on-line. NIMS IS-300 and IS-400 courses for supervisory personnel require 40 hours of classroom training.
- 2. NIMS Training for New, Entry Level Personnel. All new, entry level MCFRS personnel must complete IS-700 and IS-100 NIMS-ICS training within one year of their certification at the rank of Firefighter/Rescuer I/ EMS Provider I.
- l. **Promotions and Accrual of Experience for Promotion.** Progression in IECS rank must be incremental, without skipping a position. Personnel who request promotion must have obtained the necessary training and experience requirements listed between, and included in, their current rank and the IECS rank to which they are requesting promotion. (Exception: Master Firefighter/Rescuer and Master EMS Provider are optional ranks.)
- m. **LFRD Requests for Temporary Promotions.** A temporary promotion, as requested by an LFRD Chief, must comply with all applicable Fire and Rescue Commission, MCFRS, Executive Regulations, and/or LFRD policies. The Fire Chief must prepare a Notice of Temporary Promotion and circulate it to the field, as required in Executive



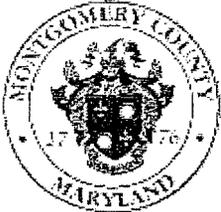
# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b> <b>CERTIFICATION STANDARDS FOR TRAINING, EXPERIENCE, AND CREDENTIALING REQUIREMENTS</b>	<b>Number</b> <b>36-08</b>
<b>Originating Department</b> <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	<b>Effective Date</b>

Regulation #16-05AM, *Integrated Emergency Command Structure.*

- n. **Promotion Eligibility.** As of the effective date of this Regulation, **personnel** are eligible for promotion to the highest rank as **certified** on the **IECS** list and/or the **MCFRS** Promotion Eligibility List, provided all **certification** requirements are maintained and current.
- o. **Recertification Requirements for MCFRS Personnel.** **Personnel** in all ranks from **Firefighter/Rescuer I/EMS Provider I** through **Chief** must complete the annual recertifications below, subject to the transitional provisions in Section 5.c.
  - 1. Annual recertification requirements for all ranks from **Firefighter/Rescuer I/EMS Provider I** through **Chief** include:
    - A. Air/Bloodborne Pathogens;
    - B. CPR-Healthcare Provider;
    - C. AED;
    - D. Hazardous Materials Operations; and
    - E. SCBA
  - 2. **Personnel** who fail to maintain their **certifications** will be removed from the **IECS** list, placed in **Provisional Status**, and will no longer be **certified** in the **active** Service.
- p. **Certifications for Command Duties.** An individual in a rank that must assume command duties on the scene of an incident must successfully complete an annual **Competency Evaluation** to maintain **IECS** certification.
  - 1. **Certified Chief Officers** must successfully complete an annual **Competency Evaluation** and **Peer Evaluation** to maintain **IECS** certification.
  - 2. Unit Officers at the rank of **Firefighter/Rescuer III** and **Master Firefighter/Rescuer** must successfully complete an annual **Competency Evaluation** to maintain **IECS** certification, if operating in the officer position.
  - 3. Unit Officers at the rank of **EMS Provider III** and **EMS Master Provider** must



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject <b>CERTIFICATION STANDARDS FOR TRAINING, EXPERIENCE, AND CREDENTIALING REQUIREMENTS</b>	Number <b>36-08</b>
Originating Department <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	Effective Date

successfully complete an annual **Competency Evaluation** to maintain **IECS certification**, if operating in the officer position.

