



MONTGOMERY COUNTY FIRE AND RESCUE SERVICE


Isiah Leggett
County Executive

Scott E. Goldstein
Fire Chief

MEMORANDUM

August 10, 2017

To: Personnel in the Division of Operations

From: Division Chief John Kinsley 
Division of Operations

Subject: Responsibility for IPPA's for Uniformed Daywork Employees

The chart shown on page 2 of this memorandum clarifies responsibility for issuing and maintaining IPPA's for daywork Operations personnel. If you supervise daywork employees, please ensure that all appraisal requirements are met. If you have further questions, address them via chain-of-command.

Division of Operations



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**Responsibility for IPPA's for Uniformed Daywork Staff
Effective August 8, 2017**

Station	Employees	Responsible for issuing and maintaining IPPA	Responsible for reviewing IPPA
FS03	Lieutenants >	FS03 Station Commander	Batt1-4 Relief
	FF's and MFF's >	Senior FS03 Daywork Lieutenant	Batt1-4 Relief
FS05	Captain >	Batt1-4 Relief	Operations A/C
	FF's and MFF >	FS05 Captain	Batt1-4 Relief
FS06	FF's >	FS06 Station Commander	Batt1-4 Relief
FS10	FF's >	FS10 Station Commander	Batt1-4 Relief
FS15	Lieutenant >	FS15 Station Commander	Batt1-4 Relief
	FF's>	FS15 Station Commander	Batt1-4 Relief
FS17	Lieutenant >	FS17 Station Commander	Batt1-4 Relief
	FF's and MFF >	FS17 Daywork Lieutenant	Batt1-4 Relief
FS40	Lieutenant >	FS40 Station Commander	Batt1-4 Relief
	FF >	FS40 Station Commander	Batt1-4 Relief
R1	FF's and MFF >	FS20 Station Commander	Batt1-4 Relief
R2	Captain >	Batt1-4 Relief	Operations A/C
	FF's and MFF's >	R2 Captain	Batt1-4 Relief

Battalion Float Officers	Captains >	Batt1-4 Relief	Operations A/C
	Lieutenants with a daywork float Captain in the Battalion >	Senior Float Daywork Captain in the Battalion	Batt1-4 Relief
	Lieutenants with no daywork float Captain in the Battalion >	Batt1-4 Relief	Operations A/C

Division of Operations