



POLICY AND PROCEDURE

NO. 23-09

MONTGOMERY COUNTY FIRE AND RESCUE COMMISSION

EFFECTIVE DATE:

12/1/02

TITLE MCFRTA Registration Procedure

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MONTGOMERY COUNTY FIRE AND RESCUE SERVICE POLICY

MONTGOMERY COUNTY FIRE AND RESCUE TRAINING ACADEMY REGISTRATION PROCEDURE

Issued by: Montgomery County Fire and Rescue Commission

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

Policy No. 23-09

Effective Date: December 1, 2002

SUMMARY: The Montgomery County Fire and Rescue Training Academy (MCFRTA) provides the firefighting, rescue, and emergency medical services training and educational support that ensures the operational effectiveness of Montgomery County Fire and Rescue Service personnel. This policy establishes a registration procedure that facilitates equitable access to these training courses.

DEADLINES: Division of Fire and Rescue Services Review: May 30, 2002
Div. of Volunteer Fire and Rescue Services Review: May 30, 2002
Local Fire and Rescue Departments Review: May 30, 2002
Montgomery County Fire Board Review: May 30, 2002

ADDRESS: Please send all comments pertaining to this policy to Beth Feldman, 12th Floor, 101 Monroe Street, Rockville, MD 20850. Comments may also be e-mailed to beth.feldman@co.mo.md.us

STAFF: For additional information, you may contact Beth Feldman, Montgomery County Fire and Rescue Service, on (240) 777-2423.

Sec. 1. Purpose: To provide a standard registration procedure for MCFRS personnel when they are enrolling in fire, rescue and EMS training classes at the MCFRTA.

Sec. 2. Applicability. This policy applies to all MCFRS personnel, and to non-jurisdictional personnel who are registering for training programs offered by the Montgomery County Fire and Rescue Training Academy.



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Sec. 3. Definitions.

- a. **Division of Fire and Rescue Services (DFRS)**. The Division of the Montgomery County Fire and Rescue Service comprising 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.
- b. **Division of Volunteer Fire and Rescue Services (DVFRS)**. The Division of the Montgomery County Fire and Rescue Service, including the Local Fire and Rescue Departments, that shares with the DFRS the responsibility for providing direct fire suppression, rescue, and emergency medical services.
- c. **Local Fire and Rescue Department (LFRD)**. The component of the Montgomery County Fire and Rescue Service that provides direct fire suppression, rescue, and emergency medical services, in conjunction with the Division of Fire and Rescue Services.
- d. **LFRD Training Officer**. An individual who is appointed by each Local Fire and Rescue Department to supervise, coordinate, and schedule training activities for its personnel.
- e. **Montgomery County Career Fire Fighters Association (MCCFFA)**. The local bargaining unit representing the International Association of Fire Fighters Local 1664.
- f. **Montgomery County Fire and Rescue Service (MCFRS)**. The combined service comprising the Division of Fire and Rescue Services and the Division of Volunteer Fire and Rescue Services, which includes the Local Fire and Rescue Departments.
- g. **Montgomery County Fire and Rescue Training Academy (MCFRTA)**. The portion of Montgomery County's Public Safety Training Academy building and grounds used for MCFRS training activities.
- h. **MCFRTA Website**. The internet address for access to MCFRTA training information: www.mcfrs.org/psta



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- i. **Registrar.** A DFRS employee assigned to the MCFRTA who receives applications, responds to training inquiries, and maintains a database of training records. The Registrar's e-mail address is registrar@co.mo.md.us
- j. **Student.** An LFRD-sponsored member, DFRS employee, or non-jurisdictional pupil who is participating in firefighting, rescue, and/or EMS training offered by the MCFRTA.
- k. **Training Course Coordinator (TCC).** A DFRS Captain assigned to the MCFRTA who is responsible for coordinating a comprehensive firefighter/rescuer/EMS Provider training program.
- l. **Training Officer.** The DFRS Assistant Fire/Rescue Chief assigned to the MCFRTA who is responsible for the development and delivery of firefighting, rescue, emergency medical services, and related training.
- m. **Waitlist.** A computer-generated listing of applicants who have requested seating in a class for which the number of approved applications has already exceeded its capacity.

