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THE CITY OF TAKOMA PARK, MARYLAND

EXECUTIVE MEETING OF THE MAYOR AND COUNCIL

February 12, 1968

CITY OFFICIALS PRESENT

Mayor Miller	Corporation Counsel Gingerich
Councilman Forshee	City Administrator Pridgen
Councilman Geib	Police Chief Foster
Councilman Jones	Fire Chief LaScola
Councilman Kennedy	Director of Public Works Rhodes
Councilman McKenzie	Recreation Director Ziegler
Councilman Roth	Assistant Building Inspector Wollner
Councilman Turner	

The Mayor and Council for the City of Takoma Park, Maryland convened in Executive Session in the Council Room, #8 Columbia Avenue, Takoma Park, Maryland on February 12, 1968 at 8:05 p.m.

The Pledge of Allegiance to the Flag was led by Girl Scout Troop 1066.

Mayor Miller called for a motion to dispense with the reading of the Minutes of the meeting held on January 22, 1968. Councilman Geib moved the minutes be approved as submitted. The motion was seconded by Councilman Kennedy and duly carried.

CORRESPONDENCE RECEIVED: City Administrator Pridgen

1. The Honorable Joseph D. Tydings, Senator from Maryland: Announcing appointment of Mr. Robert Jones to his staff as legislative assistant for Maryland affairs. (Council Files)
2. Mr. John M. Riecks, Assistant Superintendant, Business, Plant Planning and Construction, Board of Education of Prince George's County: Stating that study is being made of the City's request for park use of the land adjacent to J. Enos Ray School and that they hope to give a definitive answer by about March 1, 1968. (Parks and Recreation)
3. Mr. W. C. Dutton, Jr., Chairman, and Mrs. Caroline Freeland, Vice Chairman, The Maryland National Capital Park and Planning Commission, 6600 Kenilworth Avenue, Riverdale, Maryland 20840: Invitation to attend documentary film on urban planning on February 21, 1968. (Parks and Recreation) (Recreation Dept.)
4. Mrs. Dollie H. Kyte, Clerk to the County Board of Appeals for Montgomery County, 108 South Perry Street, Rockville, Maryland: Notification of Public Hearing to be held February 15, 1968 at 9:30 a.m. on the Petition of Columbia Union College, Case No. 2334, for a Special Exception to permit the building and operation of a private educational institution for 40 or more students and off street parking, Parcel 1, and Parcel N136, part of Lot 7, Blocks 106 and 105, Hill & Dales Sub-division (Palmer Tract) at 7700 Flower Avenue and 7729 Greenwood Avenue, Takoma Park, in an R-40 Zone. (Civic Improvements)
5. Mrs. Dollie H. Kyte, Clerk to the County Board of Appeals for Montgomery County, 108 South Perry Street, Rockville, Maryland: Notification of Public Hearing to be held February 15, 1968 at 9:30 a.m. on the appeal of Columbia Union College, Case No. 2335, for a Special Exception to permit the variance of 17 feet from the required front yard setback of 25 ft. and a variance from the building height requirement and side yard setback, total variance of 39'10", Parcel 1, part of Lot 7

Correspondence, cont.

and Lot N136, Block 106 and 105 at 7700 Flower Avenue and 7729 Greenwood Avenue, Takoma Park, Maryland in an R-40 Zone. (Civic Improvements)

6. Mr. Robert J. Helfrich, Acting Executive Secretary, Maryland Municipal League, Box 276, College Park: Announcement of 2nd Annual Congress of Maryland Cities to be held February 20, 1968 in Annapolis: (Copies to Council)

7. Mr. William C. Strasser, President, Montgomery Junior College: Thanking Mayor and City Council for adoption of Proclamation regarding the College. (Council Files)

8. Mr. Irving Wallen Johnson, Sr., Chairman, Takoma Park Delegation, Maryland State Firemen's Association: Thanking Mayor and City Council for granting permission for Chief LaScola to arrange for the Department to join in honoring the late James W. Minter, Chaplain of the State Association since 1932. (Council Files)

9. Mr. Irving Wallen Johnson, Sr., Past Chief, Takoma Park Volunteer Fire Dept., Inc: Expression of congratulations and thanks to all who helped make it possible for Takoma Park to win the highest Fire Prevention Trophy, the T. W. Venemann Memorial Award. (Fire Protection)

10. Mrs. Jane Jasper, Program Chairman, J. Enos Ray PTA: Invitation to Mayor Miller to attend meeting May 7th at 8:00 p.m. to award Certificates to girls who have completed their baby-sitting training. (Mayor Miller stated that he or his successor would be happy to attend)

11. Miss Juanita Morton, Challenge of Active Citizenship, Girl Scout Troop 1066, 6707 Conway Avenue, City: Request for stop sign at corner of Merwood and Wildwood Drives. (Law Enforcement)

12. Mr. Robert Mandel, 7003 Woodland Avenue, City: Concerning need for Parking Meter Survey in City. (Law Enforcement)

13. Mr. Pierce Atkins, 7104 Central Avenue, City: Letter and pictures supporting request that Sligo Creek Park within the City be better maintained and guarded against erosion, and requesting City to request this of the Maryland National Capital Park and Planning Commission. (Public Works) (Civic Improvements)

FINANCIAL STATEMENT: City Administrator Pridgen reporting:

See last page of these Minutes.

Mayor Miller welcomed the audience and especially the Girl Scouts of Troop 1066 and their leader, Mrs. Grace. Congratulated them on their public spirit for coming out on such a cold night.

Mayor Miller moved the adoption of the following Resolution:

RESOLUTION OF CONDOLENCE

WHEREAS, on the 25th of January, 1968, the active life of David Scull came to a close ending a career which had been devoted to service to his fellow man; and

WHEREAS, the Mayor and City Council had known David Scull during the times he served as a member of the Maryland-National Capital Park and Planning Commission and subsequently the Montgomery County Council and more recently as president of the Metropolitan Washington Council of Governments, and

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Resolution, cont.

WHEREAS, he was distinguished by his role as a public servant, his consideration for others and for his dedication to his principles;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of Takoma Park, that we do hereby express our sorrow at the passing of David Scull and tender to the bereaved members of his family our heartfelt sympathy.

BE IT FURTHER RESOLVED that this Resolution be spread upon the permanent records of the City and that a copy be forwarded to the members of David Scull's family.

The motion was seconded by Councilman Forshee and duly adopted.

