



DEPARTMENT OF FIRE AND RESCUE SERVICES
MONTGOMERY COUNTY, MD.

DIRECTIVE

NUMBER: 95-01

DATE: January 8, 1995

TO: All Personnel

FROM: Chief Jon C. Grover, Director
Department of Fire and Rescue Services

SUBJECT: Station Commander Responsibilities

A handwritten signature in black ink, appearing to read "Jon C. Grover", is written over the "FROM" and "SUBJECT" lines of the memo.

Station commanders are responsible for the general DFRS operations at their assigned stations and the supervision of DFRS personnel, as defined in Policies and Procedures No's 1, 2, 240, 515, 516, 804 and 813. Additionally, they are responsible for the implementation and enforcement of Directives and other policies and procedures, as issued by the Department.

In addition to those policies listed above, the Station Commander:

- o serves as the liaison with station volunteer personnel to assure a good working relationship between DFRS and Corporation personnel;
- o maintains close contact with the PSTA In-Service Training Coordinator in order to assure that appropriate training topics are presented in the quarterly drills;
- o establishes a plan for the identification of fire lanes in the station's first due area and maintains an up-to-date list of that information; and
- o maintains an up-to-date MSDS manual for the station and grounds.
- o manages the station in-service Fire Safety Inspection Program.

The following items will vary, depending upon which corporation the Station Commander is assigned to:

- o Coordinate a station maintenance program above and beyond the routine maintenance and cleaning program. The program may include contact with County and/or private contractors.
- o Provide input for annual budget requests, including use of 508 funds, CIP funds, and other operating expenses, as requested by the Corporation.
- o Implement a security program for the station and grounds.
- o Maintain a bulletin board with current information on vacancy announcements, Directives, safety announcements and other appropriate information. The Station Commander will also ensure that the station conforms to the legal requirements for posting MOSH, Maryland Workers' Compensation Commission, and other notices.
- o Review plans for new construction, remodeling, and road closings in their station's first due area received from the Life Safety Services Bureau.
- o Assure that routine maintenance of tools, equipment, and apparatus is performed in a timely fashion.