STATION [XX] REFERENCE MANUAL

GENERAL INSTRUCTIONS FOR EDITING THIS MANUAL

This manual is a general template to be used as a starting point to create a manual that is specific to your particular station. Some information in this template may not apply to all stations.

Use Microsoft Word's "***Find***" function (CTRL+F) to locate the open square bracket (**[**) that is used throughout the document to designate information that will require editing and customization for each work site.

The "***Find and Replace***" function (CTRL+H) may also be helpful. For instance, you can ***Find [XX]***, then ***Replace*** that text with your two-digit station number (ex: ***31***).

Go through the document and ***Edit***, ***Add***, or ***Delete*** text as necessary to include the pertinent information for your specific station.

If you find any errors in this manual, or if you have suggestions for ways to improve it, please send your correction and/or comments to the Division of Operations Executive Battalion Chief.

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STATION [XX] REFERENCE MANUAL

If you find any errors in this manual, or if you have suggestions for ways to improve it, please send your correction and/or comments to the Division of Operations Executive Battalion Chief.

STATION [XX] REFERENCE MANUAL

A. STATION COMMANDER DUTIES & RESPONSIBILITIES

For additional information, refer to MCFRS Policy and Procedure 15-01, *Station Management*.

Definition

Station Commander. The MCFRS Captain designated by the Operations Chief to facilitate readiness and support of the facility, apparatus, and personnel at his or her assigned station.

General

In general, the role of the Station Commander within MCFRS is to:

- Ensure that the station is a safe and clean workplace, which functions efficiently and effectively to support the mission and goals of the MCFRS
- Ensure that tasks necessary to support the safe and efficient functioning of the station are coordinated among the three shifts, and that those tasks are completed
- Ensure that station personnel are provided with the resources they need to do their jobs

Daily

On each workday, the Station Commander will:

- Ensure the maintenance of a station pass-on process
- Ensure that personnel are informed of new FCGO, Information Bulletins etc. (Items which cannot be referenced electronically should be posted in a prominent location)
- Ensure the maintenance of a station log book (electronic or paper)
- Ensure that a daily fuel inventory is performed (if applicable)
- Perform a visual Station survey/inspection

Weekly

On a weekly basis, the Station Commander will:

- Maintain a paper or electronic station calendar to assign specific tasks to the shifts. These tasks include but are not limited to:
    – Weekly/monthly primary and reserve apparatus checks/waxing schedule
    – SCBA cleaning and disinfection
    – CO monitor calibration
    – Station cleaning – general and heavy housework
    – Lawn maintenance - outside appearance
- Ensure function, compliance, and record keeping of station components (if equipped)
    – Generator
    – Fuel tanks and applicable monitoring systems
    – Compressors – SCBA and station compressor

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- ECC line – On the station phone system and POTS (Plain Old Telephone System)
- Ensure that all portable radios are checked for presence and operation

Monthly

On a monthly basis, the Station Commander will:

- Ensure the ordering, reception, storage, and reconciliation of station supplies.
  These supplies include (but are not limited to) the following general categories:
  - Janitorial/Housekeeping
  - Apparatus/Fleet Fluids and Supplies
  - Administrative/Office Supplies
  - Oxygen
  - Fuel for apparatus, small tools and emergency back-up generator
  - EMS Supplies
  - Bottled Water and Emergency Water
  - Class A foam tote (if applicable)
  - Public Education/Community Education Supplies
  - Small Tools
- Ensure that apparatus check out sheets, fuel logs, SCBA unit check sheets and other monthly cycled forms are provided, checked, reconciled, and archived
- Ensure the entry of monthly mileage reports for all units in station in accordance with current MCFRS practice
- Ensure that SCBA units are sent to and received from the SCBA shop in accordance with the SCBA shop flow test schedule
- Ensure check & maintenance of station components as applicable
  - Alarm - annual
  - Sprinkler - annual
  - Extinguishers - annual
  - Hood & Duct - quarterly
  - Eye wash station - monthly
  - HVAC - annual
- Assign and coordinate a first due inspection program in accordance with current MCFRS practice
- Ensure waste oil tank inventory if applicable

Quarterly

On a quarterly basis, the Station Commander will:

- Conduct a Quarterly Station Inspection in accordance with current MCFRS practice
- Ensure inspections of designated water supply dry hydrants and cisterns in accordance with MCFRS procedures
- Maintain and assign an EMS unit filter-change schedule

Updated August 17, 2022

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Annually

On an annual basis, the Station Commander will:

- Ensure up-to-date testing of apparatus hose & ladders, meters etc
- Ensure posting of employment, safety and compensation notices as required by current law
- Ensure the archiving of the following records for the periods indicated:
    − Fuel tanks – two years
    − Apparatus checkout sheets and inventories – two years
    − Annual hose testing – three years
    − SION streets/areas – one year or as long as needed to ensure unnecessary duplication of efforts
    − MSDS annual sign off sheets – two years
    − SCBA disinfection – ninety days
    − Rope inspection and use records – for the length of service of the rope
    − Alarm – most recent annual test
    − Sprinkler – most recent annual test
    − Extinguishers – most recent annual test
    − Hood & Duct – most recent annual test
    − Eye wash station – one year
- Schedule the inspection and preparation of seasonally appropriate equipment and resources. This may include but is not limited to:
    − lawn equipment
    − snow blowers, salt, shovels, removable apparatus tire chains, and automatic (On-Spot) tire chains
    − AC (station & apparatus)
    − Heat (station & apparatus)

Continually

On an as needed basis, the Station Commander will:

- Maintain a **Station Reference Manual**, and ensure that its contents are continually reviewed, updated, and made available to all station personnel
- Coordinate and schedule a meeting with all of the station's officers as approved by the Operations Chief
- Ensure up to date apparatus inventories and current apparatus information binders
- Coordinate, assign and communicate collateral duties necessary for the operation of the station. These duties may include the following (but are not limited to):
    − Maps – Visio, running routes, book maintenance
    − Small tool repair
    − SCBA upkeep
    − EMS ordering

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- Station supplies
- Office supplies
- Knox Box updates
- New construction – track new developments
- Apparatus fluids
- Station files – P&P, SOP's, forms
- Community Education
- Shop Steward (as designated by IAFF Local 1664)
- PT equipment – maintenance, reporting
- Portable radios & MDC – marking, tracking
- Update and maintain MSDS book
- House fund

- Schedule the cleaning of station on a daily, weekly, monthly, quarterly basis
- Ensure the repair & maintenance of station
- Post a written schedule of daily and weekly activities
- Ask for new/replacement items via the County procurement system
- Provide input for annual budget requests, including use of 508 funds, CIP funds, and other operating expenses, as required.
- Oversee building repairs/renovations/additions/upkeep/preventative measures
- Oversee station security system (electronic locking/I.D. badges, cameras, door locks)
- Maintain a paper or electronic log of Building Repair Requests both pending and completed
- Ensure the processing & replacement of lost/stolen county assets.
- Ensure the presence of all assigned portable radios and ensure that they are properly denoted on the Battalion Rosters
- Ensure that an inventory of all station MCFRS IT assets is kept and up to date
- Ensure the coordination of station Safety in the Neighborhood efforts
- Monitor trash recycle pick-ups and schedules
- Ensure the assignment of the following:
  - Lockers
  - Mailbox
  - Line up board name tags

Coordination

As appropriate, the Station Commander will also represent the Station to, and coordinate with the following entities or activities:

- MCFRS Facilities
- County Facilities
- Apparatus Section
- Battalion Chief(s)

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A. STATION COMMANDER DUTIES & RESPONSIBILITIES (CONTINUED)

- LFRD
  - Share information involving LFRD actions/meeting decisions
- Vendors
- Other government agencies
- The local community regarding "station image" issues
- Chair (or Co-chair with the LFRD rep.) events held at the station

STATION [XX] REFERENCE MANUAL

B. STATION OFFICER DUTIES & RESPONSIBILITIES

For additional information, refer to MCFRS Policy and Procedure 15-01, *Station Management*.