Mayor Miller remarked on the fine public service programs on the Columbia Union College Radio Station (WGTS, 91.1 on FM) under the direction of Dr. Hiten. Noted that Carleton Sickles will be on next Sunday at 8:30 p.m. to discuss the Constitutional Convention and proposed new Constitution. Councilman Turner also spoke of the fine work the station is doing and particularly mentioned its coverage of the recent teacher's strike in Montgomery County. Mayor Miller noted that Councilman Turner had been interviewed the past Sunday and that the station is now a very powerful and excellent one.

PUBLIC PARTICIPATION

1. Miss Betty Grice of Girl Scout Troop 1066, 1109 Merwood Drive, City: Spoke in support of the request for a Stop Sign at the corner of Merwood and Wildwood Drives. Pointed out that most of the traffic comes down Wildwood Drive and felt therefore that the sign should be on Wildwood Drive. Noted that traffic has increased since the construction of the apartments on New Hampshire Avenue. Felt that a Stop Sign was very much needed in this location, stating that the corner is a School Bus Stop for both elementary and junior high school students. Mentioned that another accident at this spot had occurred on January 24th. Mayor Miller assured her that the matter would be looked into by the Law Enforcement Committee and a reply sent to the Troop. Police Chief Foster was requested to look into the number of accidents at this corner.

COMMITTEE REPORTSCIVIC IMPROVEMENTS COMMITTEE: Councilman Geib reporting

1. Improvement of Triangle at Carroll and Old Carroll Avenues: Reported that Director of Public Works Rhodes and Mrs. Derato are working on a plan for this triangle and it will be forwarded to the Park and Planning Commission when ready.
2. Sligo Creek Park: Requested that a letter be transmitted to Mr. Pierce Atkins whose letter concerning this matter was read earlier in the meeting. Requested that Mr. Atkins be thanked for his interest and informed that the City was taking steps toward the goals mentioned in his letter. Requested that a copy of Mr. Atkins letter and the pictures be sent to the Park and Planning Commission.
3. Possible high rise apartment for low income families on Carroll Avenue: Reported that a meeting with Mr. Wolfe and his group has been set up for them to present their plans for this project.
4. Beautification Program: Reported that the number of documents to be filed and time required for approval in order to obtain Federal Funds will prevent the completion for this fiscal year, but plans going ahead for next fiscal year.

Civic Improvements Committee, cont.

5. Special Exception Cases 2334 and 2335, Columbia Union College, Petitioner, to permit building and operation of a private educational institution for 40 or more students, 7700 Flower Avenue and 7729 Greenwood Avenue, in an R-40 zone: Moved that the Mayor and Council recommend approval in these cases. The motion was seconded by Councilman Roth and duly carried.

6. Citizens Advisory and Review Board: Reported that a resignation had been received from Mr. Harry A. Dickson of 7719 Greenwood Avenue, City, as Area Chairman for Zone #5. On the recommendation of the Vice Chairman, Mrs. Simpson, moved that Mr. Dickson's resignation be accepted and Mr. and Mrs. John B. O'Neill of 7406 Cedar Avenue be appointed Chairmen of Zone #5. The motion was seconded by Councilman McKenzie and duly carried.

7. 1111 Sligo Creek Parkway: Reported that the used furniture operation at this address remains an eyesore and moved that the matter be turned over to Corporation Counsel Gingerich for possible legal action. The motion was seconded by Councilmen Jones and Roth and duly carried.

PARKS AND RECREATION COMMITTEE: Councilman Jones reporting

1. Request for lease on park land to P. G. County Board of Education: Requested the City Administrator and the Director of Public Works to obtain a plat of the land adjacent to the J. Enos Ray School. Stated he would draft a letter to the Board of Education after receipt of the plat.

2. Recreation Council Meeting: Reported that at the last meeting of the Takoma Park Recreation Council, several people from the Maryland National Capital Park and Planning Commission had been present. Reported that the City had obtained permission to paint the needed cross walk in the vicinity of Heather Avenue and this has been done. The footbridge requested many times in the past ten years is at last promised.

SPECIAL LIBRARY COMMITTEE: Councilman Jones reporting

1. Library Policy: Reported that a policy is needed to deal with possible disturbances at the Library and upon the recommendation of the Librarian and the Library Board, Moved the adoption of the following Library Policy:

"The Library was created as a place where citizens - young and old - can come to select books, to consult reference material, to read, and to study.

Each patron has the right to expect to use the Library's facilities in a quiet atmosphere that encourages reading and studying.

Each patron has the responsibility to respect these rights of others.

The staff members of the Library on duty are held accountable for protecting the right of all patrons to the quiet atmosphere that should exist.

If, in the experienced judgement of the Library staff, one or more patrons are disturbing the quiet needed for study, the following procedure has been approved by the Library Board and the City Council:

1. The patron will be courteously asked to respect the right of others to study in quiet.

2. If the first request does not correct the situation, the patron will be

Library Policy, cont.

courteously asked a second time to respect the rights of others.

3. If there is still a disturbance, the patron will be given a copy of this policy statement and told to leave the Library.

4. If the patron does not leave the Library, the staff member will telephone the Takoma Park Police who will send an officer to escort the patron out of the Library and take any further action that is appropriate. "

The motion was seconded by Councilman Geib and duly carried.

2. Special Exception: Requested the City Administrator and the Director of Public Works to check with the Architect on the plans and plats required for the request for a Special Exception to permit the construction of the addition to the Library.

FINANCE COMMITTEE: Councilman Forshee reporting

1. November Disbursements: Moved approval of the November Disbursements in the amount of \$136,106.61. Noted that this includes the purchase of a \$50,000.00 Treasury Bill. The motion was seconded by Councilman Kennedy and duly carried.

2. December Disbursements: Moved approval of the December Disbursements in the amount of \$96,035.38. Noted that this includes the payments made to qualifying Volunteer Firemen. The motion was seconded by Councilman Kennedy and duly carried.

3. Reserve Fund: Reported that it had been the intention at a previous meeting to set aside \$10,000.00 for the purchase of a trash truck which will be needed next year. Moved that a sum of \$10,000.00 be set aside towards the purchase of a trash truck in a Special Reserve Fund. The motion was seconded by Councilman Geib and duly carried.

4. Library Addition: Reported that a bill from the architect has been received covering a portion of his fee. After considerable discussion, moved that \$2,000.00 be set aside from the Reserve Fund for Architect fees as they become due. The motion was seconded by Councilman Kennedy and duly carried.

LAW ENFORCEMENT COMMITTEE: Councilman Kennedy reporting

1. Maple and Tulip Avenues and Cedar and Tulip Avenues: Reported that in a month or two when the weather improves and driving conditions are more normal, a thorough study of these two intersections will be made and recommendations made concerning the requests for 4-way Stop Signs at these intersections.

