

MONTGOMERY COUNTY FIRE AND RESCUE SERVICE
PERSONAL PROTECTIVE EQUIPMENT AND
ON-DUTY APPAREL POLICY FOR LFRD VOLUNTEER
PERSONNEL

Issued by: Fire Chief

Policy No: 06-10

Authority: Montgomery County Code Section 21-2.(d)(2)

Effective Date: April 1, 2013

Section 1. Purpose: To establish a policy and standard procedure for selecting, purchasing, issuing, and accounting for personal protective equipment (PPE) and on-duty apparel to the volunteer personnel/members of the Local Fire and Rescue Departments (LFRDs) of the Montgomery County Fire and Rescue Service (MCFRS). Requirements are also provided for acquiring, marking, maintaining, altering, replacing, and returning the PPE and on-duty apparel.

Section 2. Applicability. This policy and procedure applies to the LFRDs and their volunteer members/personnel.



This policy was developed in cooperation with the Montgomery County Volunteer Fire-Rescue Association (MCFVRA).

Section 3. Definitions.

- a. **Administrative Personnel.** Individuals, including auxiliary members, who provide non-emergency support to the LFRDs.
- b. **American National Standards Institute (ANSI).** The non-profit organization formed in 1918 by the American Institutes and Societies of: Electrical Engineers; Mechanical Engineers; Civil Engineers; Mining Engineers; and the American Society for Testing and Materials, collectively. ANSI oversees the development of voluntary consensus standards for products, services, processes, systems, and personnel in the United States and internationally, and coordinates them to ensure that the characteristics, performance, definitions and terms of products are consistent, and that products are tested identically.
- c. **Integrated Emergency Command Structure (IECS).** The operational chain of command and rank structure that integrates all MCFRS fire and

rescue services personnel, both career and volunteer, who have met the applicable training, experience, certification, and credentialing requirements.

- d. **Local Fire and Rescue Department (LFRD)**. An individual fire or rescue squad corporation that is authorized under the Montgomery County Code Section 21-5 to provide fire or rescue services.
- e. **National Fire Protection Association (NFPA)**. The trade association whose mission it is to reduce the burden of fire and other hazards on the quality of life. The NFPA researches, establishes, and publishes standards and consensus codes on subjects including building codes, firefighting gear, and equipment used/worn for hazmat, rescue, and firefighting responses. The NFPA develops and publishes more than 300 codes and standards intended to minimize the risk, occurrence, and effects of fire.
- f. **Negligence**. An individual's failure to exercise reasonable care, under the given circumstances.
- g. **On-Duty Apparel**. Garments worn by LFRD volunteer personnel when the individual:
 - 1. is involved with the assigned service, business, activity, or work of MCFRS, or participate at a fire, rescue or emergency medical incident;
 - 2. acts or represents MCFRS in an official capacity, or provide direct emergency care or services to the public;
 - 3. works during scheduled hours, and are present at, on, or in any MCFRS premises, apparatus/vehicle, or activity; or,
 - 4. attends any official MCFRS event.
- h. **Personal Protective Equipment (PPE)**. Protective clothing and turnout gear ("gear") worn by IECS-certified personnel when engineering controls cannot minimize the risk that exists while they are performing fire suppression, rescue, and emergency medical services. These issued items are indicated in **Appendix B**.
- i. **Personnel/member**. For purposes of this policy, this term refers to a volunteer member of the Local Fire and Rescue Department of the Montgomery County Fire and Rescue Service.

Section 4. Policy. Requirements for PPE and On-Duty Apparel.

All **IECS-certified personnel** must wear appropriate **PPE** that meets or exceeds **NFPA** and **ANSI** standards, as applicable, when engaged in the delivery of fire suppression, rescue, and emergency medical services (EMS), when hazards exist that could cause harm to them while they perform, or are directly involved in the activities of others on the scene who are mitigating the incident to which they have responded.

