



# POLICY AND PROCEDURE

No. 25-04

## MONTGOMERY COUNTY FIRE AND RESCUE COMMISSION

EFFECTIVE DATE:

11 / 14 / 00

TITLE

NON-EMERGENCY REASSIGNMENT OF APPARATUS

PAGE 1 OF 8

### MONTGOMERY COUNTY FIRE AND RESCUE SERVICE POLICY

#### NON-EMERGENCY REASSIGNMENT OF APPARATUS

Issued by: Fire and Rescue Commission

Policy No. 25-04

Authority: Code Section 21-13

Supersedes: Regulation 20-96, Non-Emergency Reassignment of Apparatus

Effective Date: November 14, 2000

- SUMMARY:** This policy amends the procedure for the long- and short-term reassignment of fire, rescue, and emergency medical services apparatus. It ensures an adequate, equitable and appropriate system of apparatus relocations, facilitating a rapid response to emergency service needs throughout the County with the greatest number of primary units in service at all times.
- DEADLINES:** Montgomery County Fire Board Comment: November 17, 1999  
Local Fire and Rescue Departments Comment: Nov. 17, 1999  
Division of Fire & Rescue Services Comment: Nov. 17, 1999
- ADDRESS:** Send all comments pertaining to this policy to Beth Feldman, Montgomery County Fire and Rescue Service, 12th floor, 101 Monroe Street, Rockville, Maryland 20850. Comments may also be e-mailed to [beth.feldman@co.mo.md.us](mailto:beth.feldman@co.mo.md.us).
- STAFF:** For additional information, you may contact Beth Feldman on (240) 777-2423.
- BACKGROUND:** This policy amends the procedure for the temporary reassignment of fire/rescue apparatus to ensure the replacement of apparatus placed out-of-service due to a planned activity (preventive maintenance, training, fire prevention detail, etc.), or an unplanned event (mechanical failure, damage due to a collision, etc.).



# POLICY AND PROCEDURE

No. 25-04

## MONTGOMERY COUNTY FIRE AND RESCUE COMMISSION

EFFECTIVE DATE:

11 / 14 / 00

TITLE

NON-EMERGENCY REASSIGNMENT OF APPARATUS

PAGE 2 OF 8

Sec. 1. **Purpose:** To establish a procedure for the non-incident related reassignment of apparatus between stations or local fire and rescue departments.

Sec. 2. **Applicability.** This policy applies to all fire, rescue, and emergency medical service personnel and all apparatus, whether titled to a local fire and rescue department or to Montgomery County. Apparatus purchased in whole or in part with funds received under State Fire, Rescue, and Ambulance Funds may be reassigned for a period not to exceed 14 days without the approval of the vehicle's title-holder. Apparatus purchased solely with private local fire and rescue department funds may be reassigned only with the approval of the vehicle's title-holder.

Sec. 3. **Definitions.**

- a. **Apparatus.** Fire and rescue vehicles, including but not limited to engines, ladder trucks, rescue squads, extrication units, brush trucks, tank wagons, ambulances, medic units and special units.
- b. **Chiefs Committee.** Committee comprising the Chief Officers of the LFRDs and DFRS, used as a resource by the Division Chiefs and the Fire Administrator.
- c. **District Chief.** On-duty career district chief assigned to operations for the Division of Fire and Rescue Services.
- d. **Division of Fire and Rescue Services (DFRS).** The Division of the Montgomery County Fire and Rescue Service comprising career employees and volunteers that shares with the Local Fire and Rescue Departments the direct responsibility for providing fire suppression, rescue, and emergency medical services.
- e. **Division of Volunteer Fire and Rescue Services (DVFRS).** The Division of the Montgomery County Fire and Rescue Service comprising the Local Fire and Rescue Departments. The DVFRS shares with the Division of Fire and Rescue Service the direct responsibility for providing fire suppression, rescue, and emergency medical services.



# POLICY AND PROCEDURE

No. 25-04

## MONTGOMERY COUNTY FIRE AND RESCUE COMMISSION

EFFECTIVE DATE:

11 / 14 / 00

TITLE

NON-EMERGENCY REASSIGNMENT OF APPARATUS

PAGE 3 OF 8

- f. **Duty Officer.** An individual designated by a Local Fire and Rescue Department or DFRS as the on-duty Command Officer.
- g. **ECC Supervisor.** The officer in charge of the Emergency Communications Center.
- h. **Fire Administrator.** The non-uniformed department head of the Montgomery County Fire and Rescue Service, appointed by the County Executive. The Administrator serves as ex officio chair of the Fire and Rescue Commission and is responsible for implementing and enforcing Commission policies and regulations; administering all fire and rescue services provided in the County; and supervising the Chiefs of both the Division of Volunteer Fire and Rescue Services and the Division of Fire and Rescue Services.
- i. **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.
- j. **Non-emergency Reassignment.** Non-incident related relocation of apparatus to cover a planned or unplanned event.
- k. **Out-of-Service (OOS).** Status indicating apparatus is completely unavailable for response to an emergency incident. This status includes units unavailable because of special details, preventive maintenance, or mechanical failure. However, OOS status does not apply to units that are unavailable because of a previous dispatch to an emergency or routine incident, or to units performing in-service activities that would not delay a response or return to in-service status.
- l. **Out-of-Service Period.** The length of time during which apparatus will be unavailable to respond to an emergency incident. This time may be further defined as:
1. **Short Term.** Period expected to be less than 72 hours.
  2. **Long Term.** Period expected to exceed 72 hours.