Definitions

Station Officer. The senior MCFRS officer, Captain or below, on-duty at a Fire Rescue Station.

Shift Captain. The DFRS Captain assigned by the Division of Operations, with responsibility for a given DFRS shift at a given station. In cases of long-term absence, the Lieutenant assigned to the shift may act as the Shift Captain; or the Division of Operations may temporarily assign a float Captain / Lieutenant to this role.

General

In general, the role of the Station Officer within MCFRS is to:

- Ensure that the station is a safe and clean workplace and efficiently and effectively functions to support the mission and goals of the MCFRS
- Ensure that tasks necessary to support the safe and efficient functioning of the station are completed
- Ensure that station personnel are provided with the resources they need to do their jobs

Daily

On a daily basis the MCFRS Station Officer will:

- Relieve off going Officer and receive pass-on information.
- Ensure his own personal readiness to respond, including a check of SCBA, radio, and other equipment.
- Check the Apparatus bay and account for the presence of both regular and reserve apparatus.
- Check Telestaff for station staffing issues.
- Check MCFRS email and print pertinent info for line up and/or 2 week board.
- Check Apparatus Movement Calendar and Station Calendar for events involving the station and monitor for potential conflicts.
- Assign riding positions and complete the relevant portion of the relevant Battalion Line up on the "S" drive
- Plan the day (agenda) with the Lt and/or MFF(s)
- Communicate with his/her BC as needed
- Conduct a Line up
  - review the pass-on
  - review apparatus defects
  - review hydrants out of service, street closures, systems out of service, etc

B. STATION OFFICER DUTIES & RESPONSIBILITIES (CONTINUED)

- o review Policies & Procedures, Fire Chief's General Orders, Information Bulletins, memo, emails, and other pertinent since last shift
- o discuss activities for the day
  - ▪ drills
  - ▪ station maintenance
  - ▪ community outreach
- Ensure the maintenance of the station log book (electronic or paper)
- Ensure that apparatus checks are completed and that apparatus, SCBA, and EMS check-off/accountability sheets are signed
- Ensure that apparatus defects are reported in accordance with current MCFRS procedures
- Ensure that the daily fuel inventory is performed (if applicable)
- Ensure that emergent station maintenance issues are communicated to FRS Facilities, the Station Commander, the LFRD, and the Battalion Chief
- Ensure that routine station maintenance issues are communicated to the Station Commander
- Participate in PT
- Schedule and oversee station activities, ensuring completion of tasks specifically assigned to the shift
- Ensure completion of Station Pass-on book (paper or electronic)
- Ensure station is secure after 2100, before retiring for evening
- Ensure that subordinates MCtime timecards are up to date and overtime is approved
- Ensure that electronic incident/unit/and EMS reports are completed in accordance with current MCFRS procedures
- Lead or coordinate station-level training and drills

Continually

On an ongoing and as needed basis, the Shift Captain will:

- Lead shift and communicate his/her expectations etc.
- Ensure timely completion of IPPAs
- Conduct short-term planning for next several shifts' activities and communicate same to his/her Battalion Chief
- Conduct long-term planning for shift training needs and communicate same to his/her Battalion Chief
- Maintain supervisory files for personnel assigned to their shift
- Document incidents and injuries (Workers Compensation First Report of Injury (FRI), etc.)
- Maintain personal fitness, appearance, job and area knowledge etc.

STATION [XX] REFERENCE MANUAL

C. DAILY STATION OPERATIONS

For additional information, refer to MCFRS Policy and Procedure 15-01, *Station Management*.

Objectives

Station Management objectives must be implemented in a manner that supports:
- Readiness for response
- Training
- Map and preplan maintenance, and area familiarization
- Facility maintenance, repairs, and supplies
- Fire prevention and community outreach
- Maintenance of apparatus and supplies
- Maintenance of small tools and equipment
- Physical fitness training

Station [XX] is a [single engine, single ambulance] house. There are [6] personnel assigned daily.

Apparatus Staffing

[E7XX] is an AFRA. If the officer is riding as the only paramedic on the AFRA, there then needs to be a minimum of a MFF and an additional driver assigned to the unit. This will ensure the unit will remain in service if the officer upgrades the EMS unit to ALS. In addition, since the station houses a Tanker, the engine must have a certified Tanker driver assigned. One person may fill more than one staffing requirement. The goal is to be able to upgrade an EMS unit to ALS and still keep the Engine available for calls, or to be able to respond with the Engine and Tanker on the same incident. We take each call as they are dispatched, but the Station Officer may also make occasional adjustments to riding assignments to be better prepared to fulfill these objectives.]

Logbook, Computers, and Mail

The log book, CAD and FireApp computers, are in the [watch office]. Incoming and outgoing MCFRS mail is [also in the watch office]. PPE being sent out for cleaning is logged in on the gear tracking form, bagged and left [in the watch office] for pick-up by the gear cleaning vendor.

For further information regarding the station's computers, see section *T. Information Technology (IT) Resources* on page 39.

Daily Schedule

Before line up
- o Check the daily Apparatus Movement Calendar (AMC) in Outlook for scheduled activities

C. DAILY STATION OPERATIONS (CONTINUED)

o Complete the riding assignments roster on the DocLog

IMPORTANT – the correct portable radio ID for each riding position must be confirmed and corrected as needed.

o Check the station calendar [on the Captains desk; on SharePoint] for any scheduled station activities. [Special activities are posted on this calendar in red. If it is an activity that needs to be completed during the month, it will be noted in the lower right corner of the calendar with the responsible shift noted. The general weekly schedule is attached.]

Activity Periods

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

The morning activity period is typically reserved for line-up, apparatus check-out and PT. Uniforms are to be on by 1130 hours. If an employee is not participating in PT, then they will be in class C uniform per the Operations Chief.

Housework

Housework is completed [in the afternoon before dinner]. Please ensure the kitchen is clean, all food is put away and dishes washed before going to bed. There is a vacuum [stored in the bunkroom] and another in the [station office storage closet]. Heavy house work is completed [on Friday]; areas are listed [on the calendar and the tasks are posted in the kitchen].

Heavy housework is [scheduled for Mondays].

Refueling of all apparatus will occur at the end of the evening, before personnel go to bed. Diesel fuel is obtained at [station fuel pumps]. For more information, see section **D. Apparatus - *Refueling Apparatus*** on page 15.

Logs and Check-off sheets

Log and Check-off sheet entries, as applicable, must be made on the same day that the task is completed. It is not acceptable to go back and fill in missing entries from previous days.

