



POLICY AND PROCEDURE

MONTGOMERY COUNTY FIRE AND RESCUE SERVICE

NO. 06-07

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DATE
9/20/2008

RETURN TO IECS FROM EXTENDED ABSENCE

MONTGOMERY COUNTY FIRE AND RESCUE SERVICE POLICY

RETURN TO IECS FROM EXTENDED ABSENCE

Issued by: Thomas W. Carr Jr., Fire Chief
Policy No. 06-07

Authority: Montgomery County Code Section 21-2(d)(4)
Supersedes: DFRS Policy No. 532, *Return from Extended Absence*
Effective Date: September 20, 2008

Section 1. Purpose: To establish a formal procedure enabling operational personnel to return to active IECS status following an extended absence from Montgomery County Fire and Rescue Service (MCFRS) duties. This Policy requires MCFRS personnel who have not been on the Integrated Emergency Command Structure list (IECS) for longer than 18 consecutive months to apply through their chain of command to the Fire Chief for reinstatement to the IECS list.

Section 2. Applicability. This policy applies to all MCFRS career and volunteer operational personnel.

Section 3. Definitions

- a. **Compulsory Skills Assessment (CSA).** The evaluation of a firefighter/rescuer's ability to demonstrate the knowledge and skills required for that individual's specific IECS rank. This process includes, but is not limited to, the demonstration of, familiarization with, and proper use of, ground ladders, hose, nozzles, and SCBA.
- b. **Division Chief of Fire and Rescue Operations.** The Chief of MCFRS' Division of Fire and Rescue Operations.
- c. **Division Chief of Volunteer Services.** The Chief of MCFRS' Division of Volunteer Services.
- d. **Extended Absence.** An absence from the IECS Certified list, or the IECS Provisional list, for longer than 18 consecutive months.
- e. **FROMS.** Acronym for the Fire Rescue Occupational Medical Services.



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- f. **Integrated Emergency Command Structure (IECS)**. MCFRS' operational chain of command and rank structure that integrates all fire and rescue services personnel, both career and volunteer, who have met the applicable approved training, experience, certification, and credentialing requirements for a specific rank, as required in MCFRS *Integrated Emergency Command Structure*, Executive Regulation No. 16-05AM.
- g. **Local Fire and Rescue Department (LFRD)**. An individual fire or rescue squad corporation authorized under Section 21-5 of the County Code to provide fire and rescue services.
- h. **LFRD Chief**. The Fire and Rescue Chief of a Local Fire and Rescue Department who is responsible for the IECS certification of that Department's members.
- i. **Personnel**. All operational MCFRS providers, including volunteers and employees of the LFRDs, and Fire/Rescue Occupational Series Merit System employees of the Montgomery County Fire and Rescue Service.
- j. **Reinstatement**. The personnel action indicating that an individual has returned to the IECS list after having successfully completed required knowledge and skills testing following an extended absence.
- k. **Reappointment**. The personnel action authorized by the Fire Chief indicating that a Fire/Rescue Occupational Series Merit System employee has returned to their previous IECS rank.

Section 4. Policy. It is the policy of MCFRS to require certified emergency service providers who intend to return to active IECS status after an **extended absence** to apply to the Fire Chief for **reinstatement**. The individual must apply for a personnel action through their operational chain of command. **LFRD personnel** must apply to the Fire Chief through their **LFRD Chief** to the **Division Chief of Volunteer Services**. Fire/Rescue Occupational Series Merit System employees must apply through the **Division Chief of Operations**. A returning individual must successfully complete:

- a. a pre-placement physical, and be cleared by **FROMS**, obtaining a fit-for-duty status;
- b. an MCFRS background check;



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- c. all applicable approved requirements in the *Certification Standards for Training, Experience and Credentialing Requirements Regulation*; and
- d. the **CSAs** of the applicant's ability to demonstrate the knowledge and skills required of that individual's specific **IECS** rank. The **CSAs** may be conducted at the PSTA or at the **LFRD**.

Section 5. Procedure.

- a. An applicant who has not been on the **IECS** list for the preceding 18 months must apply to the Fire Chief through their chain-of command for **reinstatement** to the active **IECS** list. The **Division Chief of Volunteer Services** will process applications from **LFRD** applicants; the **Division Chief of Operations** will process applications from Merit System employees. The Fire Chief will make the final decision on all applications for **reinstatement** and **reappointment**.
- b. The applicant must successfully complete the pre-placement physical and obtain a fit-for-duty clearance from **FROMS**, as stipulated in the *Medical Standards for Operational Members and Candidates of MCFRS*, Executive Regulation No. 01-05.
- c. The applicant must cooperate in, and successfully complete, a background check performed by the MCFRS Internal Affairs Office.
- d. The applicant must successfully complete the **CSA** for the rank to which the individual is applying for **reinstatement**.
- e. The appropriate **Division Chief** must verify the applicant has successfully completed the **CSA**.
- f. Returning **personnel** must successfully complete all applicable requirements as ordered by the Fire Chief, and as required in the *Certification Standards for Training, Experience and Credentialing Requirements Executive Regulation* for the **IECS** rank to which they are applying for **reinstatement**.
- g. The applicant must provide to the appropriate **Division Chief** all required documentation for the **IECS** rank to which the individual is applying for **reinstatement**.



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- h. An applicant who fails to successfully complete the re-entry program may request the appropriate **Division Chief** to schedule a re-evaluation.
- i. An **LFRD Chief** or **LFRD** department head may request information from the Fire Chief on the cause of denial of **reinstatement** or **reappointment** for **LFRD** applicants. The Fire Chief must respond to this request within 30 days from the date of the request.

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 on September 20, 2008.

Approved:

Thomas W. Carr, Jr., Fire Chief
Montgomery County Fire and Rescue Service

9/5/08

Date

APPROVED AS TO FORM AND LEGALITY
OFFICE OF COUNTY ATTORNEY
BY Robert H. Melville
DATE 9/3/08

Return to IECS final 8-30-08 wp bf