

Montgomery County Fire and Rescue Service

FIRE CHIEF'S GENERAL ORDER

NUMBER: 09-06

May 5, 2009

TO: All MCFRS Personnel

FROM: Acting Chief Richard Bowers



SUBJECT: Bottled Water

In compliance with a provision in the Collective Bargaining Agreement, bottled water is being delivered to all MCFRS worksites. This FCGO provides directions regarding the delivery, storage, accountability, and other issues concerning the bottled water.

1. **Amount.** The amount of water delivered to each station/worksites was determined based on previous experience at stations/worksites that were already using bottled water. As we move forward, its quantity can and will be adjusted.
2. **Delivery.** Personnel who receive the water from the delivery company ***must sign and print their name on the receipt.*** This is necessary for accountability purposes, as we match invoices for payment. The vendor will contact stations/worksites to notify them of the delivery date. If personnel are out of the station/worksites, the vendor will contact the station/worksites again and arrange delivery for the next day. Stations/worksites will be on different delivery schedules depending upon the volume of water used. The schedule can be adjusted as necessary.
3. **MCFRS Point of Contact- Vendor Issues.** Ms. Linda Ingram-Capers, Division of Administrative Services, HQ, is MCFRS point of contact with the vendor. ***All receipts must be forwarded to Ms. Ingram-Capers.*** Stations/worksites that use more water than available must contact Ms. Ingram-Capers at linda.ingram@montgomerycountymd.gov to increase the quantity being delivered. ***Personnel should not request additional bottles from the driver; he is authorized to deliver only the allotted amount.***

4. **Placement of Dispensers/Storage of Bottles.** Station Commanders and Section Heads are the point of contact for other issues relating to bottled water. Station Commanders must work with the LFRD regarding placing the water dispensing units and storing the water bottles. In an extended absence, the Station Commander/Section Head should request another station Captain or Section person to handle those responsibilities. If this occurs, please notify Ms. Ingram-Capers.
5. **Empty Bottles.** Personnel ***must not*** remove the empty bottles from the fire stations; MCFRS is liable for each bottle and is required to pay a fee for missing bottles.

If you have any questions, please contact Division Chief Randy M. Wheeler.

