



POLICY AND PROCEDURE

MONTGOMERY COUNTY FIRE AND RESCUE COMMISSION

No. 23-05AM

EFFECTIVE DATE:

5/1/02

TITLE

COPDI PROGRAM

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MONTGOMERY COUNTY FIRE AND RESCUE COMMISSION REGULATION

COPDI PROGRAM

Issued by: Montgomery County Fire and Rescue Commission
Regulation No. 23-05AM

Authority: Montgomery County Code Section 21-2.(d)(2)
Supersedes: FRC Policy No 23-05

Effective Date: May 1, 2002

SUMMARY: Professional development and improvement programs help command-level officers to maintain their operational efficiency. This policy requires all fire and rescue service command officers at the rank of District Chief/Deputy Chief or above to obtain at least 12 hours of professional development and improvement training annually. Command officers who complete programs meeting the objectives to the then-current edition of NFPA Standard 1021, Fire Officer Professional Qualifications, and the training objectives established by the Command Officer Professional Development and Improvement (COPDI) Council for that calendar year, will earn professional development and improvement credit.

DEADLINES: Montgomery County Register Comment: Dec. 21, 2001
Local Fire and Rescue Departments Comment: Dec. 21, 2001
Div. of Fire and Rescue Services Comment: Dec. 21, 2001
Div. of Vol. Fire Rescue Services Comment: Dec. 21, 2001

ADDRESS: Send all comments pertaining to the proposed regulation to Beth Feldman, Montgomery County Fire and Rescue Service, 12th Floor, 101 Monroe Street, Rockville, MD 20850. Comments may also be e-mailed to beth.feldman@montgomerycountymd.gov

STAFF: For additional information, please call Beth Feldman, Montgomery County Fire and Rescue Service, on (240) 777-2423



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Sec. 1. Purpose: To amend the requirements of the professional development and improvement program that maintains the operational proficiency and enhances the professional development of all command officers of the Montgomery County Fire and Rescue Service.

Sec. 2. Definitions.

- a. **Command Officer.** An individual who is certified as a Duty Chief, EMS Duty Chief, District Chief, Assistant Chief, Deputy Chief, or Chief, in accordance with the Fire and Rescue Commission's Integrated Emergency Command Structure.
- b. **Command Officer Professional Development and Improvement Council (COPDI Council).** A group of five command officers who are appointed by the Fire and Rescue Commission to analyze the training needs of Montgomery County Fire and Rescue Service command officers, and to establish the COPDI Program training objectives for the following calendar year.
- c. **Command Officer Professional Development and Improvement Program (COPDI Program).** A training program, or a portion of a training program, that meets the objectives of the then-current National Fire Protection Association Standard 1021, *Fire Officer Professional Qualifications*, and meets training objectives established by the COPDI Council for that calendar year. (Collectively: Training Objectives.)
- d. **Division of Fire and Rescue Services (DFRS).** The Division of Montgomery County Fire and Rescue Services that comprise career employees and DFRS volunteers. The Division shares with the Local Fire and Rescue Departments the responsibility for providing direct fire suppression, rescue, and emergency medical services.
- e. **Division of Volunteer Fire and Rescue Service (DVFRS).** The Division of the Montgomery County Fire and Rescue Service that, along with the Local Fire and Rescue Departments, shares with the DFRS the responsibility for providing direct fire suppression, rescue, and emergency medical services.
- f. **IECS.** Abbreviation for *Integrated Emergency Command Structure*.
- g. **Local Fire and Rescue Department (LFRD).** A component of the Montgomery County Fire and Rescue Service that provides direct fire suppression, rescue, and emergency medical services, in conjunction with DFRS.
- h. **Montgomery County Fire and Rescue Service (MCFRS).** The combined services



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comprising the Division of Fire and Rescue Services, and the Division of Volunteer Fire and Rescue Services that includes the Local Fire and Rescue Departments.

- i. **MCFRS Sponsored Programs.** COPDI training that is offered by the DFRS Training Section or an approved training program co-sponsored by the DFRS Training Section and DFRS, DVFRS, or a LFRD.
- j. **Non-Sponsored Programs.** Training that meets the COPDI training objectives for the calendar year offered by agencies that are not affiliated with MCFRS.

Sec. 3. Applicability. The policy applies to all Montgomery County Fire and Rescue Service **command officers**, and encourages the participation of individuals from other ranks.

Sec. 4. Policy.

