



DEPARTMENT OF FIRE AND RESCUE SERVICES
MONTGOMERY COUNTY, MD.

DIRECTIVE

NUMBER: 95-18

DATE: July 27, 1995

TO: All DFRS Personnel

FROM: Chief Jon C. Grover, Director
Department of Fire and Rescue Services

SUBJ: Training Delivery and Record

A handwritten signature in black ink, appearing to read "Jon C. Grover", written over the "FROM" field of the directive.

On August 15, 1995, the following Department of Fire and Rescue Services (DFRS) training delivery and record keeping activities will become effective.

TRAINING DELIVERY COORDINATION

All training delivery activities - except in-station drills - that are planned, coordinated, and implemented by uniformed or non-uniformed DFRS personnel must be approved and scheduled by the DFRS Training Division.

Examples of planned training that require coordination with the DFRS Training Division include, but are not limited, the following:

- o Multi-station drills;
- o Emergency Management Group training exercises that require DFRS personnel to participate regardless of the exercise's location;
- o Specialty team training that requires unit(s) attendance on days other than the scheduled team drill day, and ;
- o Maryland Fire and Rescue Institute (MFRI) burning drills that require the attendance of on-duty station personnel.

All specialty teams, emergency management, emergency medical services, and planned multi-station drills, exercises or other training activities must be coordinated through the DFRS Training Division. DFRS specialty teams, sections, station personnel, and/or others who wish to schedule such training activities are to call or fax the information to the Training Division Registrar, during normal business hours, at 279-1834 (calls) or 279-1795 (fax).

The DFRS Training Officer, or designee, cannot approve nor schedule such training activities if the activity would interfere with other scheduled training events or Department activities.

TRAINING RECORDS

All master training records for certification and recertification in fire and EMS will be maintained at the Public Services Training Academy (PSTA).

Field maintained records of training received to meet Federal, State, and local mandates are to be forwarded to the PSTA for filing. This includes SCBA, CPR and hazardous materials recertification, etc.

Attendance records and reports on specialized training, such as conducted by EMG, are to be forwarded to the PSTA for filing.

It is the Station Officer's responsibility to maintain accurate records of in-station drills and training activities that do not meet the reporting requirements of this Directive.

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