- Apparatus / DOT check off's, SCBA check-off – in the apparatus binder on each unit

C. DAILY STATION OPERATIONS (CONTINUED)

- Station Service Air Compressor check – on the wall next to the compressor

- SCBA Disinfection Log and SCBA Repair Tickets

- Ground ladder maintenance

- Aerial ladder maintenance

- Rope maintenance and use records

- Generator fuel level

- Apparatus waxing

- Hose testing records – [file cabinet in Officer's office]

- Pre-plan log – [in station operations manual]

- DouDote, Accountable medications log – [on ALS unit and/or in AFRA bag]

- Gear cleaning log – [in watch office]

Apparatus Movement Calendar (AMC)

The Division of Operations (DIVOPS) maintains a shared calendar, the Apparatus Movement Calendar (AMC) on which any activity that might reasonably be expected to have an impact on day-to-day resource availability is recorded.

When "DOC" is used in this document it refers to the individual filling that role for that shift. The assigned Shift Chief refers to the Assistant Chief assigned to a particular shift as the Shift Chief.

This document outlines the expectations of DIVOPS with regards for making an activity request, how those requests should be evaluated, and general actions related to processing a request. Nothing in this document is intended to alter or interfere with the requirement that the on duty Duty Operations Chief (DOC) maintain county wide resource coverage at all times. All units committed to an activity/detail are subject to recall (reference FCGO 09-20).

Prioritization and Adjustment of Schedule

● The final decision for apparatus details and commitments on any given day resides with DOC.

● Whenever possible, the DOC should support an activity within service units instead of cancelling the activity to maintain response coverage, however, the DOC may cancel any activity to ensure response coverage.

● If an activity must be cancelled, the DOC will attempt to provide as much notice as possible and will make a reasonable effort to ensure the listed point of contact (POC) is notified.

STATION [XX] REFERENCE MANUAL

C. DAILY STATION OPERATIONS (CONTINUED)

● Personnel are encouraged to review the AMC BEFORE making requests and avoid making requests on days where cancellations are likely.

● Activities are categorized according to the listing below. In general, Priority One Events will not be cancelled or rescheduled. Lower priority events will generally be cancelled first. The lists below are representative of activity types and are not exhaustive.

- ○ **PRIORITY ONE EVENTS**
    - ■ Unscheduled maintenance to maintain the minimum in service fleet
    - ■ Community outreach
    - ■ FROMS activity
    - ■ Driver Tests
    - ■ Scheduled maintenance necessary to maintain the minimum in service fleet
    - ■ Planned special events

- ○ **PRIORITY TWO EVENTS**
    - ■ EMS Training Mandates
    - ■ Battalion and Station based training
    - ■ Routine CMF Support necessary to maintain the minimum in service fleet
    - ■ Department wide training Initiatives (in-service)
    - ■ Special Operations Training on Mondays and Thursdays
    - ■ Driver Training (at station level)

- ○ **PRIORITY THREE EVENTS**
    - ■ Training Academy class support
    - ■ EMS QA/QI meetings
    - ■ Routine CMF Support not necessary to maintain the minimum countywide in-service fleet (e.g. shuttling apparatus to and from various shops)

Request Routing

1. Activity requests should be sent by the Battalion Chief to the DOC via email between 0600 and 1700 hours with a Cc to the assigned Shift Chief.
2. Requests made before 1700 should be added to the AMC the same day.
3. When the DOC adds the request to the AMC, he/she should reply to the initial request and cc: the assigned Shift Chief.
4. Requests received after 1700 hours may not be addressed until the next shift.
5. The addition of a request to the AMC DOES NOT mean that the event MUST occur, it simply means that it is planned to occur.
6. The requestor is responsible for follow-up. They must confirm that the activity was added and that the information is correct.

C. DAILY STATION OPERATIONS (CONTINUED)

7. Any activity that is scheduled to occur for more than three consecutive days or that is recurring, such as Department initiatives (In Service Training, fleet wide required warranty work, etc.), should be routed to the Operations Executive Assistant Chief (Ops Exec A/C) at least six calendar days in advance.
8. The Ops Exec A/C will generally respond with a disposition of the request within 72 hours of the request being made whenever possible.
9. Special Operations, Special Events, and FEMA requests will be entered by the Special Operations (Spec Ops) Section Chief. The Spec Ops Chief will not place any event on the AMC without also notifying the assigned Shift Chief via email.
10. All requests are "tentatively" approved when placed on the AMC.
11. Final approval is made when the activity appears on the DocLog.
12. NO ACTIVITIES may be added to the AMC after noon on the preceding shift. The DOC is not obligated to review the AMC after noon the preceding shift. Emergent requests must use the proper format and must be emailed to the DOC and to the assigned Shift Chief.

Request Formatting

1. All activity requests must be properly formatted and should be provided at least six calendar days in advance of the request.
2. Requests that are made less than six calendar days of the event are less likely to occur.
3. The assigned Shift Chief will respond with a disposition of the request within three days of the request whenever possible.

Proper Format

All requests must follow the format below:

    TO: Whomever
    FROM: Whomever
    SUBJECT: X-Shift-ACTIVITY REQUEST-Dates(s)
    Activity Date
    start time-end time, reason, location, units (or personnel), backfills if necessary
    POC: phone number or email

    Example:
    To: Duty Chief
    From: Chief 799
    Subject: C-shift-Activity Request-7/1/2099
    7/1/2099
    0900-1000, Public Ed Demo, Quaint Acres Park, E712, M712,
    POC: Capt. Magillicutty 240-773-4712

For recurring requests.

C. DAILY STATION OPERATIONS (CONTINUED)

Requests for recurring events can be provided in a single email however, each unique request should follow the format:

> TO: OPS EXEC A/C
> FROM: Whomever
> SUBJECT: Recurring-ACTIVITY REQUEST-Start date
> Activity Date 1 (start date)
> start time-end time, reason, location, units (or personnel), backfills if necessary
> POC: phone number or email
> Activity Date 2 (next date)
> start time-end time, reason, location, units (or personnel), backfills if necessary
> POC: phone number or email
>
> Example:
> To: Ops Exec A/C
> From: Chief 799
> Subject: Recurring-Activity Request-7/1/2099
> 7/1/2099
> 0900-1000, Training Somewhere, Pleasant Acres Park, 1E, 1M
> POC: Capt. Magillicutty 240-773-4712
> 7/2/2099
> 0900-1000, Training Somewhere, Pleasant Acres Park, 1E, 1M
> POC: Capt. Magillicutty 240-773-4712
> 7/3/2099
> 0900-1000, Training Somewhere, Pleasant Acres Park, 1E, 1M
> POC: Capt. Magillicutty 240-773-4712

DocLog Entries

DocLog entries will follow the prescribed format and will list activities sequentially based on activity start time.

> Example:
> 0730-0903, Bloodwork, FROMS, E722, A703
> 0800-1200, CMF Support, Remain in QTRS unless called,
> 0900-1000, Public Ed Demo, Quaint Acres Park, E712, M712
> 0900-1000, Training Somewhere, Pleasant Acres Park, 1E, 1M

Fleet Support

There will be a listing for each day, excluding holidays and weekends, from 0700-1000 where the needs of the Apparatus Section can be expressed. The DOC will prioritize those needs.