- a. All **command officers** must attend a minimum of 12 hours of **COPDI** training programs each calendar year to maintain eligibility for continued certification under the Fire and Rescue Commission's *Integrated Emergency Command Structure*. **Command officers** must obtain at least 6 hours of **COPDI Program** training by attending approved programs offered by the **DFRS** Training Section, or an approved training program co-sponsored with the **DFRS** Training Section, and the **DFRS**, **DVFRS**, or an **LFRD**. These programs must meet the training objectives established by the **COPDI Council** for the calendar year. These programs are designated **MCFRS-sponsored programs**. **COPDI Program** credit may also be obtained by attending training programs sponsored by other agencies that meet the requirements of NFPA Standard 1021. They may include any **MCFRS**-approved on-line program whose training objectives can be verified and documented. An approved training program that is sponsored by an agency other than **MCFRS** is designated a **non-MCFRS sponsored program** for purpose of **COPDI** credit.
- b. The **DFRS** Training Section must provide at least 36 hours of **COPDI Program** training each calendar year in three different 6-hour programs, with at least two programs held on Saturdays, two on Sundays, and two on weekdays.
- c. An individual who has been promoted to a **command officer** position during a calendar year must complete one hour of **COPDI Program** training for each full month served in a **command officer** position.
- d. A **command officer** who has not met the 12-hour requirement, or the prorated portion of the requirement for a calendar year, will be ineligible for certification as a **command officer** in the next calendar year. **Command officers** who are decertified will be



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required to make up two hours for every hour of the mandatory **COPDI** hours that were not completed by the end of the previous calendar year. These make-up hours will be applied only to meet the requirements of the previous year, and must be completed before the individual is eligible for reinstatement to the **IECS** certified list. Hours used to make up **COPDI** credit for a prior year will not be eligible as credit for the current, or any other year.

- e. An individual may receive **COPDI Program** credit for a specific class or program only once in a calendar year.

Sec. 5. Procedure.

- a. In May of each year, the Fire and Rescue Commission must appoint one or more individual(s) to fill the vacant positions on the **COPDI Council**. Each appointment will be for a term of two years. The **COPDI Council** comprises:
 - 1. two **command-level officers** nominated by the **DVFRS** chief;
 - 2. the **MCFRS** Training Officer (automatically assigned);
 - 3. an EMS **command officer**/paramedic nominated by the **DFRS** Chief; and
 - 4. a career **command officer** nominated by the **DFRS** Chief.
- b. The **COPDI Council** will analyze the operational and administrative training needs of **command officers** serving in **MCFRS**, and must establish training objectives for the following calendar year's **COPDI Program**.
- c. The **COPDI Council** will forward the list of training objectives to the **MCFRS** Training Officer by October 15th of each year.
- d. On or before January 31st of each year, the **MCFRS** Training Officer will develop three different six-hour programs based on the **COPDI Council's** established training objectives for that calendar year. A schedule will be distributed to each fire and rescue station identifying the data, subject, and, if possible, the instructor(s) who are presenting the program(s) offered by the **DFRS** Training Section for that calendar year.
- e. The **MCFRS** Training Officer will transmit a training notice to each fire and rescue station, and to **DFRS** and **DVFRS** headquarters, which must be posted at least three weeks before the scheduled starting date of each **COPDI Program** being offered. The



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training notice must include the relevant objective(s) of National Fire Protection Association Standard 1021 addressed by each training program.

- f. Each attendee must register for each **COPDI Program** offered by the **DFRS** Training Section through their **DFRS** Training Coordinator or **LFRD** Training Officer.
- g. Each attendee must complete the appropriate forms at each session of the **COPDI Program**.
- h. **DFRS** Training Section staff will record the **COPDI Program** attendance and process the appropriate forms at the conclusion of each program.
- i. To obtain **COPDI Program** credit for a program sponsored by Montgomery County, MD, Montgomery Collage, or an outside agency, each **command officer** requesting credit must submit a **COPDI Program** Approval Request Form (attached) to the **MCFRS** Training Officer or designee within 60 days after completing the **COPDI Program**. Documentation of training completed after November 15th of a given year must be submitted for approval by January 15th of the following year. Each **command officer** must provide the information below with each request form:
 - 1. a program syllabus or outline verifying that the program met one or more of the established **COPDI Program** training objectives for that calendar year;
 - 2. information regarding the length of the program, and the name of the sponsoring agency;
 - 3. verification of attendance; and
 - 4. the appropriate **CODPI Program** Approval Request Form (attached).
- j. A **command officer** may request that the **MCFRS** Training Officer approve a **COPDI Program** before attendance. Submission of items in Section 5.i.1.-2.is not required if the **MCFRS** Training Officer had approved a **COPDI Program** before its delivery.
- k. The **MCFRS** Training Officer will review all requests for **COPDI Program** credit and respond within 15 days after receiving the request. The reason must be stated if the request is denied. An individual who disagrees with the ruling of the **MCFRS** Training Officer may make written appeal within 30 days of the ruling to the Equivalency/Waiver Subcommittee of the **MCFRS** Training Committee.



