

Montgomery County Fire and Rescue Service

FIRE CHIEF'S GENERAL ORDER

NUMBER: 05-01

February 28, 2005

TO: All MCFRS Personnel

FROM: Fire Chief Thomas W. Carr, Jr.



SUBJECT: Bill 36-03 Implementation and Changes of Business Practice

On January 01, 2005, Bill 36-03 became law. The legislative intent of this law is to assure adequate public safety, health and welfare through an integrated fire, rescue, and emergency medical services program that is highly competent, highly trained, efficiently delivered, equitably administered and is provided by County, local fire and rescue departments, and volunteer personnel. I have developed an organizational structure to achieve these objectives. Outlined below is an overview.

Fire Chief – The Fire Chief is the uniformed department head of Montgomery County Fire and Rescue Service, and has all the powers of a department director. The Fire Chief has full authority over all fire, rescue, and emergency medical services in the County, including any fire, rescue, and emergency medical services provided by local fire and rescue departments. The Fire Chief must implement County law, regulations, and policies to effectively administer the Fire and Rescue Service.

Division of Operations – The Division Chief of Operations has operational authority over fire, rescue, and emergency medical services activities of the Fire and Rescue Service, including the local fire and rescue departments. The Division Chief must promote the integration of the activities of volunteer and career firefighters and rescuers.

Division of Volunteer Services – The Division Chief of Volunteer Services has operational authority over fire, rescue, and emergency medical services activities of the Fire and Rescue Service, including the local fire and rescue departments. The Division Chief must promote the integration of activities of volunteer and career firefighters and rescuers; promote recruitment and retention of volunteers; assist LFRD's in training, risk management, use and maintenance of apparatus, budget preparation, and formulating department policy and recommendations to the Fire Chief and Commission; monitor legislative and regulatory actions involving volunteer activities and inform affected groups; and provide additional opportunities for people to volunteer, including the creation of a mobile volunteer personnel corps.

Division of Wellness, Safety, and Training – The Division Chief of Wellness, Safety, and Training provides oversight and direction to the MCFRS Safety, Wellness-Fitness and Training Sections.

Division of Community Risk Reduction Services – The Division Chief of Community Risk Reduction Services provides oversight and direction to the Code Enforcement, Fire Investigations, Community Outreach, and MCFRS Planning Sections.

Division of Administrative Services – The Division Chief of Administrative Services provides oversight and direction to the Information Technology, Logistics, Employee Services, Capital Improvement Programs, Procurement, and Budget Sections.

Effective immediately, the following formats are to be used when communicating to MCFRS personnel. Current Policies and/or Directives remain in effect until changed or rescinded by the Fire Chief.

POLICIES and/or EXECUTIVE REGULATIONS: The Fire Chief promulgates policy and Executive Regulation and forwards them to the Fire and Rescue Commission in accordance with law.

GENERAL ORDERS: The Fire Chief issues General Orders as an interim measure to address or clarify a policy or procedure. General Orders are applicable to all MCFRS personnel.

DIVISION DIRECTIVES: The Division Chief develops and the Fire Chief approves Division Directives. A Division Directive is a short, temporary statement intended to address specific issues that affect a Section or Division.

SAFETY BULLETINS: The Division Chief of Wellness, Safety, and Training develops and the Fire Chief approves Safety Bulletins. A Safety Bulletin is a method to communicate potential safety issues to all personnel.

INFORMATION BULLETINS: An Information Bulletin is a statement developed by either a Division or Section head, approved by the Fire Chief, to inform personnel of any matter of particular interest.

All of the above formats are subject to Notice and Opportunity in accordance with the Collective Bargaining Agreements in effect at the time of issuance.

Attached is an organizational chart to help illustrate the MCFRS structure.

Issued:	Revised:	Rescinded:
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