

Battalion Chief Collateral Duties

Updated January 20, 2019

Each Field Ops BC will maintain a collateral duty. This program will supplement administrative staffing to support important MCFRS initiatives while also preparing BCs for future advancement.

The Field Ops BC's primary focus remains their shift, personnel and field operations. It is acceptable to also work on collateral duty responsibilities while on duty, if that time does not interfere with on-duty obligations or responsibilities.

Any time focused on collateral duties, regular hours or overtime, should be documented on time cards using the reason code FRS060CP – FIELD OPS COLLATERAL PROJECTS.

All Field Ops BC must provide a written status report (email) to the Operations Chief on at least a quarterly basis. Additionally, all Field Ops BC should provide a verbal report at the regular Battalion Chief Meetings which they attend.

Collateral Project Assignments:

Float:

BC701R	Polikoff	Daywork Operations Personnel Liaison
BC702R	Carpenter	Initiative, Training & Report Compliance / FROMS

Shift:

BC701A	Davis	Water Supply & WSSC Liaison & MRC
BC701B	Fitch	Lessons Learned / After Action Reporting
BC701C	McDonald	Federal & Mutual Aid & LFRD Liaison
BC702A	Couse	Data, Technology, Networking
BC702B	Blinkhorn	Command Platforms & Purple Line
BC702C	Leigh	LFRD Liaison
BC703A	Hopkins	Facilities Liaison
BC703B	Stanton	Sick Leave Compliance
BC703C	Mann	LFRD Liaison
BC704A	Doyle	Fleet Section Liaison
BC704B	Vanderryn	Community Affairs Liaison
BC704C	Daniel	LFRD Liaison/Station Commander Liaison
BC705A	Pazos	PSTA Liaison / Training
BC705B	Ramacciotti	Safety Liaison
BC705C	Hamilton	LFRD Liaison
OPS XO	Stroup	Light Duty Vehicles

Collateral Duty Descriptions:

LFRD Liaison:

LFRD liaison for the entire battalion, including MCFRS owned/managed stations. Role will include working with the Station Commanders and LFRDs to address issues involving the station and/or LFRD members. Work with other BCs (facilities & safety) to maintain a constant work environment at all their stations. An important goal is to resolve all issues at the lowest level. POCs are the Division Chiefs of Operations and Volunteer & Community Services.

Fed & Mutual Aid Jurisdiction Liaison:

Maintain open and continuous dialogue with all the Federal facilities in Montgomery County. This will include: quarterly meetings, policy and MOU changes, training issues, & other assigned duties. Will also act on the behalf of Division of Operations and keep all SOPs, policies, contact information, and stations/units/equipment updated for departments in our region: PGFD, DCFD, Fairfax, Frederick, Howard, & Carroll. POC is the Division Chief of Operations.

Command Platform:

Develop, maintain and adjust a standard inventory for the battalion based command platform (BCP). Work with Ops XO BC in the build of any new command vehicles. POC is the Ops XO BC.

Community Affairs and Services Liaison:

Work with Community Outreach Section and the PIO office to assist with planning and staffing community and Pub Ed events. POC is the Ops XO BC.

Data, Technology, and Networking Liaison:

Work with the IT Section and develop or support any IT program MCFRS uses or will be using. Will also assist the Ops XO BC

with statistics and data for projects such as: end of year stats, budget stats, pilot program stats, etc. POC is the Ops Exec AC.

Daywork Operations Personnel Liaison:

Formally manage all daywork Operations personnel via chain-of-command. Reviews or issues IPPAs, ensures compliance of required training or certifications. POC is Ops Exec AC.

Facilities Section Liaison:

Work with the Facilities Section to address long term fire station issues (recurring HVAC issues, pest control issues, county wide station projects, new station construction projects, etc.). POC is the Ops XO BC.

Fleet Section Liaison:

Duties include membership on the Engine committee, tool recommendation for new and existing equipment, long term issues with apparatus, and assist with standardizing inventories for each breed. POC is the OPS XO and Fleet Section Chief.

FROMS

Scheduling of all field FROMS bloodwork and physicals. POC is the FROMS Battalion Chief.

Initiative, training and report compliance:

Assist Duty Chiefs by generating and maintaining lists of employees that are not in compliance of any required initiative (Annual Re-certs, EMS certification, FCGO generated training or required initiatives). Will also maintain a monthly list of outstanding Fire App reports for the Duty Chiefs and compile a yearly report. Not involved in enforcement or discipline. POC is the Division Chief of Operations.

Lessons Learned / AAR:

Work with the DOCs to report out on all after-actions written reports, electronic submissions, and power point presentations via a web-based format for a new Lessons Learned Center. Compliance with IRP Appendix T After Action Reporting. POC is Assistant Chief Reid.

Medical Review Committee (MRC)

Field command officer representative to the MRC appointed by the Fire Chief. POC is the EMS Section Chief.

Safety Section Liaison:

Work with the Safety office and Station Commanders facilitating and complying with required station inspections, gear inspections, and other areas of concern impacting the Division of Operations. POC is the Ops XO BC.

Sick Leave Compliance:

Work with the Duty Chiefs maintaining lists of employees not in compliance of the sick leave guidelines. Not part of the discipline process. POC is the Division Chief of Operations.

Water Supply Officer and WSSC Liaison:

Work with the Operations Chief and staff supporting ISO, Accreditation, and other reports for MCFRS. Duties may also include such activities as: water supply in-service, yearly water supply event, water supply maps, etc. POC is the Division Chief of Operations.