4. Lieutenants and Captains must successfully complete an annual **Competency Evaluation** and **Peer Evaluation** to maintain **IECS certification**.
  5. The Fire Chief will determine the content of the **Competency Evaluation** and **Peer Evaluation** for each rank.
  6. The MCFRS **Training Officer** or designee will administer **Competency Evaluations** for annual command-level testing at the Command Development Center at the PSTA or other approved facilities.
  7. An individual who fails to successfully complete a **Competency Evaluation** and/or **Peer Evaluation** will be placed in **Provisional Status** until the individual has successfully met the requirements.
  8. All **Competency** and **Peer Evaluations** must be fair, objective, and performance based.
- q. **Credentialing.** When federal requirements are in place, **personnel** serving in the Montgomery County **IECS** will be **certified** and nationally **credentialed** at the highest level attained in each **IECS** rank. At that time, the Fire Chief will maintain a list of qualified **personnel** who are **certified** and **credentialed** to participate in the **IECS**. MCFRS **personnel** will be required to maintain **credentialing** ID cards, consistent with the annual **Competency Evaluation** process.
- r. **Documentation.** **Personnel** who request to participate in the Montgomery County **IECS** must provide documentation of their eligibility for **certification**, with the **Emergency Service Provider Certification** form (Appendix B). Documentation must include all required **certificates** or other records of successful completion of requirements, and/or other means of satisfying the training and experience requirements appropriate for the rank requested. The Fire Chief or designee must approve or disapprove the request within 14 calendar days of receipt.
- s. **Provisional Status.**

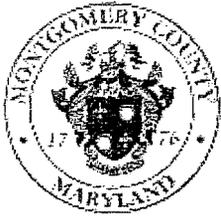


# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b> <b>CERTIFICATION STANDARDS FOR TRAINING, EXPERIENCE, AND CREDENTIALING REQUIREMENTS</b>	<b>Number</b> <b>36-08</b>
<b>Originating Department</b> <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	<b>Effective Date</b>

1. An individual who intends to return to full **active** service from **Provisional Status** must become familiar with all new MCFRS policies, regulations, and protocols, and must successfully complete, subject to the transitional provisions in Section 5.c.:
  - A. all annual recertification requirements;
  - B. any requirements in Appendix A-1 or A-2, as applicable for the **IECS** rank they are re-entering in the **active** Service;
  - C. the current Maryland EMT-B;
  - D. the SCBA fit test; [and]
  - E. the medical evaluation requirements in Executive Regulation #01-05AM, *Medical Standards for Operational Members and Candidates of MCFRS*; and[.]
  - F. any new federal or State required training adopted by the Fire Chief.
  
2. A **Certified Chief Officer** who is in **Provisional Status** must meet all of the above requirements, as well as COPDI requirements and **KSA** competencies for command officers, by successfully completing table top exercises and a written *Incident Command System* evaluation for **all-hazards incidents**, as described in Section 4.i. of this Regulation.
  
3. The Fire Chief's designee must complete a review of individuals in **Provisional Status**. These individuals will be certified when they have met all the requirements for reinstatement, indicating they have satisfied the **IECS** requirements for the rank to which they have applied.
  
- t. **Restrictions while in Provisional Status.** An individual who is in **Provisional Status** is not **IECS-certified**, and is, therefore, non-operational. However, with the Fire Chief's approval, an individual in **Provisional Status** may provide restricted service on an incident scene. As determined by the Fire Chief, the individual may participate in limited response activity, pending completion/ remediation of the individual's training or **certification** deficiencies. An individual in this category may be



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject <b>CERTIFICATION STANDARDS FOR TRAINING, EXPERIENCE, AND CREDENTIALING REQUIREMENTS</b>	Number <b>36-08</b>
Originating Department <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	Effective Date

required to successfully complete a demonstration of competencies, as defined by the Fire Chief. ***An individual in Provisional Status is in non-operational status and does not meet minimum staffing requirements.*** An individual in **Provisional Status** must agree to the terms of, and execute, a memorandum of understanding or written agreement with the Fire Chief.