2. 240 Manor Circle: Reported that recommendations concerning the request for "No Parking" signs in the public alley behind this address will be taken up at the next meeting.

3. Maple Avenue: Reported that the Police Department is paying particular attention to enforcing the speed limit on Maple Avenue. The radar has been used; as the weather improves and speeds increase, it will be used more often to ensure that the speed limits are enforced.

4. Parking Meters: Reported that because of the construction of a driveway, three parking meters must be removed. Moved the adoption of the following Ordinance:

Law Enforcement Committee, cont.

ORDINANCE NO. 1988

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND

SECTION 1. THAT Section 2 of Ordinance No. 1737, adopted March 25, 1963, be hereby repealed, AND

SECTION 2. THAT the Director of Public Works be hereby authorized to remove THREE (3) parking meters on the north curb of Maple Avenue, starting at a point 40 feet north of Niagara Avenue, heading in the direction of the Maple and Ritchie Avenue's intersection.

The motion was seconded by Councilman Roth and adopted by a Roll Call Vote recorded as follows: Aye: Councilmen Forshee, Geib, Jones, Kennedy, McKenzie, Roth, and Turner. Nay: None. Excused: None.

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5. Parking Meter Survey: Considerable discussion of the parking meter situation in the City ensued pertaining to the need to obtain replacement parts for some of the present meters, repainting of parking space lines on Laurel Avenue, possibility of moving some of the meters from the parking lot at Ethan Allen and Carroll Avenues to other sites in the City where they are needed, etc. The Police Chief, Director of Public Works, and City Administrator will study the situation and make recommendations.

6. Supplies: Moved that \$428.50 be transferred from the Reserve Fund to the Police Department Training account 11.1120 to cover the cost of ammunition, the purchase of which was authorized by the Mayor and Council previously. The motion was seconded by Councilman Turner and duly carried.

7. Transfer of Funds: Moved that \$830.04 be transferred from the Reserve Fund to the Police Department Salary Account to cover the cost of an alert which put the Department on authorized standby last July. The motion was seconded by Councilman Jones. Councilman Forshee requested action be deferred on the matter. Councilman Kennedy withdrew his motion without prejudice and Councilman Jones withdrew his second without prejudice.

8. Equipment: Moved that the Chief of Police be authorized to purchase one Executive chair for use in the Detective Bureau, one stenographer's chair, and one 4-drawer, letter-size file cabinet for a total sum of \$185.17, funds to be transferred from the Reserve Fund to a/c 11.112A2A. The motion was seconded by Councilman Jones and duly carried.

9. Personnel: Upon the recommendation of the Police Chief and the Committee, moved that Benedict C. Fama of 29 Holt Place, City, be appointed as a Special Police Officer for the City of Takoma Park, effective February 15, 1968. The motion was seconded by Councilman Turner and duly carried.

10. Commendations: Moved that Captain Merson, PFC Strizak, and Pvt. Lutman be commended for their prompt and efficient police work which resulted in the recovery of money stolen from the High's Store at 7300 Carroll Avenue on January 29, 1968 and for the apprehension of the suspects in this break-in. The motion was seconded by Councilman Turner and duly carried.

11. Bicycle Registration: Reported that there would be free bicycle registration and "Lite-a-Bike" stickers on February 22nd from 10:00 a.m. to 1:00 p.m. at the Police Department parking lot, #8 Columbia Avenue, sponsored by the Department and Takoma Post #350, Veterans of Foreign Wars.

PUBLIC WELFARE COMMITTEE: Councilman McKenzie reporting

1. Request for sidewalk on Grant Avenue: Reported that in some areas of the City, asphalt sidewalks have been installed at City expense where they were obviously needed. Where regulation sidewalks have been installed, they have been assessed against the adjoining property owners. For this procedure, a Public Hearing is needed. Councilman Turner pointed out that when the Civic Center is built, the sidewalk, if installed, would no longer be of use as Grant Avenue would be closed off. Also pointed out the numerous trees which would have to be cut down to make way for a sidewalk. Councilman Geib pointed out that the request had come from the entire PTA of the Takoma Park Junior High School and that from personal knowledge, the street was very dangerous in snow and cold weather. Councilman Turner stated he felt the whole area needed to be studied for recommendations.

PUBLIC WORKS COMMITTEE: Councilman Roth reporting

1. Street Lighting: Reported that Pepco has installed the new street lights in the area of Tulip and Cedar Avenues as a result of the program for increased street lighting authorized earlier. Requested the item be removed from the agenda.
2. Street Lights: Reported that there are no Pepco poles on Heather Avenue Service Drive to which to attach street lights. Installation of these poles and anchors would cost approximately \$1,000.00, plus the annual cost of lighting. Pepco has recommended that two 2500 lumen lights be installed on poles at the entrances of the service drive, one on the existing pole at the west entrance and the second on the existing pole at the south entrance. Suggested that the home owners on the Drive may wish to install flood lights at the rear of their properties. Moved that Pepco be authorized to install two 2500 lumen lights at the west and south entrances to Heather Avenue Service Drive at an increase in annual cost of \$51.40. The motion was seconded by Councilman Jones and duly carried. Requested the Police Department to supply information as to the number of thefts in the neighborhood and to patrol the area at night when possible.
3. Ritchie Avenue Right of Way: The City Administrator reported on a meeting at which the owners of the property and their attorney and the County attorney and Mr. Soward, Chief of Zoning Enforcement were present. A verbal agreement was reached, and there are hopes the project will move along.
4. Personnel: Reported that Mrs. Nancy Cole, secretary for the Public Works Department for nearly ten years, has resigned to accept a position with the Post Office. Moved that Mrs. Nancy Cole's resignation be accepted with regrets, retroactive to February 6, 1968. The motion was duly seconded and carried.

FIRE PROTECTION COMMITTEE: Councilman Turner reporting

1. Personnel: Moved that Lietenant Karl F. Kearns be given a permanent appointment to the Fire Department as Training Officer, retroactive to February 1, 1968. The motion was seconded by Councilman Kennedy and duly carried.
2. Rules and Regulations: Reported that the present Rules and Regulations were first approved in 1948. There have since been many changes, but never a complete revision. Remarked that copies of the new Rules and Regulations have been distributed to all members of the Council for study and proposed the following Resolution:

RESOLUTION

WHEREAS, it has been determined that the Fire Department Rules and Regulations are in need of revision and up-dating,

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND, that the "Rules and Regulations, City of Takoma Park Fire Service" is hereby approved and adopted.

