

Montgomery County Fire and Rescue Service


FIRE CHIEF'S GENERAL ORDER

NUMBER: 06-08

Rescinded 8/16/07

September 28, 2006

TO: All MCFRS Personnel

FROM: Fire Chief Thomas W. Carr, Jr. 

SUBJECT: Kelly Day Selection for CY2007

The deadline for submission of your CY2007 Kelly Day selection preferences is 1700 hours on Tuesday, October 3, 2006. Requests should be made based upon on your anticipated shift and station assignment as of the September 19, 2006 transfer meeting. If you have any questions about your shift or assignment, please contact your shift chief. As soon as the CY2007 Kelly days are assigned, instructions will be issued for CY2007 vacation picks.

Kelly Day selections will again be submitted electronically through the MCFRS web site at <http://kellypicks2007.mcfrs.org>. The website will open on Wednesday, September 27, 2006 by 1700 hours to accept your picks. You will need to use your Telestaff ID and password to access your selection form. The form is self-explanatory and personalized for your use. **NOTE: Once the form has been submitted, you may not be able to modify or change selections. If it is necessary for you to log off before completing the form, do not click on Send Picks!!** You will be able to bring up your form again **only** if you have **not** submitted it. You will receive confirmation of your selection via your County e-mail account. ECC personnel must submit their Kelly picks directly to Lt. Better through their County email account; Lt Better will provide them with a reply receipt.

KELLY DAY ADMINISTRATION CRITERIA AND INSTRUCTIONS

1. These instructions apply to all personnel assigned to fire/rescue stations.
2. Personnel who wish to request a Kelly Day must complete the electronic form available on the MCFRS web site, using the instructions listed above, **before Tuesday, October 3, 2006 at 1700 hours**. Personnel who do not wish to request a Kelly day must also submit a form and select the option(s) marked "No Pick Requested" for each day. **Selections will not be accepted after 1700 hours on October 3, 2006.**
3. ECC personnel must submit their Kelly picks directly to Lt. Better through their County email account; Lt Better will provide them with a reply receipt.

4. Kelly Days will continue to be assigned based on service needs, rank, seniority, and specialty skills.
5. Personnel will retain the Kelly Day assigned to them, unless they are transferred, or an unusual situation occurs. Once Kelly Days are published, Kelly Day trades **will not** be considered.
6. When personnel are transferred into vacant positions, they will normally be assigned the vacant Kelly Day at that station.
7. Local 1664 representatives are invited to observe the selection process.
8. Kelly days will be posted in all fire/rescue stations and on the MCFRS web site not later than October 10, 2006.

KELLY DAY SELECTION FOR CY 2007

1. The ECC 12-week cycle for CY2007 for new Kelly Days takes effect February 4, 2007.
2. Kelly Days available in a station are fixed by the CY07 staffing chart. Assistant Chief Ale will send a copy of the final chart to each station and battalion office by September 28, 2006. Changes will be posted to the chart only with the permission of the Division Chief of Operations.
3. ECC Captains must select Kelly Paddles with Monday or Thursdays as the primary Kelly Days due to the ECC relief Captain position.
4. Personnel will be evenly distributed by rank, service need, and specialty.
5. In single officer stations, the officer and the master firefighter must not be assigned the same Kelly Day.
6. When more than one officer and more than one master firefighter are assigned to the same shift at the same station, not more than one officer and one master firefighter can be assigned the same Kelly Day. Not more than one officer and one master firefighter will have the same primary Kelly Day.
7. Paramedics must be evenly distributed across the days of the week.
8. Paramedics assigned to the same station **cannot** have the same Kelly Day.
9. All station personnel will be listed in seniority order, as defined in the agreement between IAFF Local 1664 and Montgomery County.

If you have questions, please call Division Chief Philip Guercio at 240.777.2471.

Issued:	Revised:	Rescinded:
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