- a. It is **MCFRS'** responsibility to ensure that all **MCFRS/LFRD** volunteer **IECS personnel** are provided with at least one set of **PPE/on-duty apparel**, provided all other conditions of this policy have been met. All Montgomery County tax-funded **PPE** and **on-duty apparel** will be selected, purchased, issued, and accounted for by the Logistics Section of the **MCFRS** Administrative Services Division. **PPE** and **on-duty apparel** will be selected and purchased in consultation with the Montgomery County Volunteer Fire-Rescue Association (MCFVRA), but the final decision on their selection and purchase rests with the Montgomery County Fire Chief.
- b. All **PPE** must meet or exceed **NFPA** or **ANSI** Standards, or both, for each type of garment, as appropriate.
- c. The standard **MCFRS PPE** and **on-duty apparel** complement issue for volunteer **LFRD personnel** is listed in **Appendix B**.
- d. **Required Marking of PPE and On-duty Uniform Apparel.**
 1. **Coat.** All tax-funded **PPE** firefighting and **EMS** coats will be marked "**MONTGOMERY COUNTY FIRE/EMS**" on the top half of the coat back, and the **LFRD** name will be marked on the center panel, as shown in **Appendix C**. The **member's** last name will also be marked on a panel and attached with Velcro and a snap panel to the very bottom area of the back of the fire coat. The size of the lettering will be proportionate to the space available on that area of the coat. All lettering must be completed and furnished by the approved **MCFRS** contractor.
 2. **Uniform Shirts.** All button-down uniform shirts are issued with *no patch*; the **LFRD** will provide the shoulder patch. **MCFRS** will provide tax funding to apply the shoulder patch.
 3. **Other Shirts.** All other shirts are provided with the **LFRD** name/logo (shown in **Appendix D**) imprinted on the left front chest in a single color as a patch, with the **LFRD** name printed across the back. The **LFRD** logo may be changed only at five-year intervals,

or when the **LFRD** changes its official patch. When this occurs, **MCFRS** will continue issuing the existing printed shirts until its stock is exhausted.

- e. All **PPE** for firefighting activities must be a matching set regarding its manufacturer and specifications, i.e., a *Globe Extreme* fire coat must be paired with *Globe Extreme* fire pants.
- f. **MCFRS'** Logistics Section will issue **PPE/on-duty apparel** only after **MCFRS** has issued a fire service identification number to the **member**, and the **member** has successfully passed the entrance physical examination at FROMS.
- g. At the request of the **LFRD**, the **MCFRS'** Logistics Section will issue to volunteer **personnel**, including auxiliary **members** and **administrative personnel**, **on-duty apparel** that displays the **LFRD-approved logo**.
- h. An **LFRD** may use a funding source that is available to the **LFRD** other than tax funds, to purchase **PPE/on-duty apparel**, provided that **PPE/on-duty apparel** meets or exceeds **MCFRS'** minimum safety specifications. These safety specifications are available through the **MCFRS** Logistics Section.
- i. The **LFRD** may design, purchase, and issue uniform striping and breast and hat badges for all rank levels for its **personnel**, at the **LFRD's** expense.
- j. The **LFRD** will issue and store all **LFRD-purchased PPE/on-duty apparel**.
- k. **MCFRS** will issue and store all tax-purchased **MCFRS PPE/on-duty apparel**.
- l. All **IECS**-certified minimum staffing volunteers will be issued two sets of **PPE**, as available. The issuance of the second set of **PPE** will be phased in at a time to be determined by the **MCFRS** Fire Chief.

Section 5.A. Procedure. Obtaining PPE and On-Duty Apparel.

- a. To obtain **PPE/on-duty apparel** from the **MCFRS** Logistics Section, **LFRD personnel** must complete all required sections of the **PPE/on-duty apparel** Property Request form, including rank, affiliation, and **MCFRS** ID number (see **Appendix A**). The Property Request form must then be approved and signed by the **LFRD** Chief, President or designee on file with **MCFRS'** Logistics Section. The member must bring the completed and signed Property Request form when reporting to the **MCFRS** Logistics Section.

- b. The **LFRD member** must report to the **MCFRS Logistics Section** to be fitted for **PPE/on-duty apparel** and will receive the items for which the member has received approval that are in stock. **Personnel** must remember that there may be delays in receiving items. The Logistics Section will order out of stock items, and will notify the **LFRD Chief, President, or authorized designee on file** when it receives those items. The **LFRD authorized designee** will inform the **LFRD member** that the items are available, and the **member** will return to the **MCFRS Logistics Section**, sign the Issue Sheet, and receive the items.
- c. **Photo ID Requirement.** All **personnel** must present a photo identification (**MCFRS/LFRD ID, valid driver's license, or any government-issued photo ID**) when reporting to the **MCFRS Logistics Section** to be fitted for and issued **PPE/on-duty apparel**.
- d. **Replacement/Loaner Gear.** When **PPE** becomes contaminated or is condemned while a **member** is on-duty, **MCFRS** will ensure that replacement/loaner gear is made available.

