

Dear Property Owner / Authorized Agent:

Thank you for submitting your property to be considered for inclusion into the Montgomery County Fire and Rescue Service (MCFRS) Acquired Structure Training (AST) program. Rest assured that your property will provide a valuable training platform for the men and women of MCFRS.

Several steps must be taken to ensure the health and safety of personnel, and the community. Included with this letter, please find a Property Owner's Package (POP) that will assist you in following the steps necessary to secure the structure for training and ensure that all federal, state, and local laws and procedures are followed.

Included in the POP is a checklist to help you with the preparation of the property for training. We have placed the steps in the most logical sequence that you will need to follow to keep the process as pain-free as possible. The checklist also provides information resources and phone numbers to assist you with the process. You will be assigned an AST representative who will also help guide you through the steps where necessary. Please use your AST representative as a resource if you encounter any hurdles during the process of preparing both the required paperwork and the donated structure.

I want to thank you again for being an active partner in our efforts to ensure that MCFRS personnel receive the most comprehensive training we can provide.

Sincerely,

Assistant Chief Timothy Burns, Chief Training Officer