



SPECIAL ORDER

SPECIAL ORDER 2018.28

Personnel Changes

OFFICE OF THE FIRE CHIEF

Issue Date: May 11, 2018

Expiration Date: June 30, 2018

OVERVIEW

The current supervisor of each transferred person shall prepare and deliver a mid-cycle performance evaluation, and then forward it to the new supervisor. Battalion Chiefs shall coordinate the transfer of pertinent employee documentation and information.

DEFINITIONS

Abbreviations:

A	A Shift	TBA	To Be Announced	(A)	Acting Position
B	B Shift	En	Engine	ESB	Emergency Services
C	C Shift	Tr	Truck/Tower	OSH	Occup Safety & Health
D	Day Work Schedule	Tn	Tanker	ASB	Admin Services
B1	Battalion 1	Ai	Aide	LOG	Logistics
B2	Battalion 2	Fl	Float	OFM	Office of Fire Marshal
MHO	Mandatory Hold Over	Mdo	Medical Duty Officer	OFC	Office of Fire Chief
NA	Not Applicable	Sa	Safety Officer	E&T	Education & Training
NC	No Change	Bc	Battalion Chief	OEM	Emergency Management

TOPIC DETAILS

The following detail will take effect on Monday, May 14, 2018. End time approximately June 25, 2018.

Name	Rank	From	To	Rank	Kelly	MHO	Unit ID
Ross, Joseph	BC/P	A-02-BC	D-ESB	NC	NC	NC	SUPBC-12

The following acting positions take effect on Monday, May 14, 2018:

Name	Rank	From	To	Rank	Kelly	MHO	Unit ID
Allen, Anthony	FF	A-13-En	A-13-En	A/HVO	NC	NC	NA
Becker, Dale	Capt/P	EMSBC-3	A-02-BC	A/BC	A-2	A-2.2	NA
Brothers, James	BC/P	D-ESB	D-ESB	A/AC/P	NC	NC	BuCF-1
Leonard, Richard	Capt/P	D-ESB	D-ESB	A/BC/P	NC	NC	EMSBC-11



Howard County Department of Fire and Rescue Services

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17 The following transfers take effect on Monday, May 14, 2018:
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Name	Rank	From	To	Rank	Kelly	MHO	Unit ID
Ferguson, Robert	Capt/P	C-B1-Flt	C-02-MDO	NC	NC	NC	NA
May, Vernon	Capt/P	C-02-MDO	D-EMSBC-3	NC	NA	NA	EMSBC-3


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22 **FORMS/ATTACHMENTS/REFERENCES**

23 Approved:

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27 
28 Fire Chief John S. Butler
29 Office of the Fire Chief
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31 Author:

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34 
35
36 Deputy Chief Daniel G. Merson
37 Operations Command