## Section 5. Responsibilities.

- a. The Fire Chief must:
  - 1. develop a list of all fire and rescue **personnel** in rank order, and **certify** qualified **personnel** who meet these training and experience standards to participate in the Montgomery County **IECS**;
  - 2. ensure that the Equivalency Committee comprises a balanced representation of the **career** and **volunteer** components of the Montgomery County Fire and Rescue Service;
  - 3. maintain a list of all qualified **personnel** who are **certified** and **credentialed** to participate in the **IECS**; and
  - 4. by October 1<sup>st</sup> of each year, review MCFRS' progress in meeting the **WMD** response training requirement in Section 4.j., and report to the Council on MCFRS' compliance, as required in Section 4.j.2.
- b. MCFRS and the LFRDs must apply for training and experience **certification** for their respective employees and members, and forward the applications to the Fire Chief.
- c. **Implementation Requirements and Transitional Provisions.** All MCFRS **personnel** must meet the training and experience requirements in this Regulation, subject to the transitional provisions below.
  - 1. All MCFRS **personnel** who were **IECS-certified** on or before the effective date of this Regulation must successfully complete new courses required by this Regulation within two years after the date the Public Safety Training Academy initially offers them.



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b> <b>CERTIFICATION STANDARDS FOR TRAINING, EXPERIENCE, AND CREDENTIALING REQUIREMENTS</b>	<b>Number</b> <b>36-08</b>
<b>Originating Department</b> <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	<b>Effective Date</b>

2. All **personnel** who were in the **Firefighter/Rescuer I** category on or before the effective date of this Regulation must complete the **basic core training requirements** identified in Appendix A-1 for **Firefighter/Rescuer I** within two years after the effective date.
3. All **personnel** who were in the **EMS Provider I** category on or before the effective date of this Regulation must complete the **basic core training requirements** identified in Appendix A-2 for **EMS Provider I** within two years after the effective date.
4. An active **Firefighter/Rescuer** or **EMS Provider** who was **IECS-certified** on or before the effective date of this Regulation must complete all the **basic core training requirements** within two years after the effective date.

**Section 6. Implementation and Enforcement.** The Fire Chief is the implementation and enforcement authority for all policies and regulations of the Montgomery County Fire and Rescue Service.

**Section 7. 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.

**Section 8. Effective Date.** This Regulation is effective on the date the County Council adopts a resolution approving it.

**Section 9. Attachments:**

**Appendix A-1** *MCFRS Certification Standards for Training, Experience, and Credentialing Requirements.- Firefighter/Rescuers*

**Appendix A-2** *MCFRS Certification Standards for Training, Experience, and Credentialing Requirements- EMS Provider Personnel*

**Appendix B** - *Emergency Services Provider Certification Form*

**Appendix C** - *Non-Jurisdictional Course Equivalency Application*

**Appendix D** - *Experience and/or Service Time Equivalency Application*



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b> <b>CERTIFICATION STANDARDS FOR TRAINING, EXPERIENCE, AND CREDENTIALING REQUIREMENTS</b>	<b>Number</b> <b>36-08</b>
<b>Originating Department</b> <b>MONTGOMERY COUNTY FIRE AND RESCUE SERVICE</b>	<b>Effective Date</b>

Recommended:

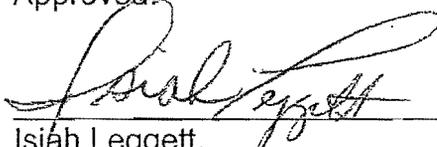


Richard R. Bowers, Interim Fire Chief  
Montgomery County Fire and Rescue Service

3/18/09

Date

Approved:



