



GENERAL ORDER

GENERAL ORDER 120.02

Volunteer Officer Requirements

OFFICE OF THE FIRE CHIEF

Issue Date: December 10, 1995

Revision Date: November 18, 2016

1 APPLICABILITY

2 All corporate volunteer uniformed personnel.

3 POLICY

4 The Howard County Department of Fire and Rescue Services (Department) shall establish and
5 maintain a uniform, county-wide set of training requirements and minimum experience for all
6 volunteer line officer personnel. The Department recognizes the authority of volunteer officer
7 personnel, who have been approved by this program and duly elected or appointed by a
8 volunteer corporation.

9 DEFINITIONS

10 Requirements are provided (Attachment A) for the following volunteer officer positions:

- 11 ➤ Volunteer Fire Chief
- 12 ➤ Volunteer Deputy Fire Chief
- 13 ➤ Volunteer Assistant Fire Chief
- 14 ➤ Volunteer Captain
- 15 ➤ Volunteer Lieutenant
- 16 ➤ Volunteer Sergeant
- 17 ➤ Volunteer EMS Captain
- 18 ➤ Volunteer EMS Lieutenant
- 19 ➤ Volunteer EMS Sergeant

20 PROCEDURES

- 21 • All volunteer personnel must meet or exceed the requirements of a level before
22 applying for that level of operational certification.
- 23 • The Volunteer Training Board shall receive, review, verify, and recommend all
24 applications for volunteer officer authorization and forward to the Bureau of Education
25 & Training.
- 26 • The Bureau of Education & Training shall receive all applications for volunteer officer
27 authorization from the Volunteer Training Board and then review, verify, and make
28 recommendations to the Fire Chief for final approval.
- 29 • Volunteer officers that have been authorized to be eligible to serve at a given rank prior



Howard County Department of Fire and Rescue Services

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30 to January 01, 2017 shall be grandfathered for life to be eligible to serve at that
31 authorized rank.

32 REFERENCES

- 33 • General Order 120.03: Operational Standards for Volunteer Personnel
- 34 • General Order 700.06: Volunteer Training Board

35 SUMMARY OF DOCUMENT CHANGES

- 36 • Added requirements for Volunteer EMS Lieutenant
- 37 • Revised requirements for all volunteer officer levels
- 38 • Updated the description of the approval process to include the Volunteer Training
39 Board.

40 FORMS/ATTACHMENTS

- 41 • Attachment A – Volunteer Officer Requirements by Rank

42 APPROVED

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A handwritten signature in black ink that reads "John S. Butler". The signature is written in a cursive style and is positioned above a horizontal line.

John S. Butler, Fire Chief
Office of the Fire Chief

Attachment A

VOLUNTEER FIRE CHIEF

A Volunteer Fire Chief must meet the following training, certification and experience requirements. Requirements for this position must be maintained for continued operational status for this position.

REQUIRED LICENSES, REQUIREMENTS AND/OR REGISTRATIONS

Must meet one of the following:

- A. Be at least thirty (30) years of age and;
 - a. Have twelve (12) or more years of operational fire service experience after meeting Howard County minimum operational standards for a Volunteer Firefighter or equivalent, and;
 - b. Served four (4) years in Howard County as an operational provider (can be inclusive of the above 12 years), and;
 - c. Served one (1) year as a Volunteer Officer in Howard County (can be inclusive of the above 12 years).

- B. Be at least thirty (30) years of age, meet the minimum requirements for Volunteer Deputy Chief or Volunteer Assistant Chief, and have satisfactorily served at the rank of Volunteer Deputy Chief or Volunteer Assistant Chief in Howard County for at least three (3) years.