The motion was seconded by Councilman Geib and the Resolution was duly adopted.

There being no further business to come before the Mayor and Council, the meeting was adjourned at 10:20 p.m. to reconvene in Regular Session on February 26, 1968 at 8:00 p.m.

NOTE: The following mimeographed pages constitute the Fire Department Rules and Regulations adopted above with each page having been Certified by the City Administrator and Fire Chief LaScola.

Attest: *Rodney D. Smith*
Deputy Clerk-Treasurer

Approved: *George M. Miller*
Mayor

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50,000.00
50,000.00
50,000.00
50,000.00

48,465.74
48,227.50
27,644.80
\$ 252,196.92

Due for Maturity 6/30/68
Due for Maturity 7/31/68
Due for Maturity 6/30/68
Total

FINANCIAL STATEMENT: City Administrator Pridgen reportingBANK BALANCE AS OF JANUARY 31, 1968SUBURBAN TRUST COMPANY - GENERAL FUND

Balance as of December 31, 1967	\$ 17,387.45	
*January Receipts	<u>124,422.69</u>	\$ 141,810.14
January Disbursements		<u>101,521.56</u>
Balance as of January 31, 1968		<u>\$ 40,288.58</u>

*Includes sale of two \$50,000.00 Treasury Bills

SUBURBAN TRUST COMPANY - PAYROLL ACCOUNT

Balance as of December 31, 1967	\$ 13,525.95	
January Transfers from General Fund	<u>57,250.35</u>	\$ 70,776.30
January Disbursements		<u>61,066.92</u>
Balance as of January 31, 1968		<u>\$ 9,709.38</u>

CITIZENS BANK OF MARYLAND - GENERAL FUND

Balance as of December 31, 1967	\$ 5,410.44	
No receipts during January	<u>---</u>	\$ 5,410.44
January Disbursements		<u>5,000.00</u>
Balance as of January 31, 1968		<u>\$ 410.44</u>

CITIZENS BANK OF MARYLAND - SPECIAL ASSESSMENTS FUND

Balance as of December 31, 1967	\$ 81.38	
January Receipts	<u>300.00</u>	\$ 381.38
No Disbursements during January		<u>---</u>
Balance as of January 31, 1968		<u>\$ 381.38</u>

CITIZENS BANK OF MARYLAND - RECREATION SAVINGS a/c T-63

Balance as of December 31, 1967	\$ 1,367.27	
January Receipts	<u>11.00</u>	\$ 1,378.27
No Disbursements during January		<u>---</u>
Balance as of January 31, 1968		<u>\$ 1,378.27</u>

AMERICAN NATIONAL BANK OF MARYLAND - GENERAL FUND

Balance as of December 31, 1967	\$ 93.54	
No transactions during January	<u>---</u>	\$ 93.54
Balance as of January 31, 1968		<u>\$ 93.54</u>

PETTY CASH FUND

Balance as of January 31, 1968		<u>\$ 200.00</u>
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U. S. TREASURY SECURITIES

	<u>COST</u>	<u>MATURITY VALUE</u>
Due for Maturity 2/29/68	\$ 49,096.25	\$ 50,000.00
Due for Maturity 3/31/68	48,733.26	50,000.00
Due for Maturity 4/30/68	48,465.14	50,000.00
Due for Maturity 5/31/68	48,257.50	50,000.00
Due for Maturity 6/30/68	57,644.80	60,000.00
Total	<u>\$ 252,196.95</u>	<u>\$ 260,000.00</u>

RULES AND REGULATIONS

CITY OF TAKOMA PARK

FIRE SERVICE

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*Raymond Pridgen
City Administrator, Clerk-Treasurer
February 12, 1968
#1*

S. La Scala

ARTICLE I: APPLICANTS AND APPLICATIONS

Section 1. Open Continuous Applications: As a general policy, in order not to lose competent applicants, the Fire Service will accept applications at any time whether or not a vacancy has occurred. As they qualify, names of applicants may be inserted on a eligibility list when such action is deemed necessary and in the best interest of the Fire Service.

Section 2. METHOD OF APPLICATION: Unless otherwise specified, each applicant for a Merit system position within the Fire Service, shall make application on the standard form. He shall submit such application to the Chief of the Fire Service, after which, the application and all related material shall be considered the property of the department.

Section 3. APPOINTMENT: Before an appointment can be made to a Merit system position, (or an advancement made) within the Fire Service, a vacancy must have occurred by reason of a resignation, retirement, death, promotion, dismissal, or a new position created by the Mayor and City Council.

Section 4. REQUIREMENTS FOR APPOINTMENT: The basic qualifications for a Merit system appointment to the Fire Service are as follows: (a) Applicant must be of good moral character, (b) Pass a physical examination in accordance with Art. II, Sec. 2, of these Rules and Regulations, (c) Be a high school graduate (this requirement may be waived provided that the applicant agrees to obtain a high school equivalency certificate during his probationary period, and its waiver is so recommended by the Chief of the Fire Service. Having agreed to, but failing to comply, the appointee would be subject to dismissal from the Fire Service), (d) Furnish at least three names of persons having a knowledge of applicants background and character, (e) have reached his twenty first (21st) birthday, but not passed his thirty second (32nd) birthday at time of appointment, (this requirement may be waived by the Mayor and City Council if the applicant has extended experience or other special qualifications needed at the time of appointment), (f) pass a written examination as required by the Chief of the Fire Service prior to appointment, after which it shall be placed on file until a vacancy occurs.

Section 5. CAUSES FOR REJECTION: Any of the following may be deemed by the Chief of the Fire Service as sufficient cause for rejection of an applicant:

1. Lack of specified minimum qualification requirements
2. Intentionally making a false statement
3. Lack of physical, mental, or personal requisites deemed necessary for the effective performance of the duties and responsibilities of a position.
4. Habitual or excessive use of drugs or alcoholic beverages.

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*Haynes M. Lindgren
City Administrator, Book-Treasurer
February 12, 1967 #2*

A. La Scala

5. Civil or criminal record.
6. Disloyalty record.
7. Record of dismissal or resignation but not in good standing.
8. Lack of United States citizenship.
9. Failure to make application in accordance with established procedure.
10. Failure to make a complete application on standard form provided
11. Discharge or dismissal from the Military Service under conditions other than honorable.
12. Such other causes as deemed sufficient by the Chief of the Fire and/or the Mayor and City Council.

Section 6. NOTIFICATION OF REJECTION: Each applicant whose application is rejected may be so notified by the Chief of the Fire Service if he requests such notification when filing his application.