C. DAILY STATION OPERATIONS (CONTINUED)

AMC Activity Synopsis

In order to facilitate planning for station officers, each assigned Shift Chief will create an entry in the AMC labeled "Activity Synopsis." Once the Next Shift activities are completed, the DOC will copy and paste the listed activities into the Activity Synopsis. This entry will only be updated once, the prior shift, after the next shift activities are complete. This entry is not the official schedule. The official schedule will be sent by the on-coming DOC at the beginning of each shift.

DocLog

The DocLog AM email is the "official listing" of approved activities. If there are not substantial changes after the conference call, there is no need to send the AM update. Substantial changes are changes that affected system wide resource availability. Changes to FROMS units or switching units for a drill are not substantial changes.
The end of shift DocLog is not the official listing of approved activities, it is the working plan.

Next Shift Planning

The DOC will make available a listing of planned activities for the next shift. Each Battalion Chief working will be afforded a chance to comment on the document. The DOC will usually finalize the next shift activities and post them in the appropriate Activity Synopsis and in the Next Shift section of the DocLog. This will usually happen between 1200 and 1700 hours

Station Watch

When the station radio or station alerting is out of service, the Station Officer must designate a station watch. Personnel assigned to station watch must:
  1. Remain awake;
  2. Stay in the watch office or common area of the station; and,
  3. Monitor the radio, have the means to write down dispatch information, and alert the personnel in the station when appropriate.
.

STATION [XX] REFERENCE MANUAL

D. APPARATUS

Station [XX] units

UNIT	STOCK #	DETAILS
E7[XX]		Crimson Engine
A7[XX]		Freightliner EMS Unit
RE[XX]		
RA[XX]		

[Reserve Apparatus]

[INSERT information about any reserve apparatus housed at the station]

Schedule

Daily, Weekly and Monthly Apparatus Checks are performed per the MCFRS standard check out procedure for each breed of apparatus.

Weekly Checks are performed [insert schedule for weekly checks]

Monthly Checks are performed [insert schedule for monthly checks]

If a portion of a Weekly or Monthly Check cannot be completed on the assigned shift, an entry will be made in the pass on, and this information will be passed on by the drivers in the morning. The operators of the units will determine if that portion of the check out will be done on that day or will wait until the next day that the regularly scheduled shift works.

All mechanical issues that cannot be fixed in-house will be documented by the driver using the process designated by the Fleet Management Section.

Refueling Apparatus

Refueling of all apparatus will occur at the end of the evening, before personnel go to bed. Diesel fuel is obtained at [the station fuel pumps]. Units that require gasoline (such as U[XX]) are refueled at a Montgomery County Fuel Depot. The closest fuel depots to Station [XX] are at the following locations:

- [the Germantown District Police Station next to Station 29]

- [next to the COB parking garage at the corner of East Jefferson St and Monroe St]

- [Crabb's Branch Way across from the MCPS school bus lot]

Updated August 17, 2022

D. APPARATUS (CONTINUED)

[None of the apparatus assigned to Station [XX] have fuel rings that work with the fuel pumps at a county fuel depot. The gasoline vehicles have fuel cards to be used with the pumps.]

Monthly Mileage

Monthly mileage information is collected and reported according to the process designated by the Fleet Management Section. Report monthly mileage for each unit by creating a new defect report in the MCFRS Fleet Management Reporting System with the notation that it is a monthly mileage report only.

Apparatus Check-out sheets

Apparatus Check-out sheets are located [in file cabinet "A", second drawer, in the station office]. All completed check out forms are gathered and placed [in the Station Commander's box for review]. If a sheet is found incomplete, it will be returned to the Captain of that shift to be completed. These forms will then be stored for 2 years in [location].

Quarterly maintenance schedule

This includes the schedule of quarterly tasks for all of the units for which this station is responsible. The quarterly tasks include ground ladder cleaning, inspection, and lubrication; aerial ladder cleaning, inspection, and lubrication; and waxing the apparatus. The shift responsible for that month [will be notified at the beginning of the month, on the station calendar, per the quarterly schedule]. It is the Shift Captain's responsibility to ensure completion of the task by month's end and then notify the Station Commander.

Hose testing schedule

Hose testing is completed on all hose and appliances on all units, and in storage, in the station. The annual testing is completed during the months of [August and September]. While hose testing is being completed, all hose will be rotated per the Apparatus Section. Hose testing procedures and record-keeping methods will be completed as directed by the Fleet Section.

Apparatus Defects and Maintenance

All defect reports related to apparatus are reported to the MCFRS Fleet Section via the Fleet Management Reporting System (Available on the MCFRS Quicklinks page). Each unit is listed in the reporting system under the station it is assigned to, including reserve units that will appear under the station where they are currently running. If the reserve apparatus does not appear correctly under the station as it should, contact your Battalion Chief to correct the listing.

One variation to this process, in some cases, may be "specialty" apparatus. Some specialty units are maintained by vendors, instead of the normal Fleet Section Central

D. APPARATUS (CONTINUED)

Maintenance Facility. Those units should still appear in the Fleet Management Reporting System, but may be listed under a different section for the specialty units (ex. Special Operations), not under the station where it is assigned. When a defect is entered for these specialty units, an email is sent to the responsible person(s) to facilitate the repair for that unit.

THEA – Tools, Hose, Equipment, and Appliances (a.k.a. Small Tools)

All small tools are maintained and repaired by the Fleet Section. Defect reports are completed using the Fleet Management Reporting System just as you would to report an apparatus defect. For "reporting from" choose "Dover Road." Choose the station number from the list of items. Small tools that need to go to the Fleet Section for service or repair will be placed [on the cabinet in the front of the engine room] until a unit is able to take the items to the Fleet Section at Southlawn Lane. General issues or questions should be sent to fire.tools@montgomerycountymd.gov

Apparatus fluids & maintenance supplies

Fluids are stored in the [yellow cabinet in the rear of the engine room] and the [last two gear lockers near the yellow cabinet]. Supplies are ordered part of the monthly station supplies ordering process. Tracking apparatus fluids and maintenance items, and creating a monthly order is an assigned collateral duty. If it is noted that supplies are running low, please notify the person in charge of this duty. A list of supplies to be ordered and what their uses are is provided in the [storage cabinets].

EMS Supplies

The EMS closet is located [in the station office]. It contains the restock inventory of EMS equipment [both BLS and ALS]. The inventory and restock of this closet is an assigned collateral duty. Restocking of the closet will be done on a monthly ordering schedule. If certain items are needed, please contact the individuals assigned to this task. If the stock is out and needed immediately, please contact the station officer or EMS Duty Officer to request immediate restock.

Apparatus Binders

The Fleet Section requires that each piece of apparatus have a dedicated binder to maintain information on the tools and equipment carried on the unit. The apparatus binders are maintained as a collateral duty and are located in [the Station Officer's office].

Apparatus record keeping

All records related to apparatus are maintained by the Station Commander for a period of 2 years. Examples of the apparatus records to be maintained include apparatus check-out sheets, maintenance records, pump test records, and aerial test records.

D. APPARATUS (CONTINUED)

Apparatus mobile radios, headsets, and Mobile Data Computers (MDC) are maintained by the MCFRS Telecommunications Section (see Section H. Radios and Station Alerting).

ePCR computers and the mounting brackets associated with them are maintained through the EMS Duty Officer (see Section **T. Information Technology (IT) Resources**).