Must meet all of the following:

1. Fire Officer 3 Certification.
2. Incident Safety Officer – Fire Suppression Certification.
 - a. OR course completion of Fire Department Safety Officer (MFRI) prior to 01/01/2018.
 - b. OR course completion of Fire Department Incident Safety Officer (MFRI) after 2016
 - c. OR course completion of Incident Safety Officer (NFA) prior to 01/01/2018.
3. Vehicle Technical Rescuer I & II Certification.
4. Current Maryland certification as an EMT (2016 COMAR 30.01.01.02) or higher pre-hospital care provider.
5. Must meet the Minimum Operational Standard, including:
 - a. Meet the approved Howard County Fire Service Medical and Physical Standards.
 - b. If authorized as an emergency or non-emergency vehicle operator, must possess a valid Maryland Class C driver's license (or an appropriate class) issued by the State of Maryland.

** "Certification" implies MD state (MFSPQB) or national (NPQS, IFSAC, or DOD IFSAC) certification.*

WORKING CONDITIONS

- May be exposed to hazardous working conditions and inclement weather in performing his or her assignments.
- Duties include determining the course of action in an emergency.

VOLUNTEER DEPUTY CHIEF

A Volunteer Deputy Fire Chief must meet the following training, certification and experience requirements. Requirements for this position must be maintained for operational status for this position.

REQUIRED LICENSES, REQUIREMENTS AND/OR REGISTRATIONS

Must meet one of the following:

- A. Be at least twenty-six (26) years of age and;
 - a. Have ten (10) or more years of operational fire service experience after meeting Howard County minimum operational standards for a Volunteer Firefighter or equivalent, and;
 - b. Served four (4) years in Howard County as an operational provider (can be inclusive of the above 10 years), and;
 - c. Served one (1) year as a Volunteer Officer in Howard County (can be inclusive of the above 10 years).

- B. Be at least twenty-six (26) years of age, meet the minimum requirements for Volunteer Assistant Chief, and shall have satisfactorily served at the rank of Volunteer Assistant Chief in Howard County for at least one (1) year.

Must meet all of the following:

1. Fire Officer 3 Certification.

2. Incident Safety Officer – Fire Suppression Certification.
 - a. OR course completion of Fire Department Safety Officer (MFRI) prior to 01/01/2018.
 - b. OR course completion of Incident Safety Officer (NFA) prior to 01/01/2018.

3. Vehicle Technical Rescuer I & II Certification.

4. Current Maryland certification as an EMT (2016 COMAR 30.01.01.02) or higher pre-hospital care provider.

5. Must meet the Minimum Operational Standard, including:
 - a. Meet the approved Howard County Fire Service Medical and Physical Standards.
 - b. If authorized as an emergency or non-emergency vehicle operator, must possess a valid Maryland Class C driver's license (or an appropriate class) issued by the State of Maryland.

** "Certification" implies MD state (MFSPQB) or national (NPQS, IFSAC, or DOD IFSAC) certification.*

WORKING CONDITIONS

- May be exposed to hazardous working conditions and inclement weather in performing his or her assignments.
- Duties include determining the course of action in an emergency.

VOLUNTEER ASSISTANT CHIEF

A Volunteer Assistant Fire Chief must meet the following training, certification and experience requirements. Requirements for this position must be maintained for continued operational status for this position.

REQUIRED LICENSES, REQUIREMENTS AND/OR REGISTRATIONS

Must meet one of the following:

- A. Be at least twenty-four (24) years of age and;
 - a. Have eight (8) or more years of operational fire service experience after meeting Howard County minimum operational standards for a Volunteer Firefighter or equivalent, and;
 - b. Served four (4) years in Howard County as an operational provider (can be inclusive of the above eight years), and;
 - c. Served one (1) year as a Volunteer Officer in Howard County (can be inclusive of the above eight years).

- B. Be at least twenty-four (24) years of age, meet the minimum requirements for Volunteer Fire Captain, and shall have satisfactorily served at the rank of Volunteer Fire Captain in Howard County for at least one (1) year.

Must meet all of the following:

1. Fire Officer 3 Certification.

2. Incident Safety Officer – Fire Suppression Certification.
 - a. OR course completion of Fire Department Safety Officer (MFRI) prior to 01/01/2018.
 - b. OR course completion of Incident Safety Officer (NFA) prior to 01/01/2018.