Section 7. NOTIFICATION OF ACCEPTANCE: Each applicant whose application is accepted will be so notified and will be advised:

1. That he is to report for interview, and/or
2. That he is to report for examination (oral, written, job performance, or any combination thereof) and interview on a given date, and/or
3. That his application is being filed, and that he may be called in for interview and/or examination when a position for which his application was accepted for is to be filled.

Section 8. REFERENCES AND INVESTIGATIONS: The Chief of the Fire service shall establish whatever reference and investigation requirements he deems necessary to determine the reputation, competence, honesty, stability, dependability, etc., of each applicant for a Merit system appointment. All applicants for a Merit system position shall be required to comply with all reference and investigatory requirements established in order to be considered qualified and/or to be given final consideration.

Section 9. DISQUALIFICATION AFTER APPOINTMENT: In the event it is necessary to appoint an applicant to a Merit system position before an investigation is completed, an applicant may be certified by the Chief of the Fire Service as ineligible for continuance in a Merit system position if the results of the investigation show that he possess an unsatisfactory record. In such cases the Chief of the Fire Service may dismiss an employee.

1 - 2.

Haynes M. Pringle
City Administrator, Clerk-Treasurer
 February 12, 1968 #3

L. J. La Scala

ARTICLE II: REQUIREMENTS OF PHYSICAL CONDITION AND EXAMINATION

Section 1. HEALTH REQUIREMENTS: Each person applying for a Merit system position must be completely free from serious ailments and must otherwise be of sufficient health and vigor to perform the duties and responsibilities of the position for which he is making application. A Physician designated in accordance with Article 6, section 5 of the Municipal Code, shall determine the health and physical requirements for Merit system positions, and his decisions shall be final.

Section 2. PHYSICAL EXAMINATION REQUIREMENTS: Each eligible applicant, recommended for appointment to a Merit system position, shall be required to undergo a thorough physical examination by a Physician of the City of Takoma Park within a relatively short period before such appointment is approved by Council action. If for some reason an extended period of time elapses before appointment, or when it is determined that there may have been a change in the applicants physical condition, he may be required to pass another physical examination before he can be appointed.

Section 3. MEDICAL REPORT: The Physician shall prepare for each examined applicant, a complete medical evaluation report, which shall contain his findings and recommendations. This medical report shall be placed on file with the persons application, and shall be considered part of the official records of the applicant.

Section 4. MINOR OR CORRECTABLE DEFECTS: Minor or correctable defects may not cause an otherwise eligible applicant to be barred from employment. If the defects are of such a nature that the applicant might constitute a poor health risk, or if they are of such a nature as to render the applicant incapable of fully performing the duties and responsibilities of the position involved, the applicant shall be ineligible for appointment at that time. He shall however, be entitled to consideration again when the defects have been corrected, provided that a vacancy exists. If it is found that an employee has minor correctable defects which might make him a poor risk, he shall be given a reasonable period of time to correct such defects. Failure to take corrective action may be deemed cause for dismissal or other appropriate personnel action in accordance with the Municipal Code, or these Rules and Regulations.

Section 5. TUBERCULOSIS TEST: Each permanent Merit system employee may be required to take, at least once each calendar year, a chest X-Ray examination or tuberculin skin test at such a time and place as may be determined by the Chief of the Fire Service.

Section 6. SPECIAL PHYSICAL EXAMINATIONS: Whenever it appears that an employee has an ailment which adversely affects his own competence and/or the well being of either the public or other employees, or causes him to use sick leave in such a manner which appears to be

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excessive, the Chief of the Fire Service may require him to discontinue work immediately and/or to be examined by the City Physician, who shall report his findings to the Chief of the Fire Service. Any employee who is required to discontinue work, may not return to work until cleared by the City Physician, authorized to by the Chief of the Fire Service. The leave status of such an employee shall be determined by the Mayor and City Council.

Section 7. PERIODIC PHYSICAL EXAMINATIONS: In accordance with the recommendations of the Maryland Fire Underwriters Rating Bureau, all employees past the age of fifty five (55) years, shall be required to take an annual physical examination.

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ARTICLE III: APPOINTMENTS

Section 1. APPOINTMENT: Having met the requirements of Article I, Section 3 and 4, and Article II, section 2, of these Rules and Regulations, all appointments as a firefighter shall be subject to a one (1) year probationary period, and the employee classed as a probationary employee in accordance with Article 6, section 3, of the Municipal Code. During this time the provisions of Article VII, Section 2 - a, of these Rules and Regulations shall be complied with, after which, the appointment shall become permanent upon recommendation of the Chief of the Fire Service, and approved by Council action.

Section 2. TEMPORARY APPOINTMENT: All temporary appointments shall be made in accordance with Article 6, Section 4, of the Municipal Code.

Section 3. EXTENTION OF PROBATIONARY PERIOD: This provision shall only apply where an employee has lost a considerable amount of time during his probationary period due to injury in the line of duty, or an unforeseen illness. In this event the probationary period may be extended to allow for satisfactory completion of period.

Section 4. SEPERATION DURING PROBATIONARY PERIOD: If at any time during a probationary period or extention there of, the Chief of the Fire Service determines that a probational status employee's work record or work attitude is unsatisfactory, he may accord such employee the opportunity to resign, or he may dismiss such employee.

Section 5. PROBATIONARY PERIOD NOT ENDED AUTOMATICALLY: Permanent status may be granted only in accordance with Section 1 of this article.

Section 6. PROCEDURE FOR RECOMMENDING PERMANENT STATUS: A permanent status recommendation must be in writing, and shall be made to the Mayor and Council through the Fire Protection Committee. Such recommendations shall be made by the Chief of the Fire Service, and shall contain a statement that the employee's work record is at least satisfactory.

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ARTICLE IV: DUTIES AND RESPONSIBILITIES OF MEMBERS AND OFFICERS

Section 1. DUTIES AND RESPONSIBILITIES OF ALL MEMBERS: The following duties and responsibilities shall apply to all members of the Fire Service:

- a. All members of the department are subject to, and shall comply with the Rules and Regulations, and General Orders of the department, or any other laws of the City or State that effect the Fire Service.
- b. They shall familiarize themselves with, and be obedient to the Rules and Regulations, and General Orders affecting the operations of the Fire Service. They shall also familiarize themselves with the contents of all OFFICIAL communications posted from the Mayor and City Council, the Fire Protection Committee, Fire Chief, or other Officers of the Department.
- c. Members shall, at all time, exercise precautionary measures to avoid injury to themselves and/or others, while in performance of duty. They shall report any accident, or injury to themselves and/or others to the Company Officer at the earliest possible time, no matter how trivial or small.
- d. They shall accord obedience to superiors, and courtesy and respect to all members and to the public.
- e. Inefficiency or indifference in the performance of duties could be cause for disciplinary action.
- f. They shall familiarize themselves with practices and procedures relative to Department operations, which will enable them to perform their duties efficiently.
- g. All members shall notify the Paid Officer in charge of any or all matters coming to their attention which may affect the interest and welfare of the Department or the personnel thereof.
- h. They shall refer all requests for information regarding the policies or procedures of the department to the Paid Officer on duty.