Isiah Leggett,  
Montgomery County Executive

3/18/09

Date

APPROVED AS TO FORM AND LEGALITY  
OFFICE OF COUNTY ATTORNEY  
BY Richard H. Melnick  
DATE 3-18-09

Cert standards NIMS 11-13-08 BF wp

CERTIFICATION STANDARDS FOR TRAINING, EXPERIENCE, AND CREDENTIALING REQUIREMENTS APP. A-1 FF-R

<p><b><u>Candidate</u></b> Volunteer Membership</p>	<p><b><u>Recruit</u></b> * Station Orientation * Air/Blood-borne Pathogens * CPR-Health Care Provider * AED * Haz Mat Operations * Human Relations &amp; EEO * SCBA/PPE * Voice radio/Mobile data computer/unit-incident reporting system</p>	<p><b><u>FF I</u></b> Essentials of F/F I or *EMT-B, AED, and CPR (must obtain within 2 years of implementation)  <u>NIMS IS-700, IS-100</u>  No experience required</p>	<p><b><u>FF II</u></b> Essentials of FF I and * EMT-B, AED, and CPR  Training meets or exceeds NFPA Std. 1001 (2002) or current edition. Once certified must maintain Maryland EMT certification.</p>
<p><b><u>FF III</u></b> * EMT-B, CPR, and AED  Technical Rescue Course Strategy &amp; Tactics Course  (Annual Competency Evaluation, if operating in officer position)  <u>NIMS IS-200</u>  <u>Experience</u> – 3 years total, at least 2 yrs at FF/R II. Up to 1 yr at FF/R I may count toward total experience requirements.</p>	<p><b><u>MFF</u></b> * EMT-B, CPR, and AED Pumps Aerial Operations  Annual Competency Evaluation  <u>Experience</u> – 3 yrs total, at least 2 yrs at FF/R II, 1 year FF III  MFF/R is an optional rank</p>	<p><b><u>LT</u></b> * EMT-B, CPR, and AED Pumps, Aerial Operations Fire Officer I, Instructor I WMD Operations-Level First Responder, subject to availability of federal funds Annual Competency Evaluation and Peer Evaluation <u>Experience</u> – 2 yrs at FF/R II, and 1 yr at FF/R III or MFF/R</p>	<p><b><u>Captain</u></b> * EMT-B, CPR, and AED  WMD Operations-Level First Responder, subject to availability of federal funds  Annual Competency Evaluation and Peer Evaluation  <u>Experience</u> – 2 yrs at FF/R II, and 1 yr at FF/R III or MFF/R and 2 yrs at LT</p>
<p><b><u>Certified Chief Officer</u></b> *EMT-B, CPR, and AED  Annual Competency Evaluation and Peer Evaluation  Must comply with COPDI requirements <u>NIMS IS-800</u>  * <u>Rostered Duty Chiefs require NIMS IS-300, IS-400.</u>  <u>Experience</u> – 2 yrs at FF/R II, and 1 yr at FF/R III or MFF/R and 2 yrs at Lt and 2 yrs at Captain</p>	<p><b><u>LFRD Chief/Ass't Chief</u></b> *EMT-B, CPR, and AED  Annual Competency Evaluation and Peer Evaluation  Must comply with COPDI requirements  <u>Experience</u> – 2 yrs at FF/R II, and 1 yr at FF/R III or MFF/R and 2 yrs at Lt. and 2 yrs at Captain and 2 yrs at Certified Chief Officer</p>	<p><b><u>Duty Operations Chief</u></b> *EMT-B, CPR, and AED  Successful completion of promotion process and selection by the Fire Chief  Annual Competency Evaluation and Peer Evaluation  Must comply with COPDI requirements  <u>Experience</u> – 2 yrs at FF/R II, and 1 yr at FF/R III or MFF/R and 2 yrs at Lt and 2 yrs at Captain and 2 yrs at Certified Chief Officer</p>	