Sec. 4. Policy Statement. It is the policy of the Montgomery County Fire and Rescue Service to provide training programs offered by the **Montgomery County Fire/Rescue Training Academy** that enhance the educational and operational effectiveness of **MCFRS** personnel. This policy establishes a registration procedure for programs offered by the **Montgomery County Fire and Rescue Training Academy**.

Sec. 5. Procedures.

- I. **Course Announcements.** The **Registrar** will distribute course announcements to all **MCFRS** stations and worksites at the earliest possible date. Course announcements will indicate the program name, starting date, class times, class dates, location, prerequisites, and closing date for registration.
 - a. Printed course announcements will be distributed to the **LFRD Training Officers** and **DFRS** Station Officers for posting on station bulletin boards. Additional copies may be obtained at the **MCFRTA**.
 - b. Course announcements will also be available electronically on the **MCFRTA website**, www.mcfrc.org/psta, which will be updated to include



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new scheduling information at the same time the printed version is distributed.

II. Course Registration.

a. Procedure for LFRD Applicants.

1. Applicants must complete all required information on the Course Registration Application form (Attachment 1) and submit it to the **LFRD Training Officer** in accordance with **LFRD** policy, so the **Registrar** can receive it by hand delivery, U.S. mail, FAX, or interdepartmental mail by 1700 hours on the advertised closing date for class registration.
2. The **LFRD Training Officer** will verify the accuracy and completeness of information provided on the Course Registration Application form, including any required physical examination, and documentation of the applicant's successful completion of any course prerequisites. The **Registrar** must receive all application materials from the **LFRD Training Officer** by 1700 hours on the advertised closing date for class registration.
 - A. The **LFRD Training Officer** will assign a priority to **LFRD** applicants by listing their names on a single Training Nomination form (Attachment 2) in descending priority order.
 - B. The **LFRD Training Officer** may use additional pages of the Training Nomination form only if the number of applicants exceeds the capacity of a single form. The additional pages must be numbered sequentially to maintain the priority ranking order of applicants.
3. The **LFRD Training Officer** will return the bottom copy of the Course Registration Application form to the applicant to verify that the application has been processed, retain a copy for the **LFRD's** records, and submit two copies to the **Registrar**, along with the Training Nomination form.



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4. The **LFRD Training Officer** may also e-mail completed training applications to the **Registrar**. The forms and instructions for electronic training registration are posted on the **MCFRTA** website at www.mcfrcs.org/psta.
 - A. E-mailed applications must comply with all stated deadlines, and must provide the same information required on the current paper forms.
 - B. The electronic signature provided by the user's internet service provider is an acceptable equivalent for the signature line on the paper forms.
 - C. E-mailed responses will be provided to e-mailed applications.
 5. The **Registrar** will place one copy of the Course Registration Application form in the course folder, and return one copy to the **LFRD Training Officer** to verify that the application has been processed.
- b. Procedure for DFRS Applicants.
1. Applicants must complete all required information on the Course Registration Application form and submit it to the **Registrar**. Forms may be delivered to the **Registrar** by hand delivery, U.S. mail, FAX, or interdepartmental mail, and must be received by 1700 hours on the advertised closing date for class registration.
 2. **DFRS** applicants may also e-mail completed training applications to the **Registrar**. The forms and instructions for electronic training registration are posted on the **MCFRTA** website at www.mcfrcs.org/psta.
 - A. E-mailed applications must comply with all stated deadlines, and must provide the same information required on the current paper forms.