Section 2. DUTIES AND RESPONSIBILITIES OF PRIVATES & P.F.C.'s

- a. GENERAL STATEMENT OF DUTIES: Performs fire prevention and fire fighting duties; does related work as required.
- b. NATURE OF WORK: This is skilled fire-fighting work in combating, extinguishing, and preventing fires; in answering emergency calls; and in operation and maintenance of fire department equipment, apparatus, and quarters. Work involves training for and participating in duties of protecting life and property by fire-fighting and rescue activities, usually under close supervision.

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Employees, and Volunteer members of the Fire Crew, of this class are required to learn and participate in the operation of apparatus and the performance of hazardous tasks under emergency conditions which may require strenuous exertion under such handicaps as smoke and cramped surroundings. Although fire-fighting and rescue work are the most difficult and responsible areas of activity, the major portion of time is spent drilling and studying methods, techniques, and organization, and in routine duties in the care and maintenance of fire department property and equipment. Specific orders and directions are given by superior officers but the work requires initiative and a thorough individual understanding of fire-fighting methods.

- c. **EXAMPLES OF WORK:** Attends training courses; reads and studies assigned materials related to fire-fighting and prevention. Responds to fire alarms with company; operates pumps; aerial ladders, and auxiliary equipment; lays and connects hose; directs fog or water streams; Raises and climbs ladders; uses a variety of small tools and other equipment. Ventilates burning buildings by opening windows and skylights or by chopping holes in roofs and floors; removes persons from danger; administers first aid to injured persons; performs salvage operations such as throwing salvage covers, sweeping water, and removing debris. Performs general maintenance work in the upkeep of fire department property; cleans and washes walls and floors; makes minor repairs to property and equipment; washes, cleans, polishes, and tests apparatus. Relays instructions, orders, and information; gives location of alarms received from dispatcher. May perform fire inspections for compliance with fire prevention ordinances. Performs related work as required.
- d. **REQUIRED KNOWLEDGE AND SKILLS:** Mental alertness; mechanical aptitude; ability to get along with others; willingness to perform any assigned task; conscientiousness and dependability; excellent physical condition.

Section 3. DUTIES AND RESPONSIBILITIES OF DRIVER OPERATORS:

- a. **GENERAL:** All apparatus shall be driven carefully, and with the utmost regard for the personnel thereon, and its mechanical condition. Only those members qualified to drive and operate after compliance with the applicable sections of Article VII of these Rules and Regulations, shall drive and/or operate equipment during emergency response or operation.
- b. **DRIVER RESPONSIBILITY:** The leeway afforded to the response of authorized emergency vehicles in Art. 66 $\frac{1}{2}$ (Motor Vehicle Laws), in no way relieves the driver of any emergency vehicle from the responsibility of using extreme care and proper precautions when responding to alarms.

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- c. **USE OF EMERGENCY DEVICES:** When responding to an alarm, all warning devices shall be used continuously as provided by law. As soon as possible after arrival on the scene, all unnecessary lights shall be turned off. Only those lights necessary to warn traffic shall be left on. Emergency signaling devices will not be used when on transfers to other companies, or when returning to quarters.
- d. **VEHICLE RIGHT-OF-WAY:** When responding to an alarm, due caution shall be used to avoid meeting other apparatus at intersections, or cut-offs. On approaching intersections, the apparatus going straight through shall have the right of way. For apparatus approaching head on, that apparatus making a right turn shall have the right of way.
- e. **PARKING APPARATUS IN ENGINE ROOM:** When parked in the Engine room prepared for response, apparatus shall have hand brake set, and gear shift in neutral position.
- f. **PARKING OUTSIDE OR ON FIRE SCENE:** It shall be the responsibility of the operator of a vehicle to effectively secure his vehicle when leaving it unattended. This shall be accomplished in the following manner:
1. Set hand break
 2. Set hill holder
 3. Placing wheel chocks
- g. **APPARATUS CHECK:** Drivers on both day and night shift shall be responsible for checking apparatus and equipment immediately after line up. Day shift check shall be completed no later than 0900 hours by the assigned drivers of the Engine Co., Truck Co., and the Ambulance. This check shall consist of the following:
- | | |
|------------------------------|----------------------------------|
| 1. Oil level of crankcase | 10. Position of appliances |
| 2. Gasoline | 11. Ladder mounting brackets |
| 3. Radiators | 12. Operation of Discharge gates |
| 4. Booster tanks | 13. Operation of Nozzle cut-offs |
| 5. Radios | 14. All handlamps |
| 6. Tire Pressures | 15. Priming resevoirs |
| 7. All running lights | 16. Generator gasoline supply |
| 8. Position of pump controls | 17. Condition of compartments |
| 9. Position of Aerial cont. | 18. Oxygen equip. Amb. 29 |
19. Condition and air content of all masks and spare bottles.
 20. Grease cups on distributors and water pumps where applicable
 21. Floor boards on apparatus swept and vacuumed.
- h. **REPORT OF FINDINGS:** It will be the responsibility of all men checking apparatus and equipment to report their findings to the Company Officer upon completion of the apparatus check.

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It will then be the duty and responsibility of the Company officer to make the proper entry in the log book. If any corrections are needed, the Company officer will see that they are made. If something is found that will need a purchase to correct, the Company officer will contact the Administrative officer.

- i. BATTERIES: Shall be checked at least twice each week, on Monday and Friday, or more often if the radios and sirens are used to an excess. When the specific gravity reaches a low of 1220, the charger shall be connected and used until the specific gravity reaches at least 1260. Water in the batteries shall be kept at least one quarter inch above the plates. Clean faucet water may be used. It shall be the responsibility of the Engine Co. driver to see that the batteries are checked.
- j. On Tuesday of each week the drivers on day shift shall check all First Aid kits, working condition of all Circle D lights, Air manifold system, and large oxygen bottle on Amb. 29.
- k. GENERAL CLEANING: All apparatus and equipment shall be kept in a clean and usable condition at all times. Except in freezing weather apparatus shall not be backed into quarters at any time with muddy tire, wheels, or fenders. Apparatus shall be dusted or wiped each day. All tools and appliances shall be oil wiped, polished, or cleaned, whichever is feasible, once each week.
- l. CLEANING AFTER CALLS AND DRILLS: All personnel, regardless of which piece of apparatus they rode on will assist the drivers in the cleaning of apparatus upon returning to quarters. It will be the duty and responsibility of the drivers to see that everything is done to insure that the apparatus is ready for the next alarm. This sub-section shall apply to any detail, drill, parade, etc., that a piece of apparatus may be used for.