# POLICY AND PROCEDURE

No. 25-04

## MONTGOMERY COUNTY FIRE AND RESCUE COMMISSION

EFFECTIVE DATE:

11 / 14 / 00

TITLE

NON-EMERGENCY REASSIGNMENT OF APPARATUS

PAGE 4 OF 8

- m. **Personnel.** All on-duty firefighters, rescuers, and emergency medical service providers.
- n. **Primary Apparatus.** A vehicle that is first due on a response, including but not limited to engines, ladder trucks, quints, tankers, ambulances, rescue squads, and medic units.
- o. **Secondary Apparatus.** Fire and rescue vehicles not designated as primary apparatus.
- p. **Shift Chief.** The on-duty DFRS chief officer assigned as the operations chief for a specific shift.
- q. **Station Officer.** Senior company officer on duty at a station.
- r. **Unit Inventory Form (UIF).** The current, written inventory of all items and equipment carried on apparatus. Special operating instructions and notation of all existing body damage and mechanical problems must also be noted on this form.

Sec. 4. **Policy Statement.** It is the policy of the Fire and Rescue Commission to ensure the provision of adequate fire suppression, rescue, and emergency medical services by efficient deployment of appropriate **apparatus** throughout the County at all times. The Chief of the **Division of Fire and Rescue Service** is responsible for the administration of this policy. Disagreements regarding the reassignment of **primary apparatus** will be referred to the **Fire Administrator**, who will make the final decision.

### Sec. 5. **Procedure.**

- a. **Immediate Replacement.** When a normally-assigned **primary apparatus** is placed **OOS** without prior planning or notice due to a mechanical or safety failure, or a collision or similar event, and **secondary apparatus** is not available within that **LFRD**, the procedure below must be followed.



# POLICY AND PROCEDURE

No. 25-04

## MONTGOMERY COUNTY FIRE AND RESCUE COMMISSION

EFFECTIVE DATE:

11 / 14 / 00

TITLE

NON-EMERGENCY REASSIGNMENT OF APPARATUS

PAGE 5 OF 8

1. The **station officer** must notify the **LFRD Chief** (or designee), the **District Chief**, and **ECC** which units are **OOS**, and the reason and expected duration of that status.
  2. The **ECC supervisor** must make immediate **apparatus** transfers as necessary.
  3. When necessary, the **Shift Chief** (or designee), after consulting with the **LFRD Chief** (or designee), will attempt to borrow a suitable apparatus replacement. The **Shift Chief** will secure a replacement vehicle from the **secondary apparatus** fleet when possible.
- b. **Routine Replacement.** When normally-assigned **primary apparatus** is expected to be **OOS** due to a planned activity or special detail, the procedure below must be followed before the unit is placed **out-of-service**.
1. **Short Term.** When the planned **OOS period** is expected to be **short term**, the **station officer** must notify the **District Chief** and the **LFRD Duty Officer**. The **District Chief** must notify the **LFRD Chief** (or designee) and the **Shift Chief**.
  2. **Long Term.** When the planned **OOS period** is expected to be **long term**, the **station officer** must notify the **LFRD Chief** (or designee), the **District Chief**, and the **LFRD Duty Officer** of the unit(s) involved, the reason for their placement **OOS**, and the expected duration of that status. Whenever possible, at least 72 hours advance notice should be given.
- c. **Apparatus Loaned to Manufacturers or Taken Out of the County for Parades or Other Events, Including Preventive Maintenance.** Before **primary apparatus** is loaned or taken out of the County, the **LFRD Chief** (or designee) must notify the Chair of the **Chiefs Committee** (or designee) and the **Shift Chief** to ensure adequate coverage or replacement. The **Fire Administrator** (or designee) will determine the conditions under which County-owned **apparatus** will be loaned and/or taken out of County for parades or other



# POLICY AND PROCEDURE

No. 25-04

## MONTGOMERY COUNTY FIRE AND RESCUE COMMISSION

EFFECTIVE DATE:

11 / 14 / 00

TITLE

NON-EMERGENCY REASSIGNMENT OF APPARATUS

PAGE 6 OF 8

events. The procedures below must be followed.

