

Montgomery County Fire and Rescue Service


**FIRE CHIEF'S GENERAL ORDER**

NUMBER: 07-07

**Rescinded on 7/22/2015**

March 28, 2007

TO: All MCFRS Personnel

FROM: Fire Chief Thomas W. Carr, Jr. 

SUBJECT: MCFRS Facility Maintenance Fund

MCFRS is committed to improving the health, safety, and welfare of all MCFRS personnel. This focus includes the facilities in which they live while on duty. It is essential that MCFRS stations and facilities be properly maintained to ensure an appropriate level of operational readiness; provide comfortable, functional quarters for MCFRS personnel; and convey an appropriate image to the public.

Consistent with this focus, \$415,000 has been allocated in MCFRS' FY07 budget for use as a Facility Maintenance Fund. Each station will be allocated \$5000 from this fund -- *one time only* -- to spend in accordance with the attached criteria. The remaining funds will be used to begin fire station repairs, or perform other facility-related initiatives, on a priority basis, countywide. This will assist MCFRS in developing a maintenance program that:

- mitigates Building, Electrical, and Safety Code concerns;
- provides for appropriate repairs;
- focuses on preventive maintenance;
- enhances the workplace;
- improves building appearance and working conditions; and
- replaces worn or damaged furnishings or equipment.

The program is intended to *supplement* funding already allocated in the Local Fire and Rescue Department (LFRD) Operating Budget accounts for Building and Grounds.

Funds for the initial station allocation of \$5,000 will be transferred to each LFRD's account, after the application forms (attached) have been appropriately completed and submitted, with supporting documentation describing the projects the funds are intended to be used for, signed off by the Local Fire and Rescue Department Representative and the MCFRS Station Commander.

## PROGRAM DESCRIPTION

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In FY 2007, MCFRS is allocating a total of \$415,000, to be used for a *one-time allocation* of \$5000 to each of the 34 stations, with the remaining funds to be coordinated by MCFRS Facilities Management, and allocated to fund priority facility maintenance needs on a system-wide basis.

### INITIAL FUNDS (\$5,000 PER STATION – FY07 ONLY)

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The \$5000 per station, in guaranteed funds, may be used in many different ways to address small projects, such as:

- painting;
- carpeting;
- repairs or improvements to building systems or components; and
- furniture replacement.

The primary focus of this ***initial, one-time funding*** is to make an ***immediate impact*** that improves the facility's working and/or living conditions for all personnel. ***INITIAL*** funds must be used for the originally-stated purpose in any of the allowable ways. MCFRS strongly encourages the selection of projects that benefit the greatest number of personnel who live in or work at each station.

#### ***INITIAL* Funds CANNOT be used for:**

- the purchase of art or artifacts;
- audio/visual equipment (including televisions, stereos, etc.); or
- general operations, renovation, restoration, rehabilitation, or construction at a level normally addressed by the CIP program.

For proper collaboration and consultation, each MCFRS Station Commander must work with LFRD management to consider and select the funded project. If the work identified exceeds the \$5000 allocation, the remaining funding must come from either the Operating Budget, or LFRD non-tax funds.

### ADDITIONAL FACILITIES MAINTENANCE FUND REQUESTS

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The remaining funds will be allocated to fund priority facility maintenance needs on a system-wide basis, as coordinated by MCFRS Facilities Management. The factors that will be considered in allocating these remaining funds include:

- cost/benefit of the repair/modification;
- compliance with applicable Safety, Building, and Electrical Codes;
- the safety and comfort of MCFRS personnel;
- proper maintenance and repair of facility systems and components; and
- the overall appearance and function of the station/facility.

## AWARD ADMINISTRATION INFORMATION

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The MCFRS Division Chief of Administrative Services will make decisions on the allocation of funding from the Facilities Maintenance Fund. Stations/facilities will be notified by mail of the decision, and a Notice of Award, with instructions for the distribution of funds and report requirements, will be sent to the official indicated on the application form. The Division Chief's decisions on funding allocations may be appealed to the Fire Chief, in writing, within 15 days of the date the notification was mailed. The Fire Chief will make the final determination.

## POINT OF CONTACT

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MCFRS Facilities Manager  
101 Monroe Street, 12<sup>th</sup> Floor  
Rockville, MD 20850

**NOTE:** *Each request for funding*, including requests for the initial one-time allocation of \$5000 per station, ***must be submitted on a separate application.***

Issued:	Revised:	Rescinded:
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