Section 4. DUTIES AND RESPONSIBILITIES OF ALL OFFICERS.

- a. They shall be responsible for the full performance of duties delegated to them by the Mayor and City Council and/or the Chief of the Fire Service, and shall comply with and require subordinates to comply with all Rules and Regulations, General Orders, practices, and procedures of the Department.
- b. They shall be just, dignified, and firm in dealing with subordinates, and shall see that order and discipline are maintained. A domineering attitude and abusive language are prohibited. The wrongful or injurious exercise of authority on the part of any Officer of the department, may be made the basis for disciplinary action.
- c. They shall be responsible for the completeness, accuracy, and dispatch of all reports and records with which they and their subordinates are concerned

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- d. They shall take all precautionary measures to prevent unnecessary risks to members of the department, and all other persons.
- e. In the presence of subordinates, no Officer shall adversely criticize the Department policy, or the Departmental activities of other Officers.
- f. They shall not permit any unauthorized persons to respond on alarms or ride emergency apparatus. Authorized personnel shall include members of the Department in accordance with Art. 4, Sec. 3, of the Municipal Code, and qualified members of other Departments approved by the Officer in charge.

Section 5. SPECIFIC DUTIES OF OFFICERS

- a. FIRE CHIEF: Shall be in accordance with Article 4 of the Municipal Code.
- b. DEPUTY FIRE CHIEF: The Deputy Fire Chief shall be subordinate to the Fire Chief, and shall perform any duties assigned to him by the Fire Chief in accordance with existing ordinances, rules and regulations, general orders, and laws, and in the absence of the Fire Chief, assume all duties and responsibilities as acting head of the department.
- c. FIRE MARSHAL: Shall be responsible for the enforcement of the City Fire Prevention Code, investigation of suspicious fires, and inspection of all buildings applicable under the Fire Prevention Code. He shall report directly to the Chief of the Fire Service.
- d. TRAINING OFFICER: Shall report directly to the Chief of the Fire Service, and shall have overall responsibility for the following activities.
 1. Development, planning, implementation, and frequent evaluation of a standard training program for all members of the Department.
 2. Establishment and maintenance of an accurate and comprehensive record system, including a monthly report to the Chief of the Fire Service, on the activities of the Training Division.
 3. Periodic review and examination of probationary members, and company operation.
 4. Preparation of a systematic and comprehensive schedule of training for both paid and volunteer personnel, and the scheduling of special training classes.
 5. Training of all drivers of emergency apparatus in accordance with Article VII of these rules and regulations.
 6. Preparation of a monthly progress report on probationary personnel after a conference with Platoon Officers.

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7. Preparation and/or approval of all necessary training manuals on required subjects or materials.

8. Prepare and execute examinations and tests on all material for progress reports and promotions within the Department.

9. Detailing Paid personnel to special training sessions consistent with the needs of the Fire Service, and or granting leave for participation in special training or accepted University of Maryland programs, subject to the approval of the Chief of the Fire Service.

e. ADMINISTRATIVE OFFICER: The Administrative Officer shall report directly to the Chief of the Fire Service, and shall have overall responsibility for the following activities.

1. Scheduling of work and leave assignments of all personnel.

2. Coordination of building maintenance, repairs, and supplies.

3. Supervision of all records and reports kept by the Fire Service.

4. He may grant the request of one subordinate member to standby for another of equal rank and/or qualification for a short time.

5. Other duties as assigned by the Chief of the Fire Service and/or the Deputy Fire Chief.

f. UNIFORM OFFICER: The Uniform Officer shall report directly to the Administrative Officer, and shall perform those duties and assignments as directed which shall include but not be limited to the following.

1. Issuance of all protective clothing and uniforms both dress, and work issue as directed. He shall see that all clothing is properly marked before issue.

2. He shall maintain a complete and accurate inventory of all protective clothing and uniforms.

3. He shall periodically survey all clothing, and recommend to the Chief of the Fire Service, the disposal of worn out clothing and equipment.

4. Perform other duties as assigned by the Chief of the Fire Service, and/or the Deputy Fire Chief.

g. COMPANY OR PLATOON OFFICERS: Company or Platoon Officers in charge shall have the following duties and responsibilities.

1. He shall respond with the company to all alarms and emergency calls, and, when first to arrive, shall assume command until the arrival of a superior.

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2. He shall thoroughly familiarize himself with his first response area, and with the duties of his command.
3. He shall train and instruct his platoon through regularly conducted standard drills as established by the Training Officer.
4. He shall not permit intoxicated or other undesirable persons to remain in or about quarters at any time. He shall not allow female visitors on fire station property between the hours of 2300 - 0800 except when performing official duties of the Ladies Auxilary or a committee of the Department.
5. He shall not permit employees to go off duty at shift change, or any other time, until properly relieved, unless other arrangements have been authorized.
6. It is his responsibility to see that his assigned crew is present and accounted for at all times.
7. He shall assign members to clean and maintain quarters, apparatus, and premises, equalizing the duties as nearly as possible.
- 8 Perform other duties as assigned by the Chief of the Fire Service and/or the Deputy Fire Chief.

Section 6. WORK SCHEDULE, HOURS OF WORK, ATTENDANCE OF EMPLOYEES, AVAILABILITY FOR RECALL.