3. Vehicle Technical Rescuer I & II Certification.

4. Current Maryland certification as an EMT (2016 COMAR 30.01.01.02) or higher pre-hospital care provider.

5. Must meet the Minimum Operational Standard, including:
 - a. Meet the approved Howard County Fire Service Medical and Physical Standards.
 - b. If authorized as an emergency or non-emergency vehicle operator, must possess a valid Maryland Class C driver's license (or an appropriate class) issued by the State of Maryland.

** "Certification" implies MD state (MFSPQB) or national (NPQS, IFSAC, or DOD IFSAC) certification.*

WORKING CONDITIONS

- May be exposed to hazardous working conditions and inclement weather in performing his or her assignments.
- Duties include determining the course of action in an emergency.

VOLUNTEER FIRE CAPTAIN

A Volunteer Captain must meet the following training, certification and experience requirements. Requirements for this position must be maintained for operational status for this position.

REQUIRED LICENSES, REQUIREMENTS AND/OR REGISTRATIONS

Must meet one of the following:

- A. Be at least twenty-one (21) years of age and;
 - a. Have five (5) or more years of operational fire service experience after meeting Howard County minimum operational standards for a Volunteer Firefighter or equivalent, and;
 - b. Served two (2) years in Howard County as an operational provider (can be inclusive of the above five years).

- B. Be at least twenty-one (21) years of age and meet the minimum requirements for Volunteer Fire Lieutenant and shall have satisfactorily served at the rank of Volunteer Fire Lieutenant in Howard County for at least two (2) years.

Must meet all of the following:

1. Fire Officer 2 Certification.

2. Incident Safety Officer – Fire Suppression Certification.
 - a. OR course completion of Fire Department Safety Officer (MFRI) prior to 01/01/2018.
 - b. OR course completion of Incident Safety Officer (NFA) prior to 01/01/2018.

3. Vehicle Technical Rescuer I & II Certification.

4. Current Maryland certification as an EMT (2016 COMAR 30.01.01.02) or higher pre-hospital care provider.

5. Must meet the Minimum Operational Standard, including:
 - a. Meet the approved Howard County Fire Service Medical and Physical Standards.
 - b. If authorized as an emergency or non-emergency vehicle operator, must possess a valid Maryland Class C driver's license (or an appropriate class) issued by the State of Maryland.

** "Certification" implies MD state (MFSPQB) or national (NPQS, IFSAC, or DOD IFSAC) certification.*

WORKING CONDITIONS

- May be exposed to hazardous working conditions and inclement weather in performing his or her assignments.
- Duties include determining the course of action in an emergency.

VOLUNTEER FIRE LIEUTENANT

A Volunteer Lieutenant must meet the following training, certification and experience requirements. Requirements for this position must be maintained for operational status for this position.

REQUIRED LICENSES, REQUIREMENTS AND/OR REGISTRATIONS

1. Be at least twenty-one (21) years of age and;
 - a. Have three (3) or more years of operational fire service experience after meeting Howard County minimum operational standards for a Volunteer Firefighter or equivalent, and;
 - b. Served one (1) year in Howard County as an operational provider (can be inclusive of the above three years).
2. Fire Officer 1 Certification.
3. Incident Safety Officer – Fire Suppression Certification.
 - a. OR course completion of Fire Department Safety Officer (MFRI) prior to 01/01/2018.
 - b. OR course completion of Incident Safety Officer (NFA) prior to 01/01/2018.
4. Vehicle Technical Rescuer I & II Certification.
5. Current Maryland certification as an EMT (2016 COMAR 30.01.01.02) or higher pre-hospital care provider.
6. Must meet the Minimum Operational Standard, including:
 - a. Meet the approved Howard County Fire Service Medical and Physical Standards.
 - b. If authorized as an emergency or non-emergency vehicle operator, must possess a valid Maryland Class C driver's license (or an appropriate class) issued by the State of Maryland.

** "Certification" implies MD state (MFSPQB) or national (NPQS, IFSAC, or DOD IFSAC) certification.*

WORKING CONDITIONS

- May be exposed to hazardous working conditions and inclement weather in performing his or her assignments.
- Duties include determining the course of action in an emergency.