CERTIFICATION STANDARDS FOR TRAINING, EXPERIENCE, AND CREDENTIALING REQUIREMENTS – APPENDIX A-2- EMS PROVIDERS

<u>EMS Candidate</u>	<u>EMS Recruit</u>	<u>EMS PROVIDER I</u>	<u>EMS PROVIDER II</u>
<p>Volunteer Membership</p>	<ul style="list-style-type: none"> <li>* Station Orientation</li> <li>* Air/Blood-borne Pathogens</li> <li>* CPR-Health Care Provider</li> <li>* AED</li> <li>* Haz Mat Operations</li> <li>* Human Relations &amp; EEO</li> <li>* SCBA/PPE</li> </ul> <p>*Voice radio/Mobile Data Computer/ and unit incident reporting system</p>	<p>* EMT- B, CPR, and AED</p> <p>No experience required</p> <p>*EMT- B, CPR, and AED certifications must be maintained at all ranks above EMS Provider I <u>NIMS IS-700, IS-100</u></p>	<p>Basic Trauma Life Support (BTLS)</p> <p>Obtain EMT charge status per LFRD</p>
<u>EMS PROVIDER III / EMS MASTER PROVIDER</u>	<u>EMS PROVIDER LIEUTENANT</u>	<u>EMS PROVIDER CAPTAIN</u>	<u>CERTIFIED EMS PROVIDER CHIEF</u>
<p>EMS Company Operations Course</p> <p>Experience – 3 years total, 2 years at EMS Provider II</p> <p>Annual Competency Evaluation</p> <p>(EMS Master Provider – optional rank)</p> <p><u>NIMS IS-200</u></p>	<p>Instructor I Course EMS Officer I Course</p> <p>Annual Competency Evaluation and Peer Evaluation</p> <p>WMD Operations-Level First Responder, subject to availability of federal funds</p> <p>Experience – 2 years at EMS Provider II, and 1 year at EMS Provider III or EMS Master Provider</p>	<p>EMT-I or Cardiac Rescue Technician (CRT)</p> <p>Annual Competency Evaluation and Peer Evaluation</p> <p>WMD Operations-Level First Responder, subject to availability of federal funds</p> <p>Experience – 2 years at EMS Provider II, and 1 year at EMS Provider III or EMS Master, and 2 years at EMS Provider Lieut.</p>	<p>Pediatric Advanced Life Support (PALS) Must comply with COPDI requirements.</p> <p>Annual Competency Evaluation and Peer Evaluation</p> <p>Experience – 2 years at EMS Provider II, and 1 year at EMS Provider III or EMS Master EMS Provider, and 2 years at EMS Provider Lieut. and 2 years at EMS Provider Captain <u>NIMS IS-300, IS-400, IS-800</u></p>

69

**APPENDIX B  
EMERGENCY SERVICES PROVIDER CERTIFICATION FORM  
MONTGOMERY COUNTY FIRE AND RESCUE SERVICE**

Applicant's Name \_\_\_\_\_ Date \_\_\_\_\_  
 LFRD \_\_\_\_\_ SS # \_\_\_\_\_  
 Primary Assigned Station \_\_\_\_\_ MCFRS ID# \_\_\_\_\_  
 Driver License Class \_\_\_\_\_ No. \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Membership Date \_\_\_\_\_ Rank Requested \_\_\_\_\_

<b>TRAINING</b> (Completion or expiration date included for all training completed)	<b>LOSAP or CAREER</b> <u>Category/Rank</u> F/R or EMS	<b>ACTIVE EXPERIENCE</b> <u>Time in Rank</u> From	<u>Yrs. Held</u> To
_____ Volunteer Physical on file			
_____ Station Orientation			
_____ Air/Bloodborne Pathogens	_____ Recruit	_____	_____
_____ AED	_____ I	_____	_____
_____ HazMat Operations	_____ II	_____	_____
_____ Human Relations-EEO/AA & the law	_____ III	_____	_____
_____ Human Relations-Cultural Diversity	_____ Master	_____	_____
_____ SCBA/PPE	_____ Lieutenant	_____	_____
_____ Voice Radio, MDC, Incident Reportg.	_____ Captain	_____	_____
_____ Essentials of Firefighting I	_____ Cert. Chief Off'r	_____	_____
_____ Emerg. Med. Tech. (expiration date)	_____ LFRD Chief	_____	_____
_____ Basic Trauma Life Support (BTLS)	_____ Division Chief	_____	_____
_____ EMT-I, Cardiac Technician, Paramedic			
_____ CPR Instructor			
_____ Firefighter I, II, III			
_____ MFSPQB Certification			
_____ Emergency Vehicle Operator's Course			
_____ Strategies & Tactics Course			
_____ Technical Rescue Course			
_____ Pump Operations			
_____ Aerial Operations			
_____ Instructor I, II			
_____ SCBA Fit Test			
_____ EMS Officer I, II, III			
_____ Fire Officer I, II, III			
_____ EMS Company Operations			
_____ EMS Officer I Course			
_____ Pediatric Advanced Life Support (PALS)			
_____ Other			
_____ Incident Command			
_____ COPDI (if applicable)			
_____ WMD			
_____ NIMS 100			
_____ NIMS 200			
_____ NIMS 300			
_____ NIMS 400			
_____ NIMS 700			
_____ NIMS 800			

