



POLICIES AND PROCEDURES

NO. 2

MONTGOMERY COUNTY

DIVISION OF FIRE AND RESCUE SERVICES

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DATE
11/18/2002

TITLE

DEFINITIONS

DFRS CHIEF APPROVAL

PURPOSE

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

APPLICABILITY

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

2.1



This policy was developed in cooperation with the International Association of Fire Fighters Local 1664.

BACKGROUND

- 3.0 The Policies and Procedures Manual is a collection of written DFRS policies, procedures, and rules provided for use by all personnel in the Division. As such, standard definitions for common terms are needed to prevent confusion.

DEFINITIONS

- 4.0 Bureau: A major organizational element within the DFRS.
- 4.1 Chief, DFRS: The Head of the Division of Fire and Rescue Services responsible for day-to-day command of the Division, and the supervision of the assigned career personnel.
- 4.2 Chief Officer: Includes DFRS District Chiefs, Assistant Chiefs, Deputy Chiefs, and the Chief, DFRS.
- 4.3 Corporation: One of the nineteen local fire departments or rescue squads in Montgomery County. "Corporation" is synonymous with LFRD. However, LFRD is the preferred term.
- 4.4 Corporation's Designated Representative: The LFRD member appointed by the LFRD's governing body as a liaison to the DFRS Senior Career Officer.



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- 4.5 District Chief: A DFRS Chief Officer assigned by the Chief, DFRS to provide operational and administrative supervision in a specified geographical area of the County or section of DFRS.
- 4.6 Division of Fire and Rescue Services (DFRS): The division of the Montgomery County Fire and Rescue Service comprised of career employees and DFRS volunteers, that shares with the 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.
- 4.7 Duty Station: An employee's regular or temporarily assigned work site.
- 4.8 ECC: The Emergency Communications Center.
- 4.9 Employee: Refers to uniformed personnel in the Fire/Rescue Occupational Series.
- 4.10 EOC: The Emergency Operations Center.
- 4.11 Fire Administrator: The non-uniformed department head of the Montgomery County Fire and Rescue Service, appointed by the County Executive.
- 4.12 Fire/Rescue Occupational Series: Department of Human Resources designation given to operational fire and rescue County employees assigned to the Montgomery County Fire and Rescue Service.
- 4.13 Home Station: An employee's regularly assigned work site.
- 4.14 Local Fire and Rescue Department (LFRD): 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.
- 4.15 Montgomery County Fire and Rescue Service (MCFRS): Combined service comprised of the Division of Fire and Rescue Services and the Division of Volunteer Fire and Rescue Services, which includes the Local Fire and Rescue Departments. The Fire Administrator is the non-uniformed department head.



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- 4.16 Operations Personnel: Those personnel assigned or detailed to the Bureau of Operations.
- 4.17 Personnel: DFRS employees in the Fire/Rescue Occupational Series.
- 4.18 PSTA: The Public Safety Training Academy of Montgomery County.
- 4.19 Section: An organizational element in the Fire Administrator's Office or in a Bureau of DFRS.
- 4.20 Senior Career Officer: A DFRS District Chief assigned as a liaison to a particular LFRD.
- 4.21 Shift Chief: A DFRS Assistant Chief assigned as the operational and administrative supervisor for a particular shift.
- 4.22 Station Commander: A DFRS Captain assigned specific administrative and maintenance responsibilities for a particular fire and rescue station.
- 4.23 Station Officer: The highest ranking and most senior DFRS employee on duty at a particular station.
- 4.24 Supervisor: The individual responsible for all other employees at a particular work site or location.
- 4.25 Uniformed Personnel: Personnel in the Fire/Rescue Occupational Series.
- 4.26 Work Site: An employee's assigned work location.

CANCELLATION

- 5.0 This policy cancels and replaces DFRS Policy and Procedure No. 2 entitled Definitions, dated May 17, 1993.