VOLUNTEER SERGEANT

A Volunteer Sergeant must meet the following training, certification and experience requirements. Requirements for this position must be maintained for operational status for this position.

REQUIRED LICENSES, REQUIREMENTS AND/OR REGISTRATIONS

1. Be at least eighteen (18) years of age and;
 - a. Have two (2) or more years of operational fire service experience after meeting Howard County minimum operational standards for a Volunteer Firefighter or equivalent, and;
 - b. Served one (1) year in Howard County as an operational provider (can be inclusive of the above two years).
2. Firefighter 2 Certification.
3. Must meet the Minimum Operational Standard, including:
 - a. Meet the approved Howard County Fire Service Medical and Physical Standards.
 - b. If authorized as an emergency or non-emergency vehicle operator, must possess a valid Maryland Class C driver's license (or an appropriate class) issued by the State of Maryland.
 - c. Current Maryland certification as an EMR (2016 COMAR 30.01.01.02) or higher pre-hospital care provider.

** "Certification" implies MD state (MFSPQB) or national (NPQS, IFSAC, or DOD IFSAC) certification.*

WORKING CONDITIONS

- May be exposed to hazardous working conditions and inclement weather in performing his or her assignments.

VOLUNTEER EMS CAPTAIN

A Volunteer EMS Captain must meet the following training, certification and experience requirements.

REQUIRED LICENSES, REQUIREMENTS AND/OR REGISTRATIONS

1. Be at least twenty-three (23) years of age and;
 - a. Have five (5) or more years of experience as a pre-hospital ALS provider, and;
 - b. Served two (2) years in Howard County as an operational ALS provider (can be inclusive of the above five years).
2. Current Maryland certification as pre-hospital ALS provider.
3. Must meet the Minimum Operational Standard, including:
 - a. Meet the approved Howard County Fire Service Medical and Physical Standards.
 - b. If authorized as an emergency or non-emergency vehicle operator, must possess a valid Maryland Class C driver's license (or an appropriate class) issued by the State of Maryland.

WORKING CONDITIONS

- May be exposed to hazardous working conditions and inclement weather in performing his or her assignments.

VOLUNTEER EMS LIEUTENANT

A Volunteer EMS Lieutenant must meet the following training, certification and experience requirements.

REQUIRED LICENSES, REQUIREMENTS AND/OR REGISTRATIONS

1. Be at least twenty-one (21) years of age and;
 - a. Have three (3) or more years of experience as a pre-hospital ALS or BLS provider, and;
 - b. Served one (1) year in Howard County as an operational BLS or ALS provider (can be inclusive of the above three years).
2. Current Maryland certification as an EMT (2016 COMAR 30.01.01.02) or higher pre-hospital care provider.
3. Must meet the Minimum Operational Standard, including:
 - a. Meet the approved Howard County Fire Service Medical and Physical Standards.
 - b. If authorized as an emergency or non-emergency vehicle operator, must possess a valid Maryland Class C driver's license (or an appropriate class) issued by the State of Maryland.

WORKING CONDITIONS

- May be exposed to hazardous working conditions and inclement weather in performing his or her assignments.

VOLUNTEER EMS SERGEANT

A Volunteer EMS Sergeant must meet the following training, certification and experience requirements.

REQUIRED LICENSES, REQUIREMENTS AND/OR REGISTRATIONS

1. Be at least nineteen (19) years of age and;
 - a. Served two (2) years in Howard County as an operational BLS or ALS provider.
2. Current Maryland certification as an EMT (2016 COMAR 30.01.01.02) or higher pre-hospital care provider.
3. Must meet the Minimum Operational Standard, including:
 - a. Meet the approved Howard County Fire Service Medical and Physical Standards.
 - b. If authorized as an emergency or non-emergency vehicle operator, must possess a valid Maryland Class C driver's license (or an appropriate class) issued by the State of Maryland.

WORKING CONDITIONS

- May be exposed to hazardous working conditions and inclement weather in performing his or her assignments.