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- I. The Fire and Rescue Commission is the final authority for resolution of a disagreement regarding approval of credit for a **COPDI Program**, and may grant an extension(s) of time or otherwise waive a requirement(s) of this policy on a case-by-case basis.
- m. For the first three quarters of each calendar year, the **MCFRS** Training Officer must prepare and submit a quarterly report to each **LFRD**, and to **DVFRS**, **DFRS**, and the Fire and Rescue Commission, verifying each **Command officer's** attendance at **COPDI Programs** to date. The report must be published within 30 days of the end of each quarter, and must include the individual's name, the course title, the number of hours credited, and the name of the sponsoring agency.
- n. **Command officers** who have not met the **COPDI** training requirements according to the annual report prepared by the **MCFRS** Training Officer are decertified as **command officers** in the **IECS**, until they have completed the 12 hours of **COPDI** for the previous year. **Command officers** who are decertified will be required to make up two hours for every hour of the mandatory **COPDI** hours that were not completed by the end of the previous calendar year. These make-up hours will be applied only to meet the requirements of the previous year, and must be completed before the individual is eligible for reinstatement to the **IECS** certified list. Hours used to make up **COPDI** credit for a prior year will not be eligible as credit for the current, or any other year.

Sec. 6. Responsibility

- a. The **MCFRS** Training Officer must:
 1. provide at least 36 hours of **COPDI Programs** each calendar year.
 2. review course descriptions of programs sponsored by Montgomery County, MD, Montgomery College, or outside agencies, to determine the number of creditable hours of **COPDI Programs**;
 3. develop three different six-hour programs based on the **COPDI Council's** established training objectives for the following calendar year.
 4. prepare and submit a quarterly report to each **LFRD**, and to **DVFRS**, **DFRS**, and the Fire and Rescue Commission, verifying each **command officer's** attendance at **COPDI Programs** to date; and
 5. prepare and submit an annual report by January 31st to each **LFRD**, and to **DVFRS**, **DFRS**, and the Fire and Rescue Commission, verifying each **command**



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officer's attendance at approved **COPDI Programs** during the previous calendar year.

b. All **command officers** must:

1. register for **COPDI Programs** according to **DFRS** Training Section registration policies and procedures;
2. attend a minimum of 12 hours of **COPDI** training programs each calendar year;
3. sign an attendance sheet at each session of the **COPDI Programs** attended, and complete all appropriate forms as required;
4. submit all required information and verification of program completion for the approval of **COPDI Program** requirements to the **MCFRS** Training Officer within 60 days of completing a program;
5. submit documentation of all training completed after November 15th for approval by January 15th of the following calendar year;
6. maintain personal records necessary to verify compliance with **COPDI Program** requirements; and
7. submit a request for credit on a **COPDI Program** Approval Request Form (attached) to the **MCFRS** Training Officer or designee within 60 days after completing the **COPDI Program**.

c. The Fire and Rescue Commission must appoint one or more individual(s) to fill vacant positions on the **COPDI Council** in May of each year.

d. The **COPDI Council** must establish training objectives for the following calendar year's **COPDI Program**.

e. The **LFRD** Training Officer and **DFRS** Training Coordinator must submit the program registrations to the **DFRS** Training Section at least seven days before the first session of each program.

Sec. 7. Appeals.

a. Any individual may appeal an action taken with respect to that individual under this



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policy to the Fire and Rescue Commission, which may grant extensions or exceptions to an individual only for compelling reasons, on a case-by-case basis.

- b. The Fire and Rescue Commission must resolve any appeals arising from the annual report prepared by the **MCFRS** Training Officer before or during the March Fire and Rescue Commission meeting.

Sec. 8. Enforcement. The Fire Administrator is the enforcement authority for all policies and regulations of the **Montgomery County Fire and Rescue Service**.

Sec. 9. Effective Date. This policy is effective on May 1, 2002.

Sec. 10. Attachment.
COPDI Program Approval Request Form.

Attest:

/s/
Gordon Aoyagi, Chairman
Fire and Rescue Commission

4/9/02
Date