

DEPARTMENT OF FIRE AND RESCUE SERVICES

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Originating From	Issue Date	Expiration Date
DC Stephen E. Allen, Sr.	12/17/13	N/A

SUBJECT: New Bureau

APPLICABILITY: All HCDFRS Personnel

BUREAU OF OCCUPATIONAL SAFETY & HEALTH (BOSH)

The following information is being provided to inform all personnel within the Howard County Department of Fire & Rescue Services (DFRS) about the creation of the newest Bureau within the DFRS.

Safety, health, and wellness remain a top priority of the Chief of Department, and all personnel, both volunteer and career. The elevation of this office to a Bureau sends a very strong and positive message to personnel both inside and outside the Department that this program is extremely valuable and critical to our overall operations.

The Department has embraced the National Fallen Firefighters Foundation's (NFFF) "16 Firefighter Life Safety Initiatives" which provides a national level focus on health and safety issues which directly impacts all Departmental personnel. These 16 initiatives provide the direction, guidance, and foundation for effective health and safety programs.

In October of 2013, Fire/EMS Chief William F. Goddard, III authorized the reorganization and creation of a new Bureau within the DFRS. This will be formally named the "Bureau of Occupational Safety & Health" (BOSH). This Bureau is aligned under the Deputy Fire/EMS Chief of Support Services and will be physically located within the DFRS Headquarters at the Columbia Gateway Building Complex.

As part of the overall establishment of this new office, a four (4) phase Realignment Plan was identified, developed, and implemented to establish specific goals and objectives addressing the various areas within the bureau. Phase 1 was completed in August which established specific program goals and objectives with completion timelines for the 3 remaining phases of the Plan.

We are currently in Phase 2 of this initiative which includes developing the mission and vision statements and a comprehensive strategic plan, which will provide the foundation for this bureau. Phase 2 is scheduled to be completed by November 2013.

The new Bureau will have four distinct offices within its organizational structure: Office of Safety, Office of Health, Office of Wellness and the Office of Risk Management. These four offices are needed to provide specific programs associated with the overall BOSH mission.

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Phase 3 of the Realignment Plan will consist of an extensive review of each of these four offices and the development of specific goals and objectives related to each office. Included in this phase will be recommendations regarding who should fill the lead role within each office.

Phase 4 of the Realignment Plan will consist of implementing the recommendations from the Phase 3 review of each of the designated specialty offices within BOSH and the start of an annual review of all the goals and objectives of this new Bureau.

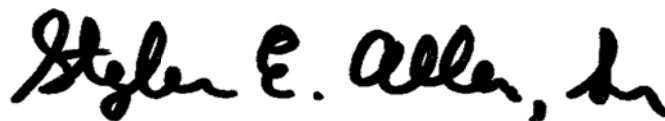
Assistant Chief (AC) Joanne Rund has assumed command of BOSH with the assistance of Battalion Chief Jose Sanchez and Captain Terri Jerome. Additionally, the designated three (3) Field Safety Officers are an integral part of this new Bureau and will be working closely with AC Rund and her staff in the enhancement, development, and implementation processes of safety related items within the DFRS.

The new Bureau has many challenges facing it, but with the assistance of everyone within the HCDFRS, this new Bureau will be extremely successful in reaching its mission.

If anyone has any questions or need any additional information regarding this new Bureau, please contact AC Joanne Rund or myself.

I thank everyone within the DFRS for their contributions in making our department the safest possible so **“Everyone Goes Home”**.

Approved:



Stephen E. Allen, Sr.
Deputy Fire Chief, Support Services