1. The manufacturer must provide a certificate of insurance to the title holder before a vehicle may be loaned.
  2. When **primary apparatus** is to be loaned, **secondary apparatus** must be available to replace it for the duration of the loan if it causes reduction of geographical coverage.
- d. **Unit Inventory Form.** A **UIF** for each piece of **apparatus** assigned to an **LFRD** and/or **DFRS** must be maintained by the loaning and receiving departments.
- e. **Locating Secondary Apparatus.**
1. When a unit is placed **OOS** and the appropriate replacement is not available at the station or **LFRD**, the **station officer** of the affected station must inform the **District Chief** and the **LFRD Duty Officer**. The **District Chief** must contact the **Shift Chief** to determine whether appropriate **secondary apparatus** is available at another location.
  2. The **Shift Chief** (or designee) will locate appropriate **secondary apparatus** for the affected station and arrange for its delivery. The **Shift Chief** (or designee) will facilitate any necessary staffing changes and will ensure the **LFRD** Chief is notified of the apparatus change.
- f. **Resolution of Disagreements.** Disagreements regarding the reassignment of **primary apparatus** must be referred to the **Fire Administrator** (or designee), who will make the final decision. Apparatus reassignments will remain as reassigned until the **Fire Administrator** (or designee) advises otherwise.
- g. **Responsibilities when Apparatus is Reassigned to Another Station.**
1. The **Shift Chief** (or designee) is responsible for making all necessary arrangements for obtaining the replacement **apparatus**, or confirming that those arrangements have been made.



# POLICY AND PROCEDURE

No. 25-04

## MONTGOMERY COUNTY FIRE AND RESCUE COMMISSION

EFFECTIVE DATE:

11 / 14 / 00

TITLE

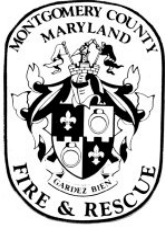
NON-EMERGENCY REASSIGNMENT OF APPARATUS

PAGE 7 OF 8

2. The **station officer** at the borrowing station and/or the **DFRS** representative will verify the unit's inventory and mechanical and body condition and must sign a **UIF** for the replacement **apparatus**. If there are any inventory discrepancies, the **station officer** at the borrowing station must immediately notify the **station officer** of the loaning station.
3. The **LFRD** and/or **DFRS** require formal acknowledgement of the loan of **apparatus**. The **station officer** at the borrowing station will retain a copy of the **UIF**, return the original to the **station officer** of the loaning station, and provide a copy to the **Shift Chief**.
4. The borrowing **LFRD** and/or **DFRS** must ensure that only qualified **personnel** are permitted to operate reassigned **apparatus**.
5. The borrowing **LFRD** and/or **DFRS** is responsible for all costs of vehicle operation and repairs during the reassignment, and must maintain the **apparatus** and its equipment. The loaning **LFRD's** Chief (or designee) and/or the **DFRS** Chief (or designee) may authorize the borrowing **LFRD** and/or **DFRS** to perform required repairs and preventive maintenance.
6. The **station officer** at the borrowing station must notify the **station officer** of the loaning **LFRD** and/or the appropriate **District Chief** of any mechanical problems or collisions involving the loaned **apparatus**. The loaning **LFRD** and/or the **DFRS Chief** (or designee) must be consulted before the unit is repaired.

h. **Responsibility when the Secondary Apparatus Assignment is no Longer Required.**

1. The borrowing **LFRD** and/or the appropriate **District Chief** is responsible for making all necessary arrangements for returning the replacement **apparatus** and notifying the **Shift Chief**.



# POLICY AND PROCEDURE

No. 25-04

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EFFECTIVE DATE:

11 / 14 / 00

TITLE

NON-EMERGENCY REASSIGNMENT OF APPARATUS

PAGE 8 OF 8

2. The borrowing **LFRD** and/or **DFRS** must refuel the **apparatus** and bring all fluids up to normal levels when it is readied for return. The **apparatus** must be returned in a clean and ready condition. All known defects and damage must be listed in writing and forwarded to the affected **LFRD** Chief and the **Shift Chief**.
3. When the **apparatus** is returned, the **station officer** of the loaning **LFRD** and/or the **DFRS District Chief** must verify the unit inventory and sign the original **UIF** and the copy, indicating any discrepancies. That officer will retain the original **UIF** and return a copy to the borrowing station and/or **DFRS Shift Chief**. The **station officer** must also complete any additional forms required by the loaning **LFRD** and/or **DFRS**, and notify the **LFRD** Chief (or designee) and/or **District Chief**. The **District Chief** will notify the **Shift Chief** of the **apparatus'** return and its condition.

Sec. 6. **Effective Date.** This policy is effective on November 14, 2000.

Attest:

\_\_\_\_\_  
Gordon A. Aoyagi, Chairman  
Fire and Rescue Commission

\_\_\_\_\_  
Date

Approve:

\_\_\_\_\_  
Bruce Romer,  
Chief Administrative Officer

\_\_\_\_\_  
Date

Non-emergency apparatus reassign clean BF wp final 10/17/00