STATION [XX] REFERENCE MANUAL

E. SELF-CONTAINED BREATHING APPARATUS (SCBA)

SCBA Inventory

SCBA Position	ID Number	Flow Testing Month

Cylinder inventory

Serial number	Last Hydrostatic Test Date		Serial number	Last Hydrostatic Test Date

Flow Testing

SCBA are sent out for flow testing on or before the first of the month that they are due as indicated by the last digit in the number etched on the regulator and stamped in the side of the pressure reducer (1 – January, 2 – February, …0 – October). The individual assigned the SCBA collateral duty will be responsible for ensuring the flow tests are completed and the SCBA are returned and replaced in the appropriate riding position. The SCBA due to be sent out are noted on the station calendar. Entries will be made in the station Pass-on book to record when SCBA are sent out of the station and when they return to the station, making sure to record the SCBA ID# in the Pass-On entires. SCBA that need to go to the SCBA Shop will be properly tagged and then placed [on the floor by the outgoing station mail]. It is often more efficient and quicker if a unit can deliver the SCBA directly to the SCBA Shop instead of waiting for the mail courier to deliver them.

Sending the SCBA out for flow testing is an assigned collateral duty.

STATION [XX] OPERATIONS MANUAL

E. SELF-CONTAINED BREATHING APPARATUS (SCBA) (CONTINUED)

Cleaning and Disinfection

Cleaning solution, equipment, the SCBA Disinfection Log, and other SCBA supplies will be maintained by an individual as an assigned collateral duty.

SCBA Cylinder Hydrostatic Testing

SCBA Cylinder hydrostatic testing is coordinated by the SCBA Shop. The Station Commander will receive notification from the SCBA Shop when the station's SCBA cylinders are due for hydrostatic testing and they will determine the process to follow to accomplish this task.

SCBA Compressor

The station's SCBA compressor and the SCBA fill station are maintained by the SCBA Shop. Any issues with the SCBA compressor or fill station should be referred to the SCBA Shop.

An annual testing certificate for the SCBA compressor must posted at the fill station.

STATION [XX] REFERENCE MANUAL

F. METERS

Meter Checkout procedures

iTX Monitor

Morning Checkout (Daily) Procedure:
1. Turn ON iTX
2. Check battery level
3. Zero
4. Bump test - every station should have one (1) cylinder of bump gas located in an accessible area (watch office, etc). The meter should be bump tested prior to each day's use. Please bump test once during morning checkouts to verify that all sensors and alarms are working.
5. Clear the peaks
6. Start new Datalog Session
7. Turn OFF

On an incident:
1. Turn on iTX
2. Check battery level
3. Zero
4. Clear the peaks
5. Start new Datalog Session

Monthly Checkout Procedure:
1. Follow morning checkout procedure
2. Calibrate the meter - Please take meter to a docking station located at these stations: 6, 7, 8, 12, 14, 25, 31, 32, 34, SCBA shop

Protege CO Monitor

refer to FCGO 14-23 and CO training program

Morning Checkout (Daily) Procedure:
1. Verify Meter is ON
2. Push Test button

Monthly Checkout Procedure:
1. Follow morning checkout procedure
2. No Field Calibration required - A meter technician from the SCBA shop will be out to calibrate the meter quarterly

F. METERS (CONTINUED)

GammaRae II R Radiation Monitor

refer to FCGO 14-22 and GammaRae training program

> **Morning Checkout (Daily) Procedure:**
> 1. Verify Meter is ON
> 2. Check Battery level
>
> **Monthly Checkout Procedure****:
> 1. Follow morning checkout procedure
> 2. Change batteries by removing the cover and replacing with two (2) AA batteries
> 3. No Field Calibration required - A meter technician from the SCBA shop will be out to calibrate the meter quarterly
>
> *****Please remember to change the batteries in the GammaRae II R monthly, when you calibrate the iTX meter!!***

Meter Repair and Maintenance

Meters are repaired maintained by the SCBA/Meter Shop. When sending iTX meters to the shop for repair, send the entire iTX meter kit, including the meter, pump, hoses, etc.

Any questions, equipment orders, maintenance, or training issues please send an email to Fire.METERShop@montgomerycountymd.gov.

STATION [XX] REFERENCE MANUAL

G. TELEPHONE AND PAGING SYSTEMS

Business Phones

The station business telephone lines are maintained by the MCFRS Telecommunications Support Section. All issues with the station radio system should be entered into the Telecommunications Service Request, which is available online on MCFRS Quicklinks. Any time that the station radio system is not functioning properly, ECC must be notified, and a station watch must be maintained until the system is back in service.

ECC Direct Line

The station direct line to ECC is accessible through the station business phone system, but it is also available on a POTS (plain old telephone system) line (the "red phone") in [the Watch office and outside of the front and rear doors of the station]. The advantage of a POTS line to ECC is that it functions independent of the station's electrical power and the County's computer network. The POTS direct line is a Verizon telephone "ringdown" line connected directly to ECC. Any issues with the ECC direct line should be entered into the Telecommunications Service Request, which is available online on MCFRS Quicklinks. Any time that the ECC direct line is not functioning properly, ECC must be notified, and a station watch must be maintained until the system is back in service..

Paging System

The overhead paging system in the station is maintained by the MCFRS Telecommunications Support Section. All issues with the station paging system should be entered into the Telecommunications Service Request, which is available online on MCFRS Quicklinks.

H. RADIOS AND STATION ALERTING

Station radio

The station radio system is maintained by the MCFRS Telecommunications Support Section. All issues with the station radio system should be entered into the Telecommunications Service Request, which is available online on MCFRS Quicklinks. Any time that the station radio system is not functioning properly, ECC must be notified, and a station watch must be maintained until the system is back in service.

Station alerting

The station alerting system is maintained by the MCFRS Telecommunications Support Section. All issues with the station alerting system should be entered into the Telecommunications Service Request, which is available online on MCFRS Quicklinks. Any time that station alerting is not functioning properly, ECC must be notified, and a station watch must be maintained until the system is back in service.

Mobile Radios

The mobile (apparatus-mounted) radios are maintained by the MCFRS Telecommunications Support Section. All issues with mobile radios should be entered into the Telecommunications Service Request, which is available online on MCFRS Quicklinks.

Portable Radio numbers by position:

POSITION	RADIO ID #	Serial #

Portable Radio Checkout Procedure

All of the portable radios are tested on every Monday in accordance with the procedures set forth by the Telecommunications Section. The procedure is posted on the MCFRS Quicklinks page.

STATION [XX] OPERATIONS MANUAL

H. RADIOS AND STATION ALERTING (CONTINUED)

Portable Radio Replacement

Portable radios are replaced with a loaner portable radio by the on-duty Battalion Chiefs, who then arrange to have them repaired or replaced by MCFRS Telecommunications Support.

IMPORTANT – the correct portable radio ID for each riding position must be confirmed and corrected as needed when completing the riding assignments roster on the DocLog as outlined on page 9 of this manual.

Once the permanent portable radio is repaired or replaced, the loaner portable radio must be returned to the Battalion Chief.

