MONTGOMERY COUNTY FIRE AND RESCUE SERVICE
MONTGOMERY COUNTY, MD

INFORMATION BULLETIN

NUMBER: 07- 17

September 18, 2007

SUBJECT: Personnel Information Management System (PIMS)

The Personnel Information Management System (PIMS) is a database designed to be a one-stop repository for all MCFRS volunteer personnel data. This data system will be used by the Fire Chief, Division of Volunteer Services (DVS), and the LFRDs to manage information, including LFRD membership entry and exit dates, volunteer physicals, IECS, LOSAP, volunteer retention, and station activity.

Users will have secure sign-on access to designated portions of the database to enable them to enter volunteer information, or to allow certain information to be viewed on a need-to-know basis. Authorized users be able to view specific information, for example, to determine who needs physicals during a certain month, or to learn how many members were active during the previous calendar year. These users will include the Fire Chief, DVS administrative staff, LFRD Chiefs and Presidents, LFRD membership chairs, LOSAP coordinators, and selected others on a need-to-know basis.

LFRD personnel will be required to use PIMS, and training will be conducted based on the users' authority for access. This training will be approved soon, and all identified users are encouraged to attend. An MCFRS policy related to PIMS is being developed, and will be transmitted for review and comment as appropriate.

For additional information, please call Division Chief Alan Hinde at (240) 777-2466.

Issued by: Division Chief Alan Hinde