Section 5.B. Procedure. *Inspecting, Cleaning, and Repairing PPE; Altering and Replacing On-Duty Apparel.*

All **PPE** must be cleaned, periodically inspected, and repaired as necessary by **MCFRS' Logistics Section** or its contractor. The cost of repairs is provided for in the County tax-funded budget. Repairs are performed in accordance with the requirements of the contract established through the **MCFRS Logistics Section**.

- a. **Inspection.** All **PPE** must be periodically inspected by a trained **MCFRS PPE inspector**. The results of the inspection must be documented and sent to the **MCFRS Safety Section**.
- b. **Cleaning.** All **PPE** must be cleaned, repaired, or altered only as specified under the authorized **MCFRS** cleaning and repair contract.
- c. **Replacing and Altering On-Duty Apparel and Dress Uniforms.** **On-duty apparel** will be replaced 24 months after being issued, or on an as-needed basis after approval by the **LFRD Chief or President** for **personnel** at the **IECS-rank of Firefighter I or EMS Provider I or higher**, except for chief officers' dress uniforms. For Chief Officers' and senior administrative officers dress uniforms, sizing adjustments will occur annually. Dress uniforms and their components may be replaced for wear and tear issues, as necessary. Dress uniforms are position-specific; those that are returned in good condition may be cleaned and re-issued.

- d. The **on-duty apparel** of auxiliary and **administrative members** are eligible for replacement at 48-month intervals, or on an as-needed basis, after approval by the **LFRD Chief**, President, or designee.
- e. **Lost, Stolen, or Damaged On-Duty Apparel, Dress Uniforms, or PPE Components.** **Members** are responsible to safeguard and secure their **on-duty apparel** and uniform components. When a **member** discovers that an item of **on-duty apparel**, uniform, **PPE** component, or official equipment has been lost, stolen, or damaged, the **member** must report it to their supervisor. The supervisor must then notify the appropriate **LFRD Chief**, who must investigate the circumstances and determine who is responsible. If the loss or damage is the result of a **member's** negligence, as defined in Sec. 3. f. of this policy, the **member** must be notified in writing of their responsibility for the expense of replacement. The item must then be replaced at that individual's expense.
- f. The **member** must complete the "Volunteer Statement" section of the Property Request form (**Appendix A**) if an article of **PPE/on-duty apparel** is lost, stolen, or damaged. Stolen items valued at \$100 or more must be reported to the police department having jurisdiction. A copy of that report must be attached to the Property Request form (**Appendix A**).

Section 5.C. Procedure. Returning PPE/Uniform Apparel.

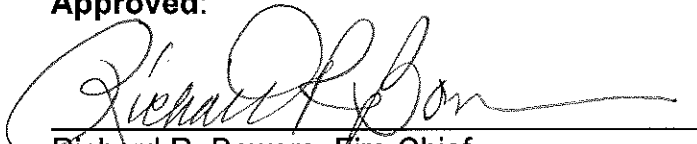
When a **member** terminates their affiliation with an **LFRD**, the member must return all **PPE/uniform apparel** components to the issuing agency (i.e., the **LFRD**, or the **MCFRS Logistics Section**). The **MCFRS Logistics Section** will issue a return receipt for all property returned by a volunteer **member** or an **LFRD**.

Failure to return an item may result in civil or criminal action against a **member** of an **LFRD** who fails to return the item.

Section 6. Implementation and Enforcement. The Fire Chief is the implementation and enforcement authority for all policies and regulations of the **Montgomery County Fire and Rescue Service**.

Section 7. Effective Date. This policy is effective immediately.