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- B. The electronic signature provided by the user's internet service provider is an acceptable equivalent for the signature line on the paper forms.
 - C. E-mailed responses will be provided to e-mailed applications.
3. The **Registrar** will verify that the applicant has met all course prerequisites, enter the date the application was received in the space provided on the Course Registration Application form, and mark "N/A" in the space provided for priority.
 4. The **Registrar** will place one copy of the Course Registration Application form in the Course folder, and return the bottom copy to the applicant to verify that the application has been processed.
 5. Training request priorities that merit special consideration may be available to the **student**. These priorities will be established by the **DFRS** Promotion Policy in effect at that time, under options resulting from contractual negotiations between **DFRS** and the **MCCFFA**. This policy will not adversely affect class seating for **LFRD** members.
- c. Deadlines. The **Registrar** must receive all completed Training Nomination forms, accompanied by a copy of the Course Registration Application form, before 1700 hours on the announced closing date for registration.
 - d. Late Registration. **Students** whose applications are received after the closing date will be **waitlisted**, or enrolled on a first-come, first-served basis, depending on space availability.
 - e. Enrollment Criteria.
 1. Minimum Class Size. The minimum number of **students** required to start a class at the **MCFRTA** is:

Multi-session classes	15 students
Single session classes	10 students



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Volunteer Orientation	No minimum
COPDI	5 students

2. Maximum Class Size. The maximum number of **students** permitted in classes offered at the **MCFRTA** is:

Multi-session classes	25 students
Single session classes	25 students
Volunteer Orientation	No maximum
Instructor Development	15 students
COPDI	No maximum

3. Cancellation. If the class remains under-enrolled at 1700 hours on the advertised closing date for registration, the **Training Course Coordinator** will cancel the class, and the **Registrar** will FAX a cancellation notice to all **MCFRS** stations and work sites on the next business day.

III. Class Roster.

- a. Enrollment Prioritization. In the final **MCFRTA** registration process, **LFRD student** enrollment will be based on the priority assigned by the **LFRD Training Officers**. The **Registrar** will prioritize any Training Nomination forms that lack a clear priority, based on the chronological order in which they were received. Uniformed **MCFRS** personnel on the **waitlist** have enrollment priority over non-uniformed personnel, who will be registered on a space available basis.
- b. Over-Enrollment Selection Criteria. The formulas below are applied to determine the composition of the final class roster if the course has been over-enrolled. Step 1 determines the ratio of applications from each organization, compared to the total number of applications. Step 2 is then applied to calculate the number of **students** from each organization that will be seated in the requested class.

1. Organization Ratio Computation Formula ($N/T=R$)

N = number of nominees forwarded by a sponsoring organization



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T = total number of nominees for that course

R = ratio of nominees from each sponsoring organization, compared to the total number of nominees for that class

2. Organization Candidate Selection Formula ($R \times TS = TNS$)

R = ratio of nominees from each sponsoring organization, compared to the total number of nominees for that class

TS = targeted class size

TNS = total number of seats available to **students** from a single sponsoring organization

c. Enrollment Status Notification.

1. The **Registrar** will FAX a roster of enrolled and **waitlisted** applicants to all **MCFRS** stations and work sites within 5 business days after the registration closing date.

2. The **Registrar** will return a copy of the Course Registration Application form to the **LFRD Training Officer** or the **DFRS** employee to confirm the enrollment status. The form will indicate whether the applicant was enrolled, **waitlisted**, or denied enrollment, and the date on which the Course Registration Application form was received.

d. Waitlist Status. Applicants who were **waitlisted** are encouraged to report to the first class session to fill any last-minute vacancies that may be created by another applicant's withdrawal or failure to attend. **Waitlisted DFRS** applicants will be seated on a date-of-hire basis; **waitlisted LFRD** applicants will be seated based on their date of application.

IV. Withdrawals.

a. An applicant who wishes to withdraw from a class after registering must submit a written memo or e-mail containing the request to the **Registrar**



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and to his or her **Training Officer** at least 5 business days before the class starting date.

- b. An enrolled **student** who fails to properly withdraw, or who fails to attend the first class session after registering, may be penalized as indicated in Sec. 4.b.6. of the Fire and Rescue Commission's *Montgomery County Fire/Rescue Training Academy Student Requirements*, Policy No. 23-08, dated December, 2002.

Sec. 6. Responsibilities.