Batteries

When a battery fails or goes bad, replacements are obtained by making a request via the Telecommunications Service Request, which is available online on MCFRS Quicklinks.

STATION [XX] REFERENCE MANUAL

I. MAPPING AND PREPLANS

Mapping Coordinator

Coordination of the mapping and preplans efforts for the station is an assigned collateral duty.

Any errors, corrections, or additions to the maps, preplans or indexes should be directed to the individual assigned as the mapping coordinator.

The mapping coordinator will establish a process to review on a regular basis, the station's existing indexes, maps, and preplans to verify the accuracy of the information.

Tasks are divided evenly by shift for review, editing, or development of new maps or preplans.

Assistance with preplans and Visio maps can be obtained by contacting:

Jeff Feiertag	jeff.feiertag@montgomerycountymd.gov
IT Training Coordinator	240-777-2460
(Visio training)	
Sarah Ierley	sarah.ierley@montgomerycountymd.gov
GIS Manager	240-777-2445
(GIS maps only)	

Finished maps

A binder of all completed, "published" station maps, preplans, and associated indexes will be kept in [the Watch Office]. As space allows, and as feasible, all of the apparatus assigned to the station will carry a full set of station indexes, maps and preplans. The Station Commander will make the determination when exceptions to this rule should be granted.

Map distribution

The mapping coordinator must ensure that all completed, "published" maps, preplans, and associated indexes are distributed to the following locations:

Sarah Ierley, MCFRS GIS Manager

Station [XX]

Station [XX]

Station [XX]

Station [XX]

STATION [XX] OPERATIONS MANUAL

I. MAPPING AND PREPLANS (CONTINUED)

Transfer Map Books

To ensure that the station has enough copies of mapbooks available to support operations during major incidents and high activity periods, the station must maintain [PICK THE APPROPRIATE OPTION: if the station has one or two services (engine and EMS unit) – then 1 transfer book; or if the station has three or four services – then 2 transfer books; or if the station has five or more services – then 3 transfer books]

STATION [XX] REFERENCE MANUAL

J. PUBLIC / COMMUNITY EDUCATION AND SION

Public Education Requests

All requests for public / community education and presentations will be directed to the OIC of the shift requested. No requests will be placed on the calendar by other shifts.

Safety in Our Neighborhood (SION)

A SION notebook is kept in [the Captains office (purple binder)]. When completing SION, please mark the streets completed with a highlighter and note the block numbers and street name in the street log. This will prevent duplication of efforts. When the current maps are exhausted, new area maps will be inserted.

The Pub Ed Activity Reporting & Supply Request, which is on the Division of Community Risk Reduction Services Quicklinks web page, must be completed after all public education and community outreach events.

Public Education Supplies

If needed, after SION is completed on Saturday, a replacement order for detectors, batteries and door hangers, and other supplies can be placed. The Pub Ed Activity Reporting & Supply Request is on the Division of Community and Risk Reduction Services Quicklinks page.

The Engine Go Bag is checked during the weekly. If a replacement order is needed, it can be placed on the Quicklinks site under the Division of Community Risk Reduction Services, Pub Ed Activity Reporting & Supply Request.

The community education supplies [locker is located in the rear of the engine-room, the combination is 30-20-6]. Ensuring the locker contains information, brochures and educational items, is an assigned collateral duty. If items are needed for a special event, please contact the assigned person. If time is an issue, contact Bill Delaney via e-mail – William.delaney@montgomerycountymd.gov

MCFRS Participation at Special Events

In general, when a citizen requests MCFRS participation at a "Special Event" (ex: 5k Run, large social gathering, community fair, etc) that involves committing units on a detail, the group requesting MCFRS participation may be directed to make the request using the Special Event Information Request Form, located on the MCFRS Home Page under the "How Do I…?" link.

Alternatively, the Station Officer can forward the request to the DOC using the process outlined in the section about the Apparatus Movement Calendar requests, on page 10 of this manual.

STATION [XX] REFERENCE MANUAL

K. COLLATERAL DUTY LIST

The collateral duty list is a list of necessary jobs and projects required to maintain the station. The list assignments are the responsibility of the employee and will ultimately be the responsibility of the employee's OIC. The weekly schedule will provide the employee time to work on his/her collateral duty for the station. If the collateral duty becomes overwhelming, or there is a compelling reason for the collateral duty not being completed, the shift OIC will be asked to discuss it with the employee and provide feedback to the Station Commander for resolution.

Collateral duty assignments are not optional.

Collateral Duty	Assigned to

STATION [XX] REFERENCE MANUAL

L. MSDS MANUAL

The Station's Material Safety Data Sheet (MSDS) manual will be stored in an obvious and accessible place for all employees to access [(currently in the engine room at the entrance to the watch office)].

Maintaining the MSDS Book and its contents is an assigned collateral duty.

Annually, every employee assigned to the station will sign a form noting he/she understands what the MSDS book is and where it is located. It will be the Shift Captain's responsibility to ensure this is complete by January 31 of each year. Forms will be provided by the person who is assigned the collateral duty of maintaining the MSDS Book.

MSDS records are to be kept indefinitely.

NOTE: In the future, MCFRS will be transitioning from Material Safety Data Sheets (MSDS) to Safety Data Sheets under the new OSHA Haz-Com Regulations. More details on this new system and process will be disseminated once those details are known.

STATION [XX] REFERENCE MANUAL

M. STATION SAFETY INSPECTION PROGRAM

DFRS Policy and Procedure 813 mandates a quarterly station safety inspection program to be completed by the Station Commander.

Quarterly Safety Inspections will be completed during the first week of January, April, July and October. These reports with the results of the safety inspection will be forwarded to the Safety office, the SCO, and Local 1664.

If there are specific areas of concern regarding safety, they should be reported to the Station Commander immediately. The Station Commander will work with the SCO and the corporation to repair or correct any safety issues.

As a component of the quarterly inspections, all PPE must be inspected. It is the responsibility of each shift Captain to inspect their shift's gear. Each Shift Captain will forward a ***Personal Protective Gear Evaluation Form*** to the Station Commander by January 1, April 1, July 1, and October 1, to be included in the quarterly report which will be sent out by the 15th of that month.

N. STATION SECURITY SYSTEMS

[Include information relevant to any station security systems such as keycard access, security cameras, etc. Be sure to included information about who is responsible for maintaining these systems.]

O. FACILITIES MAINTENANCE AND REPAIRS

For more details and information, refer to **MCFRS Information Bulletin 14-10,** *Facilities and Fitness Equipment Defect Reporting*.

The Fleet Management Reporting system is used to report any Facility defects.

- To report an issue related to the fire station building or its systems, in the "**Reporting From**" field, choose "**Facilities- FMOS"** for County-owned fire stations, or **"Facilities - LFRD**" for stations that are owned by an LFRD. This is based upon whether you are reporting an issue with an LFRD-owned station or a County-owned station. A list of stations in each category will appear so you know which list you should be choosing.
- You will see a list of items, i.e. "**01-FAC**". The first two digits correspond to your station number. **Choose your respective station number** and continue the reporting process as you normally would complete.
- For County-owned stations ONLY, in addition to entering the defect into the Fleet Management Reporting System, also contact County Facilities Management Operations Section's (FMOS) Customer Service via phone, (240) 777-7777, to get the work order request put into their system.

