

## **Battalion Chief Collateral Duties**

### **Updated June 6, 2021**

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 MCTime using the reason code FRS060CP – FIELD OPS COLLATERAL PROJECTS. All overtime must be pre-approved in advance. Submit requests via the [Overtime Authorization Request](#) form.

All Field Ops BC must provide a written status report (email) to the Operations Chief on at least a quarterly basis.

#### **Collateral Project Assignments:**

##### **Float:**

BC701/4R	Grinder	Daywork Operations Personnel Liaison
BC702/5R	Couse	Initiative, Training and Report Compliance

##### **Shift:**

BC701A	Davis	Water Supply & WSSC Liaison & MRC
BC701B	Fitch	<b>LFRD Liaison</b>
BC701C	Polikoff	Federal & Mutual Aid Liaison
BC702A	Browning	Community Affairs & Services Liaison
BC702B	Blinkhorn	Command Platforms & Purple Line
BC702C	Leigh	<b>LFRD Liaison</b>
BC703A	Hopkins	Facilities Liaison
BC703B	Stanton	Sick Leave Compliance
BC703C	Mann	<b>LFRD Liaison</b>
BC704A	Doyle	Fleet Section Liaison
BC704B	Vanderryn	<b>LFRD Liaison</b>
BC704C	Villani	Data, Technology & Networking
BC705A	Blake	PSTA Training Liaison / Monthly Basic Training
BC705B	Ramacciotti	Safety Liaison
BC705C	Lancaster	<b>LFRD Liaison</b>

## 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. **Point of Contacts (POCs) are the Division Chiefs of Operations and Volunteer & Community Services.**

### ***Federal & 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: Prince George's, District of Columbia, Fairfax, Frederick, Howard, & Carroll. **POC is the Operations XO.**

### ***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 Support Services XO.**

### ***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 Operations XO.**

### ***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 Operations XO.**

### ***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 the Operations XO.**

### ***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 Support Services XO.**

### ***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. **POCs are the Operations XO and the Apparatus Section 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. Involved in enforcement and discipline. ***POC is the Operations XO.***

***Medical Review Committee (MRC):***

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

***PSTA Training Liaison/Monthly Basic Training***

Assist the PSTA with development and/or assignment of COPDI topics and programs, as well as work with PSTA staff to develop command competences, in-service training, and any other operations training. Coordinate and publish the Monthly Basic Training program. ***POC is the Operations XO.***

***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 Operations XO.***

***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 Operations XO.***

***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 Operations XO.***