- a. The **Training Officer** must consistently and equitably administer **MCFRS** and FRC training policies, procedures, and regulations.
- b. The **LFRD Training Officer** must:
 1. verify the accuracy and completeness of information on the Course Registration Application forms, including course prerequisites;
 2. assign a priority to the **LFRD's** applications, if desired;
 3. distribute copies of the Course Registration Application forms as appropriate; and
 4. submit completed applications to the **Registrar** by 1700 hours on the advertised registration closing date.
- c. The **Registrar** must:
 1. distribute course announcements to **MCFRS** stations and worksites;
 2. verify that applicants have met course prerequisites;
 3. distribute copies of Course Registration Application forms as appropriate; and
 4. make timely notifications of course cancellations, class enrollments, **waitlists**, and withdrawal notices.



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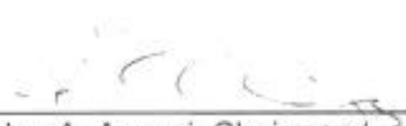
d. Applicants must:

1. accurately complete all required information on the Course Registration Application form and submit it to the **LFRD Training Officer** or **Registrar**, as appropriate, so that it can be received by 1700 hours on the day before the advertised closing date for class registration; and
2. if withdrawing from a class, submit a withdrawal memo or e-mail to their appropriate **Training Officer** and the **Registrar** at least five business days before the first class, as specified in Sec. 5.IV.a. above.

Sec. 7. Enforcement. The Fire Administrator or designee is the enforcement authority for all **MCFRS** policies and regulations.

Sec. 8. Effective Date. This policy is effective on December 1, 2002.

Attest:


Gordon A. Aoyagi, Chairman
Fire and Rescue Commission

Dec 20, 2002
Date

Attachments:

- Attachment 1- Course Registration Application
- Attachment 2- Training Nomination Form

PSTA registration policy clean final 11/12/02 BF WP

APPROVED AS TO FORM AND LEGALITY.

OFFICE OF COUNTY ATTORNEY

BY Richard H. Haskins
DATE 11/12/02



FIRE/RESCUE TRAINING ACADEMY COURSE REGISTRATION APPLICATION

Web Site: www.mcfrcs.org/psta

Fax: 301/279-1795

STUDENT TO COMPLETE -		<i>Signature:</i>
Date:	Name:	
Course Name:	Social Security #:	
	Dept. Affiliation:	
Course Number:	Station #:	
Start Date:	Status (Career or Volunteer):	
Days:	Hire Date:	
Time:	EMT Expiration Date:	

VOLUNTEER TRAINING COORDINATOR TO COMPLETE -		<i>Signature:</i>
Date Received:	Vol. Student Priority:	Date Sent to Training Academy:

TRAINING ACADEMY TO COMPLETE -		<i>Signature:</i>
Date Received:	Wait Listed:	
Rolled:	Denied (codes listed on back):	

WHITE - Training Academy CANARY - Enrollment Verification PINK - Vol. Training Coordinator BLUE - Student (Career or from Vol. Trng. Coord.)



FIRE/RESCUE TRAINING ACADEMY

Department of Fire and Rescue Services
Montgomery County, Maryland

TRAINING COURSE NOMINATION FORM

Course Name: _____ Course Number: _____

Start Date: _____ Time: _____

STUDENT INFORMATION

Last Name, First, MI	SSN#	Aff.	Station	EMT Exp.Date
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Affiliation: C: Career V: Volunteer — Station: (Station Number)

TO: Training Coordinator

Prior to registering applicants for their first training course there must be a Training Academy Personal Data Sheet and a copy of the Physical Examination Report on file with the Registrar. Exceptions to the requirement for Physical Examination Report may be granted by the Fire/Rescue Commission.

Training Coordinators are responsible for verifying that all course prerequisites have been satisfied prior to nominating applicants for registration.

Volunteer applicant's names should be listed in the order of their priority. Volunteers will be enrolled in the order listed. Career applicants will be enrolled by their standing on the seniority list.

Training Coordinators or their designee should submit only one (1) course nomination form per 10 students. The course nomination form is due at the FRTA by the close of business, no later than 7 days after the closing date.

I verify that the individuals submitted meet the course prerequisites and physical exam records have been

mitted.

Department Training Coordinator Authorization

Date Submitted