**I hereby certify that the information provided on this form is correct**

\_\_\_\_\_  
**Signature** **Date**

**(Must be signed by the LFRD Chief)**

**Please attach documentation for actual training or equivalency, EMT card, and CPR card.**

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

**INSTRUCTIONS:** Applicant must show that the course completed at other training facilities meets the objectives of the course provided by Montgomery County, Maryland. To request equivalency for training, complete one application for each course for which equivalency is requested, and forward with all required supporting documentation to the MCFRS Training Officer. **DO NOT SEND ORIGINALS;** 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 \_\_\_\_\_ S. S. #. \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Montgomery Co. MD. F.D./R.S. 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

\_\_\_\_\_  
Fire/Rescue Department Chief's Signature

\_\_\_\_\_  
Date

**APPENDIX D  
EXPERIENCE AND/OR SERVICE TIME EQUIVALENCY APPLICATION  
FIRE AND RESCUE SERVICE  
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 MCFRS Training Officer at the Public Safety Training Academy. To ensure proper consideration of this application, provide as much relevant information with documentation as possible. **DO NOT SEND ORIGINALS;** the application package 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 in Montgomery County Executive Regulation #2-07 as a guide.

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

Applicant's Name \_\_\_\_\_ S.S.# \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Montgomery Co. MD F.D./R.S. 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.

Category/Rank (F/R or EMS)	Time in Rank		Year(s) Held	
	Years	Months	From	To
____ Candidate	____	____	____	____
____ I	____	____	____	____
____ II	____	____	____	____
____ III	____	____	____	____
____ Master	____	____	____	____
____ Lieutenant	____	____	____	____
____ Captain	____	____	____	____
____ Certified Chief Officer	____	____	____	____
____ Assistant Chief	____	____	____	____
____ LFRD Chief	____	____	____	____



OFFICE OF MANAGEMENT AND BUDGET

Isiah Leggett  
County Executive

Joseph F. Beach  
Director

MEMORANDUM

January 14, 2009

TO: Joseph F. Beach, Director  
Office of Management and Budget

VIA: Alex Espinosa, Management and Budget Manager *AE*

VIA: Brady Goldsmith, Management and Budget Specialist *Brady*

FROM: Blaise DeFazio, Management and Budget Specialist *Blaise*

SUBJECT: Executive Regulation 36-08, Certification for Training,  
Experience, and Credentialing Requirements

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REGULATION SUMMARY

The proposed regulation adds new provisions to the existing training requirements, directing all fire-service based first responders to complete operations-level training in Weapons of Mass Destruction (WMD) response.

FISCAL SUMMARY

The proposed regulation has no fiscal impact on the County.

This training is funded through the Urban Area Security Initiative grant and it is contingent on the availability of these grant funds. As of December 2008, all Montgomery Fire and Rescue Service personnel who are required to take this training have completed it.

Dominic Del Pozzo of Montgomery County Fire and Rescue Service contributed to this analysis.

