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PURPOSE

- 1.0 To provide standard definitions for language used within DFRS Policies and Procedures and other controlling documents.

APPLICABILITY


- 2.0 All personnel in the Fire and Rescue Occupational Series.

BACKGROUND


- 3.0 DFRS Policies and Procedures are a collection of written policies, procedures, and rules provided for use by all career personnel in the department, unless otherwise noted. As such, standard definitions for common terms are needed to prevent confusion.

DEFINITIONS


- 4.0 Division: An organizational element within DFRS.
- 4.1 Career personnel: Uniformed DFRS personnel in the Fire and Rescue Occupational Series.
- 4.2 Central Maintenance Facility (CMF): Central location for MCFRS maintenance.
- 4.4 Chief Officer: Includes DFRS/Merit System Battalion Chiefs, Assistant Chiefs, Division Chiefs, and the Fire Chief, who provide operational and administrative supervision in specified geographical areas of the County or sections of DFRS.
- 4.5 Community Risk Reduction (CRR): A section within MCFRS that manages public education and community outreach programs.
- 4.6 Corporation: One of the nineteen local fire departments or rescue squads within MCFRS. 'Corporation' is synonymous with LFRD; however, LFRD is the preferred term.
- 4.7 Department of Fire and Rescue Service (DFRS): The department is comprised of career and civilian employees, sharing with Local Fire and Rescue Departments, the responsibility for providing direct fire suppression, rescue, and emergency medical services as defined in Chapter 21 of The Montgomery County Code.

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- 4.8 Diversity, Equity and Inclusion (DEI): A foundation of creating an inclusive and equitable environment that promotes fairness among all employees.
- 4.9 Duty Operations Chief: A DFRS Assistant Chief assigned as the operational and administrative supervisor for a particular shift.
- 4.10 Duty Station: An employee's regular or temporarily assigned work site.
- 4.11 Emergency Operations Center (EOC): The space and/or building where sections within County government, based on their ESF functions, meet in order to effectively manage and coordinate a unified response by planning, preventing, preparing, and protecting against natural and man-made hazards that may threaten, disrupt, or harm the community, commerce and/or institutions from the consequences of such disasters.
- 4.12 Fire and Explosive Investigations Unit (FEI): The unit that investigates incidents involving fire, arson and explosives, and their cause/origin.
- 4.13 Fire Chief: The head of Montgomery County Fire Rescue Service who is responsible for day-to-day command of the entire department, and the supervision of the assigned career personnel.
- 4.14 Fire/Rescue Occupational Series: Office of Human Resources' designation of uniformed fire and rescue County employees assigned to the Department of Fire and Rescue Service.
- 4.15 Fire and Rescue Occupational Medical Services (FROMS): The joint program between MCFRS and the Office of Human Resources that manages occupational health services, and behavioral wellness for all career personnel and volunteer members.
- 4.16 Incident Response Policy (IRP): A set of policies and procedures common to all incidents that include an Operational Doctrine Statement, appendices, and attachments that provide specific direction for various incident types.
- 4.17 Individual Performance Planning and Assessment (IPPA): The total process in which a supervisor develops performance objectives and success criteria; observes, reviews and appraises individual work performance; recognizes exceptional performance; and identifies areas for improvement.

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- 4.18 Local Fire and Rescue Department (LFRD): A volunteer component of the Montgomery County Fire and Rescue Service that provides direct fire suppression, rescue, and emergency medical services in conjunction with DFRS as defined in Chapter 21 of The Montgomery County Code.
- 4.19 Montgomery County Fire and Rescue Service (MCFRS): The combined fire and rescue service comprised of DFRS and the Local Fire and Rescue Departments (LFRD) and their volunteer members. The Fire Chief is the head of MCFRS.
- 4.20 Montgomery County Fire Rescue Training Academy (MCFRTA): Portions of the PSTA that are solely controlled or shared by MCFRS.
- 4.21 Parental Leave (PRL): An employee's use of accrued paid leave, compensatory time, or unpaid leave granted at the time of birth, adoption, or foster placement of a child.
- 4.22 Personnel: When not qualified with career or uniformed, an overarching term that includes both career personnel and volunteers within MCFRS.
- 4.23 Promotional Candidate Application Process System (PCAP): Online platform that facilitates administrative processes for DFRS.
- 4.24 Public Safety Communications Center (PSCC): Also known as ECC, the PSCC is the Montgomery County Public Safety Access Point (PSAP), responsible for receiving and dispatching all calls for emergency and non-emergency public safety services.
- 4.25 Public Safety Training Academy (PSTA): An educational/training institution that creates and enhances public safety by preparing and improving personnel through comprehensive training in law enforcement, firefighting, EMS and vehicle operation topics.
- 4.26 Section: An organizational element within the Fire Chief's Office or a Division of MCFRS.
- 4.27 Safety Officer: A member of the command staff that monitors and assesses safety hazards and unsafe situations during MCFRS operations; investigates injuries and collisions; investigates health and safety issues at MCFRS facilities; and recognizes trends and develops safety measures/strategies to reduce harm.
- 4.28 Station Commander: An DFRS Captain assigned specific administrative and maintenance responsibilities for a particular fire and rescue station.

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- 4.29 Station Officer: The highest ranking and most senior DFRS employee on duty at a particular station.
- 4.30 Supervisor: An individual responsible for all other employees at a particular work site or location.
- 4.31 Uniformed Personnel: Career personnel working within the Fire/Rescue Occupational Series.
- 4.32 Work Site: An employee's assigned work location.

CANCELLATION

- 5.0 This policy updates DFRS Policy and Procedure No. 2 entitled Definitions, dated November 18, 2002.

Approved:

Corey Smedley

Corey A. Smedley
Fire Chief

12/08/2025