Montgomery County Fire and Rescue Service

FIRE CHIEF'S GENERAL ORDER

NUMBER: 13-12

November 6, 2013

TO: All MCFRS Personnel

FROM: Fire Chief Steven E. Lohr   *Steven E. Lohr*

SUBJECT: Accountability of Events While Transferred to Out-of-County Fire Stations

Effective immediately, the procedure for tracking events identified below, will be used when MCFRS units are transferred to Out-of-County (OOC) fire stations.

1. When an MCFRS unit is transferred to an OOC Fire Station, or is available on radio (AOR) in an OOC jurisdiction which later dispatches the unit to an event in that jurisdiction, the MCFRS unit officer must collect the following information from the OOC's Communications Center:

    - The OOC Event Number;
    - Address;
    - Event Type; and
    - Time of Dispatch, and Time of Clear

2. When the unit returns to Montgomery County, the unit officer must contact MCFRS' ECC and request that a "Catch-Up" event be created in the CAD system for *each* OOC response.

3. ECC will use the event "MA/TXE" command to capture event details and to document the unit's response. The OOC jurisdiction's event number and event type will be recorded in the *remarks* section of the MA/TXE event.

4. The unit officer will then log the appropriate event information into the station logbook, with its Montgomery County event number, and will also complete <u>all</u> MCFRS event reporting documents, including FireAPP and EPCR reports.

Please direct any questions through the chain-of-command to the ECC Operations Battalion Chief at 240-773-7102.