JFB:brg

cc: Kathleen Boucher, Assistant Chief Administrative Officer  
Dee Gonzalez, CEX  
Dominic Del Pozzo, MCFRS  
Blaise DeFazio, OMB  
Brady Goldsmith, OMB

Office of the Director

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OMB REVIEW

Fiscal Impact Statement approved   
OMB Director

Fiscal Impact Statement not approved, OMB will contact department to remedy.

# Montgomery County Fire and Rescue Service

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

**NUMBER: 07-16 REVISED**

October 10, 2007

**TO:** All MCFRS Personnel

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

**SUBJECT:** Requirements for National Incident Management System Training.

The Montgomery County Fire and Rescue Service continues to comply with Presidential Directive # 5, by adopting the National Incident Management System (NIMS) as required in Sec. 21-8A of the County Code. Presidential Directive # 5 requires NIMS-Incident Command System (ICS) compliance as a condition for MCFRS to receive federal preparedness assistance through grants, contracts and other activities.

All MCFRS personnel who are on the Integrated Emergency Command Structure list **must complete** the appropriate NIMS-ICS training levels IS100, IS200, IS700 and IS 800 as indicated on the attached training matrix by **December 31, 2007**. Specific training is required at each level to prepare individuals to perform and function within the Incident Command System. MCFRS personnel can access and complete NIMS Courses IS100, IS200, IS700 and IS800 on-line at the NIMS Integration Center @ [www.fema.gov/nims](http://www.fema.gov/nims). NIMS training courses are listed on the Public Safety Training Academy's web site:  
<http://www.montgomerycountymd.gov/firtmpl.asp?url=/Content/FireRescue/psta/nims/index.asp>

NIMS IS300 and IS400 courses require 40 hours of classroom training and must be completed by **July 1, 2008**. MCFRS Certified Chief Officers can continue to roster on the weekly Command Officer Duty Officer Schedule without completion of IS300 and IS400 until June 30, 2008.

All new entry level MCFRS personnel must complete NIMS-ICS training as required within one year of certification at the rank of Firefighter/Rescuer I/Emergency Medical Services Provider I.

**NOTE:** MCFRS personnel who complete the NIMS on-line training program should send a copy of their certificate to the PSTA Registrar for inclusion on their PSTA transcript. Please include your Fire Department ID number and career duty assignment or LFRD Station location on the submission.

**Issued:** July 11, 2007

**Revised:** October 10, 2007

**Rescinded:**

# FIRE RESCUE SERVICES

## NIMS Requirements

10/11/2007

Course Title	AWARENESS	AWARENESS	OPERATIONS	SUPERVISORY	COMMAND	COMMAND
	IS700	IS100	IS200	IS300	IS400	IS800
Firefighter I / EMS Prov I	X	X				
Firefighter II / EMS Prov II	X	X				
Firefighter III	X	X	X			
Master Firefighter	X	X	X			
Lieutenant	X	X	X			
Captain	X	X	X			
Certified Chief Officer	X	X	X			X
Rostered Chief	X	X	X	X	X	X
Assistant Chief	X	X	X	X	X	X
LFRD Chief	X	X	X			X
Duty Operations Chief	X	X	X	X	X	X
Division Chief	X	X	X	X	X	X
Fire Chief	X	X	X	X	X	X

	NIMS Training for MCFRS					Mar-07			
	ICS 100	ICS200	ICS300	ICS400	ICS700	ICS800			
Total that need Training	1730	1091	106	106	1730	106			
Total personnel Trained	759	565	4	3	1660	328			
Total personnel untrained	971	526	102	103	70	0			
	NIMS Training for MCFRS					9-Jun			
Total Trained in NIMS	2025	1649	152	140	2312	814			
Total Untrained in NIMS	140	140	14	14	140	14			

Untrained and needing training are about the same now. All the Incumbants have been caught up since the last report.