Once a defect report is submitted, the FRS Facilities Section will receive email notification, and a course of action will be determined on a case-by-case basis. The disposition will be entered into the system, which will allow station personnel to track existing and completed reports, as they do with apparatus defects.

For Emergency repair needs or escalation of a report that has not been addressed should refer to the *Attachment* to Information Bulletin 14-10.

The fire.facilities@montgomerycountymd.gov email address can be used if it is necessary to communicate other issues.

P. GARBAGE AND RECYCLING

Trash

Trash removal is by [Allied Waste].

Dumpster is picked up [once a week on Mondays].

Recycling

Recycling will be taken out every [Tuesday] evening and deposited [in the appropriate receptacle in the rear parking lot] for pick-up on [Wednesday].

Bio Hazard Waste Collection

Bio Hazard Waste Collection is managed by the EMS Section and is performed by a contractor on a scheduled basis. If there is an urgent need for a biohazard pick up, contact the EMS Duty officer.

Updated August 17, 2022

Q. SERVICE AIR COMPRESSOR

The station compressor is checked weekly on [Tuesday]. The check out sheet is [hanging on the compressor].

Any reported problems with the compressor will be reported to the Station Commander.

Please note any deficiencies found on the check out sheet, being sure to include the date it was reported.

R. EMERGENCY GENERATOR

Station Generator is a [capacity] made by [manufacturer] that runs on [fuel type]

The Generator is checked [when/on what schedule]. [Enter details about how the generator check is completed and how records are maintained]

In the case of low fuel, a facility repair order will be written and sent to the Station Commander who will in turn forward a facility repair order to
fire.facilities@montgomerycountymd.gov

STATION [XX] REFERENCE MANUAL

S. STATION UTILITIES AND SERVICES LOCATIONS

Utility	Location	Notes
Domestic water shut off		
Well		
Water Heater		
Main electric room		
Electric sub-panels		
Emergency Generator		
Station Radio and Station Alerting Equipment		
HVAC Compressors		
HVAC Air Handlers		
HVAC Furnace/Boiler		
Engine Room Ventilation System		
Apparatus Exhaust Extraction System Controls		
Sprinkler Control Room		
Sprinkler shut off(s)		
Hood and Duct Fire Suppression System(s)		
Fire Alarm Control Panel		
Fire Protection Cistern		
Fire Pump		
Telephone		
Station Paging System		

STATION [XX] OPERATIONS MANUAL

S. STATION UTILITIES AND SERVICES LOCATIONS (CONTINUED)

Utility	Location	Notes
Computer Network Equipment (Hub/Router/Switch)		
Cable TV		
Elevator		
Engine Room Oil/Water Separator		
Fuel Pumps		
Fuel Tank Leak Monitoring System		
Grease trap		
Natural Gas		
Propane Tank		
Sanitary Sewer Clean Out		
Sewage Ejector		
Septic Tank		
Sump Pump(s)		
Station Service Air Compressor		
SCBA Compressor		
SCBA Filling Station		
Waste Oil Reservoir		
Traffic Light		Contact the MC Traffic Management Center (240) 777-2100

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STATION [XX] REFERENCE MANUAL

T. INFORMATION TECHNOLOGY (IT) RESOURCES

IT Resources and the point of contact for issues is listed below.

Resource	Responsible Party – Point of Contact
Apparatus Headset CAD Remote Terminal Cellular Phone Fire Station Alerting Fire Station Paging Fire Station Radio GPS Unit Messaging (MCEN, Active911, CodeMsg, etc) Mobile Data Computer (MDC) Mobile Radio Portable Radio Telephone – Business Line Telephone – ECC Direct Line Tone Alert Pager	All issues should be entered into the Telecommunications Service Request, which is available online at MCFRS Quicklinks. Additional questions can be directed to: Fire.telecomm@montgomerycountymd.gov
Station Desktop Computer Mapping Computer Printer* Fax* Copier* Scanner County Network (LAN) Internet Connection Wi-Fi	Call the County IT Help Desk 240-777-2828
Electronic Patient Care Report (ePCR) computer	EMS Duty Officer
Cable TV Service	Comcast Customer Service 301-424-4400 or Comcast Commercial Accounts - Todd Archibald 301-294-7749 or County Cable TV Liaisons: Margie Williams 240-777-3762 marjorie.williams@montgomerycountymd.gov Bryan Forney 240-821-7199 bryan.forney@montgomerycountymd.gov Keith Watkins 240-777-3793 keith.watkins@montgomerycountymd.gov

* If a printer, fax, or copier cartridge is replaced, please notify the individual assigned the collateral duty to manage station supplies.

If you find any errors in this manual, or if you have suggestions for ways to improve it, please send your correction and/or comments to the Division of Operations Executive Battalion Chief.

T. INFORMATION TECHNOLOGY (IT) RESOURCES (CONTINUED)

[If a printer, fax, or copier cartridge is needed for a LFRD printer, fax or copier, please e-mail your request to the Station Commander.]

U. STATION SUPPLIES

Janitorial/Housekeeping
Administrative/Office Supplies
Apparatus/Fleet Fluids and Supplies
EMS Supplies
Oxygen
Fuel for apparatus, and emergency back-up generator
Bottled Water and Emergency Water
Public Education/Community Education Supplies
Tools, Hose, Equipment, and Appliances - Small Tools
Class A foam tote (if applicable)

Janitorial/housekeeping supplies, Administrative/Office supplies, and Apparatus/Fleet Fluids and Supplies are ordered from fire.stationsupplies@montgomerycountymd.gov on, or around the first of every month, no later than the 5th. The order can only be sent to this address from the Station Commander. The order is developed by the person assigned the collateral duty, and then given to the SC to place the order. If there is a special request for supplies, please refer that to the individual responsible for ordering.

All station supplies are stored in the [locked cage in the basement]. A small amount of needed supplies may be stored in the areas they are used in the station (mop room, rest rooms, locker rooms, and kitchen.) [Station supplies are restocked on Sundays.]

EMS supplies are ordered from MCFRS.EMSSupplies@montgomerycountymd.gov on an as needed basis. The order can only be sent to this address from the designated person assigned the collateral duty. If there is a special request for supplies, please refer that to the individual responsible for ordering. EMS supplies are stored in the [locked cage in the basement].

Oxygen is provided under a County contract with a vendor. The vendor will deliver every two weeks on [day of the week].

Fuel for apparatus is provided under a County contract with a vendor. The vendor will deliver every two weeks on [day of the week].

Fuel for the emergency back-up generator is provided by the Fleet Section. To ensure that stations are able maintain self sufficiency, the Operations Chief has designated the minimum fuel level in station generators as 75%. If the fuel level in the generator is below 75% of the full capacity, notify the Station Commander so they can forward the request to the Fleet Section.

Bottled Water and Emergency Water is provided under a County contract with a vendor. The vendor will deliver monthly. There is no delivery paperwork for water deliveries. The vendor forwards the paperwork directly to the MCFRS Procurement Section.

Public Education/Community Education Supplies are checked weekly at the conclusion of Safety in Our Neighborhood (SION). If additional supplies are needed, order are

U. STATION SUPPLIES (CONTINUED)

placed via the Pub Ed Activity Reporting & Supply Request, which is accessible on the MCFRS Quicklinks page.