Approved:


Richard R. Bowers, Fire Chief
Montgomery County Fire and Rescue Service


Date

Attachments:

Appendix A. PPE and On-Duty Apparel: Property Request form: On MCFRS Quicklinks, go to *Division of Volunteer Services*, and click on *Property Request form*

Appendix B. MCFRS Std. PPE/On-Duty Apparel Complement Issued to Vol. Personnel

Appendix C. LFRD Name on Lower Panel of PPE Coat Back

Appendix D. LFRD Names/Logos/Emblems

Appendix A- PPE/On-duty Apparel Property Request Form

The Property Request Form is viewable on MCFRS *Quick Links*.
(Go to the *Office of the Fire Chief* webpage, and click on the *DRAFT Policies and Procedures* page. Click again on *Appendix A.*)

**Appendix B- MCFRS Standard PPE and On-Duty Apparel
Complement Issued to Volunteer Personnel**

On-Duty Apparel will be LFRD-specific where Applicable

New Members Complement: Issued ONCE

- Two tee shirts
- One polo shirt
- One pair of pants
- Belt

Firefighter I or EMS Provider I Rank

- Four tee shirts
- Any 4, combination of:
 - long-sleeve button down shirt
 - short-sleeve button down shirt
 - midnight blue polo shirt
- Two pairs of pants, cargo/regular
- One pair of oxford shoes
- One- three-season jacket
- Two sweat shirts
- One pair of sweat pants
- One silver or gold name plate, depending on LFRD requirements
- One pair workout shorts
- One set of collar brass

Master Firefighter, Line Officer, Lieutenant and Captain

- Two long-sleeve button down shirts
- Two short-sleeve button down shirts
- Two pairs of pants, cargo/regular
- Gold name plate
- Collar brass
- One gold badge, LFRD specific
- One- three-season jacket, if contract requirements are met.
- Upon promotion to the rank of Lieutenant a white helmet will be issued. If MCFRS has records that indicate a yellow helmet was previously issued by MCFRS, the yellow helmet must be returned to Logistics prior to issuance of a white helmet.

Chief-Level Officers/Sr. Admin. Officers- President and Vice President

- Dress uniform
- Three long-sleeve button down shirts
- Three short-sleeve button down shirts
- Four pairs of pants, cargo/regular
- Collar brass

- Name tag
- One gold badge, LFRD specific
- One pair dress shoes
- Belt

Administrative and Auxiliary Members

- Two tee shirts
- One polo shirt
- One pair of pants
- Belt

PPE for New Fire/Rescue Members

The gear immediately below is issued for the duration of the class and can be used for responses during the class period.

- Red helmet
- Fire coat
- Fire pants
- Protective hood
- Fire gloves
- Utility gloves
- Rubber fire boots
- Eye protection
- Hearing protection
- Suspenders

Firefighter I:

New Firefighter candidates/recruits will retain the gear issued to them as they progress in rank. However, the initial helmets issued will be exchanged from red to yellow when the individual completes the Firefighter I program.

- Yellow helmet
- Fire coat
- Fire pants
- Protective hood
- Fire gloves
- Utility/rescue gloves
- Rubber fire boots
- Eye protection
- Hearing protection
- Suspenders
- Rank rocker

New EMS Provider Member:

- Red helmet
- EMS coat
- EMS pants
- Utility/rescue gloves

- Suspenders
- Hearing protection
- Eye protection
- Rank rocker

EMS Provider I through EMS Provider Master:

- Blue helmet
- EMS coat
- EMS pants
- Protective hood
- 6" Side zip-up Station boot
- Rescue gloves
- Suspenders
- Hearing protection
- Eye protection
- Rank rocker

Appendix C- LFRD NAME ON THE LOWER PANEL OF PPE COAT BACK

- Bethesda = **BETHESDA
FD**
- Burtonsville = **BURTONSVILLE
VFD**
- Cabin John = **CABIN JOHN
VFD**
- Damascus = **DAMASCUS
VFD**
- Gaithersburg = **GWGVFD**
- Germantown = **GERMANTOWN
VFD**
- Hillandale = **HILLANDALE
VFD**
- Hyattstown = **HYATTSTOWN
VFD**
- Glen Echo = **GLEN ECHO
VFD**
- Kensington = **KENSINGTON
VFD**
- Laytonsville = **LAYTONSVILLE DIST
VFD**
- Rockville = **ROCKVILLE
VFD**
- Sandy Spring = **SANDY SPRING**
- Silver Spring = **SILVER SPRING
VFD**
- Takoma Park = **TAKOMA PARK
VFD**
- Upper Montgomery = **UMCVFD**
- Wheaton = **WHEATON
RESCUE**

APPENDIX D- LFRD NAMES/EMBLEMS/LOGOS

Appendix D is viewable from MCFRS *Quick Links*.
From the *Office of the Fire Chief* webpage, click on the
DRAFT Policies and Procedures page. Click again on *Appendix D*.