



GENERAL ORDER

GENERAL ORDER 120.01

County Volunteer Firefighter/EMS Program

EMERGENCY SERVICES BUREAU

Issue Date: 5/20/1995

Revision Date: 9/11/2014

1 APPLICABILITY

2 All Personnel

3 POLICY

4 The **County Volunteer Firefighter/EMS Program (CVFEP)** is designed to provide volunteer firefighting and
5 Emergency Medical Service (EMS) support to the Howard County Department of Fire and Rescue Services
6 (Department). This program will be discontinued after all current personnel have retired or are no longer
7 able to perform as operational members.

8 DEFINITIONS

- 9 ➤ The **Emergency Services Bureau (ESB)** is responsible for managing and coordinating the CVFEP.
10 ESB will coordinate with the other Departmental Bureaus in providing guidance and resources in
11 support of this program. ESB is responsible to coordinate and oversee the operational functions
12 and schedules of the individuals.
- 13
- 14 ➤ The **Education & Training Bureau (E&T)** is responsible to manage, maintain, certify and coordinate
15 all training and training records associated with all personnel.
- 16
- 17 ➤ The **Administrative Services Bureau (ASB)** is responsible for managing all human resource issues
18 regarding the personnel assigned.
- 19
- 20 ➤ Operational **County Volunteers** actively participate in firefighting and/or EMS duties. These
21 individuals must successfully complete and maintain all required training, in order to be certified
22 and authorized to perform the operational functions within their respective category.

23 PROCEDURES

24 All current County Volunteers will be evaluated and approved annually by the ESB no later than
25 December 31st.

29 **TRAINING REQUIREMENTS FOR COUNTY VOLUNTEERS:**

30 All County Volunteers must complete and maintain the following training requirements by November 1,
31 2014, in order to continue in an operational status:

- 32 • Firefighter I (MFRI)
- 33 • Hazardous Materials Operations
- 34 • EMT-B or Paramedic
- 35 • Fit Testing – breathing apparatus face piece and HEPA mask
- 36 • Courage To Be Safe
- 37 • Infectious Control

38
39 All County Volunteers must complete and maintain the following additional training requirements or
40 certifications by April 1, 2016, in order to continue in this program:

- 41 • Firefighter II (MFRI)
- 42 • Firefighter Survival & Rescue (MFRI)
- 43 • Rescue Tech – Vehicle Machinery Technical Rescuer (I & II)
- 44 • Emergency Vehicle Operations Course (MFRI)
- 45 • Rescue Tech – Confine Space Technical Rescuer (I & II - NBFSPQ)
- 46 • Weapons of Mass Destruction (MFRI)
- 47 • Swift Water Rescue Awareness (DFRS)
- 48 • Trench and Structural Collapse Awareness (DFRS)
- 49 • IS-100.b; IS-200.b; IS-700.a; IS-800.b (FEMA EMI) (Online courses)

50
51 Failure to complete and maintain these training requirements within the above listed time frames may
52 result in the individual being removed from the County Volunteer Program.

53
54 **LENGTH OF SERVICE AWARD PROGRAM (LOSAP):**

- 55 • County Volunteer personnel may be eligible for the LOSAP as provided in the Howard County
56 Code.

57
58 **GENERAL GUIDELINES:**

- 59 • All County Volunteers must complete the Department’s annual fit for duty physical, to include
60 a stress test.
- 61 • All County Volunteers shall be assigned to a home station and must report to the station
62 Officer-in-Charge (OIC) upon arrival and departure from a duty station.
- 63 • All personnel must be operationally qualified and cleared by the Assistant Chief of ESB before
64 performing as an active County Volunteer responder.
- 65 • Sleep-ins are required to notify the station OIC prior to 1800 hours to secure a bunk.

66
67 **UNIFORMS:**

- 68 • All uniforms and Personal Protective Equipment (PPE) shall be issued to the member by the
69 Department quartermaster pursuant to departmental policy. Each member is responsible for
70 the routine care and maintenance of their uniforms and PPE.
- 71 • The member shall wear the appropriate uniform while on duty in the fire station. Uniforms
72 shall not be worn for any non-related function outside the Department, without prior approval
73 of the Chief of the Department.
- 74 • Mandatory, annual inspections of County Volunteer’s PPE will be completed by December
75 31st, by the designated home station captain and forwarded to the Bureau of Occupational

- 76 Safety & Health (BOSH). County Volunteers are responsible for routine inspections and
77 ensuring that their PPE is professionally cleaned each year by the Department's contract
78 vendor.
- 79 • All uniform and PPE items shall be returned to the quartermaster by the member immediately
80 upon his/her resignation or removal from the County Volunteer Firefighter/EMS Program.

81 REFERENCES

- 82 • HOWARD COUNTY CODE. Title 17: Public Protection Services, § 17.102: *Fire and rescue tax.*
- 83 • HOWARD COUNTY CODE. Title 17: Public Protection Services, § 17.103: *Payments to volunteer fire*
84 *corporations.*

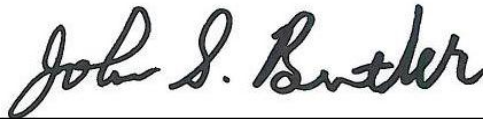
85 SUMMARY OF DOCUMENT CHANGES

86 Converted to newest GO version 7/2/2014.

87 FORMS/ATTACHMENTS

- 88 • None

89 APPROVED

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93 Deputy Chief John S. Butler

94 Operations Command