Tools, Hose, Equipment, and Appliances (THEA) (a.k.a. Small Tools) are requested or defects are reported using the Fleet Management Reporting System under the "Reporting from:" location of "Dover Road". This same system is also used to order certain consumable supplies that are unique to small tools (ex: 2-cycle oil, small air filters, saw blades, chainsaw chains, etc).

[Class A foam is requested or defects are reported using the Fleet Management Reporting System under the "Reporting from:" location of "Dover Road". When the station is down to one full barrel (55-gallon drum).]

All deliveries must come with a paper receipt in the form of a delivery/shipping invoice or packing list. Personnel must request a receipt for all items delivered to the station. Before a supply delivery is put away, it must be checked for damage and then reconciled against the receipt, and any deficiencies noted on the receipt. Severely damaged items should be refused and the Station Commander must be notified. Station supplies are stored in the [locked cage in the basement]. Once an order is completely checked, the employee will **sign** for the delivery **and** **print their name** on the receipt and place it in the [Station Commanders mailbox].

STATION [XX] REFERENCE MANUAL

V. FIXED ASSETS

Manuals
Station equipment manuals – all owners manuals for station equipment are stored in the [station office, file cabinet "A", third drawer down].

Inventory
The Station Commander is responsible for maintaining a complete inventory of all fixed assets in the station in accordance with MCFRS procedures.

Furniture Inventory
Provide a list of the station furniture

Exercise/Fitness Equipment
The Fleet Management Reporting system will be used to report Fitness Equipment defects.

- To report a defect related to fitness equipment, choose **"PT Equipment"** A list of stations will appear. Choose the correct station and continue the reporting as you normally would complete.

Once a defect report is submitted, the MCFRS Fitness equipment repair coordinator will receive email notification and a course of action will be determined on a case-by-case basis. The disposition will be entered into the system, which will allow station personnel to track existing and completed reports, as they do with apparatus defects.

Provide a list of the station Exercise/Fitness equipment

Appliance Inventory
Provide a list of the station appliances

Tools Inventory
Provide a list of the station tools

W. STATION CALL-BACK LIST AND PROCEDURE

[Station call back list]

The callback list will be maintained by the Station Commander with the assistance of the Shift Captains. It will be reviewed in January and July for accuracy. It is the responsibility of each Shift Captain to forward a new, updated roster to the Station Commander, within two weeks of any changes to the home address, or contact information for any of their shift personnel.

For Call-Back procedures, refer to the MCFRS Threat-level Red Command Action Guideline.

STATION [XX] REFERENCE MANUAL

X. LFRD CONTACTS

In case of an after-hours emergency, contact the on-duty Battalion Chief[, and also call ECC and ask for the on-duty LFRD DUTY OFFICER].

Name	Position	Phone	E-mail
	President		
	Chief		
	Deputy Chief		
	Deputy Chief		
	Deputy Chief		
LFRD ADMINISTRATIVE OFFICE		Main Fax	
	Station Volunteer Liaison		
	LFRD Facilities		
	LFRD IT Tech		

STATION [XX] REFERENCE MANUAL

Y. MCFRS FORMS

Any standard forms are kept in the [location]. Forms that are not online, are ordered through MCFRS Logistics. A complete file of the MCFRS forms is available online via the MCFRS Quicklinks page.

EMS
> DuoDote log
> Controlled meds log
> Life pack Bio Medical Repair form
> Patient referral form
> Healthcare facility concern form
> Rehab sector form

Driver Training
> Driver certification process
> Driver training application
> 2010 Written exam schedule
> Driver training log
> Safe driver behavior evaluation

FROMS
> MEWS form – front & back
> Medical health status questionnaire
> Interval medical history form
> Employee medical history form
> Graded exercise consent form

Safety
> PAS tag replacement request
> Ride along release form

OHR
> Direct deposit authorization
> Beneficiary declaration forms
> Personal data change form

IAFF
> County facilities access membership application

Working Out of Class
> FF working as a LT/Capt
> MFF working as a LT
> MFF working as a Capt
> Lt working as A Capt

STATION [XX] OPERATIONS MANUAL

Y. MCFRS FORMS (CONTINUED)

Equipment

Meter repair request form
Turnout gear cleaning program log

ECC

Audio recording request form

Employee

FFIII promotion checklist
Outside employment request

Management

DOR form
Request to earn comp leave in lieu of OTP memo
Non-service connected LTD request memo
Transfer request
PEN
Checklist for returning issued items after retirement

Miscellaneous

Home safety inspection checklist
Windshield assessment survey
Parental/Family leave request (online – Quicklinks – Admin. Services Div.)
PSTA registration (online – Quicklinks – Training Division)
Inter-station mileage chart

Z. WORKERS' COMPENSATION

MCSIP is the online Workers' Comp *First Report of Injury* (FRI) program. The Website is www.MCSIP.org and the user name and password are managed by the County's current Workers' Compensation administrator, Corvel Corp.

A first report of injury can also be called in to 888-606-2562

If FROMS is open, an injured employee will be taken there for evaluation, otherwise the evaluation will occur at a local ED. Provide the employee with the attached information to give to the ED to process the workers comp payment.

Blood borne pathogen exposure protocol and supervisors checklist is accessible via MCFRS Quicklinks on the Division of Wellness Safety & Training page. Treat all blood borne exposures as work-related, requiring a first report of injury.

STATION [XX] REFERENCE MANUAL

DEFINITIONS

Battalion Line-Up. A document created, maintained, and controlled by each Battalion, on a daily basis, which identifies specific personnel assigned to specific riding assignments on apparatus.

Collateral Activity Period. An activity period specifically designated to give personnel the flexibility to meet individualized training requirements, conduct performance appraisals, counsel personnel, and maintain or perform station-related duties.

Duty Operations Chief (DOC). The chief(s) in the County, designated by the Division Chief of Operations as the on-duty operational chief(s) for a period time, who may not be the "normal" Shift Chief for that shift.

Fire and Rescue Station (Station). The apparatus and facilities, including all buildings and other real property, and all related vehicles and vehicle equipment, which are or can be used to house or provide fire, rescue, or emergency medical services, as defined at Montgomery County Code Section 21-1 (c).

Log Book. The official, complete, and accurate daily record of the activities, both emergency and non-emergency, of a fire and rescue station.

Pass-On Book. A hardcopy or electronic document that contains information that is shared by station personnel from one shift to the next, regarding issues affecting the station, facility, apparatus, or surrounding community, other than issues related to personnel or incidents.

Personnel. All members of Montgomery County Fire and Rescue Service, both career and volunteer, including members of a Local Fire and Rescue Department.

Shift Captain. The DFRS Captain assigned by the Division of Operations with responsibility for a given DFRS shift at a given station. In cases of long-term absence, the Lieutenant assigned to the shift may act as the Shift Captain; or the Division of Operations may temporarily assign a float Captain / Lieutenant to this role.

Shift Chief. The Assistant Chief assigned by the Division Chief of Operations to manage a particular shift (A, B, or C) on an on-going basis.

Station Commander. The MCFRS Captain designated by the Operations Chief to facilitate readiness and support of the facility, apparatus, and personnel at his or her assigned station.

Station Officer. The senior MCFRS officer, Captain or below, on-duty at a Fire Rescue Station.