- a. WORK SCHEDULE: Employees of the Fire Service other than the Chief and the Deputy Chief, shall be divided into platoons. One platoon shall be on night duty, and the remaining platoons on day duty. No platoon shall be assigned night duty for a longer period of time than one week. The Chief of the Fire Service shall have the authority to assign Officers, and/or members of the staff to continous day duty whenever the Fire Service will benefit by such assignment.
- b. HOURS OF WORK: The hours of duty for employees of the Fire Service other than the Chief and the Deputy Chief, shall be from 7:00 A.M. to 5:00 P.M., and 8:00 A.M. to 6:00 P.M. on day duty, and 6:00 P.M. to 8:00 A.M. on night duty with the exception of Saturday, Sunday, and Holidays, when the shift shall change at 5:00 P.M.. Those employees reporting at 7:00 A.M. shall be relieved at 5:00 P.M.. Changes to the above hours may only be made in accordance with Article 6, section 11, of the Municipal Code.
- c. ATTENDANCE OF EMPLOYEES: This sub-section shall be in accordance with Article 6, section 12, of the Municipal Code.
- d. AVAILABILITY FOR RECALL: The Chief of the Fire Service shall have the authority ti cancel days off of employees in case of an emergency requiring the presence of said off duty employees on continous duty or to replace personnel on sick leave. Each employee shall maintain a telephone in his residence and list his number

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with the Department. If any change occurs in either home address or telephone number, the Department shall be notified within 24 hours. Employees recalled to duty shall report promptly as instructed. In order to insure prompt reporting for duty, no employee shall make his place of residence in excess of 15 miles from the main fire station. Any employee recalled to duty shall receive additional pay or compensatory leave as prescribed for in the Municipal Code.

- e. **MINIMUM REQUIREMENTS:** There shall be a minimum of nine (9) able bodied employees on day duty Monday through Friday exclusive of the Chief and the Deputy Chief, and seven (7) on Saturday, Sunday or Holidays. Minimum requirements for night duty shall be four (4) at all times. There shall always be a line officer of Sergeant rank or higher on duty twenty four (24) hours a day. No employee, when on duty, shall leave the fire station except in the line of duty, or an extreme emergency.

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ARTICLE V: EFFICIENCY RATINGS, POSITIONS AND QUALIFICATIONS,,EXAMS.

Section 1. PURPOSE: This Article establishes the system to be used for promotions to the various ranks and positions, provides for written and oral examinations, efficiency ratings, method of rating individuals for annual increment and promotions, and lists the qualifications and requirements for promotion.

Section 2. EFFICIENCY RATINGS:

- a. There is hereby established, an efficiency rating system within the City Fire Service. It shall consist of five (5) general subjects; (1) Station Work, (2) Emergency Work, (3) Training, (4) Leadership, and (5) Fire Prevention. Each general subject shall consist of four (4) or more items, to be rated as outlined at the top of the printed form, and in accordance with Sub-Sec. (g) of this Section.
- b. The Chief of the Fire Service shall cause to be prepared, an efficiency rating on each employee in January and July of each year. In January of each year, the Chief of the Fire Service, may prepare an efficiency rating on all Volunteer Officers.
- c. Each Platoon Officer shall meet with the Chief of the Fire Service and the Training Officer in January and July to effect a rating on the personnel on his platoon.
- d. Platoon Officers shall be rated by the Chief of the Fire Service and the Training Officer in January and July.
- e. The Deputy Fire Chief, Training Officer and the Captain shall be rated by the Chief of the Fire Service in January and July.
- f. The Chief of the Fire Service shall cause to be completed in quadruplicate, an official efficiency rating form on each employee, based on the final point finding of the raters, and will certify and give the original copy to the employee, the second copy to the City Administrator, and file the two remaining copies in the employees personnel file.
- g. Efficiency ratings of 74 or below shall be classed as "Unsatisfactory", 75 to 79 as "Fair", 80 to 84 as "Average", 85 to 89 as "Above Average", 90 to 94 as "Excellent", and 95 and above as "Outstanding". To be eligible for an annual increment, an average of 80 or better must be maintained. For promotion, a over-all average of 85 must be maintained.
- h. In arriving at the over-all average for promotional eligibility, all ratings from date of current employment shall be used.
- i. Any efficiency ratings of less than 75, or more than 95 must be justified in writing and attached to the efficiency rating form.

Section 3. POSITIONS AND RANKS: The Officer ranks, and positions

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of the Fire Service shall consist of the following: Municipal Chief, Deputy Chief, Fire Marshal, Training Officer, Captain, Lieutenant, Sergeant, Private First Class, and Private. The positions of Captain, Lieutenant, Sergeant, and Private may be held by both Paid and Volunteer personnel.

Section 4. REQUIREMENTS FOR PROMOTION: In general, all requirements for promotions, i.e., efficiency ratings, examinations, length of service etc., shall be the same for both paid and volunteer positions, except that there shall be no competition between paid and volunteer eligibles for promotion, i.e., paid versus paid, and volunteer versus volunteer, for vacant positions. Volunteer Officers shall be subordinate to Paid Officers of the same rank and title.

- a. ADVANCEMENT TO P.F.C.: For advancement from Private to P.F.C. a man must have served at least eighteen (18) months as a paid employee directly prior to advancement, have at least sixty (60) hours of training in Basic firemanship, and a current card in Advanced First Aid, be a qualified driver and operator on ALL motorized equipment of the City Fire Service, and have an average efficiency rating of 85 or better, and be recommended by the Chief of the Fire Service.
- b. PROMOTION TO SERGEANT: For promotion to Sergeant the provisions of Article I, Sec. 3 must be complied with, and in addition, a man must have served as a Private or P.F.C. for a total period of three (3) years directly prior to promotion, have satisfactorily completed all of the training as outlined in Article VII, Sec. 2, Sub-Sec "a" through "e" of these Rules and Regulations, pass a competitive examination consisting of seventy five (75) questions based on the above training requirements, have an average efficiency rating of 85 or better, and the best combined average as determined in accordance with the provisions of Section 5 of this Article, and be recommended by the Chief of the Fire Service.
- c. PROMOTION TO LIEUTENANT: For promotion to Lieutenant, the provisions of Article I, Section 3 must be complied with, and in addition, a man must have served as a Sergeant for at least two (2) years directly prior to promotion, pass a competitive examination of one hundred (100) questions based on the training requirements of Article VII, Section 2, Sub-Sec. "a" through "f", have an average efficiency rating of 85 or better, the best combined average in accordance with the provisions of Section 5 of this Article, and be recommended by the Chief of the Fire Service.
- d. PROMOTION TO CAPTAIN: For promotion to Captain, the provisions of Article I, Sec. 3 must be complied with, and in addition, a man must have served as a Lieutenant for at least two (2) years, or a combination of Sergeant and Lieutenant for three (3) years, or as a Sergeant for a period of four (4) years, pass a competitive examination of one hundred and twenty five (125) questions based on the Training requirements of Article VII, Section 2, Sub-Sec. "a" through "f", have an average efficiency rating of 85 or better, the best combined average in accordance with the provisions of

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Section 5 of this Article, and be recommended by the Chief of the Fire Service.

- e. PROMOTION OR APPOINTMENT TO TRAINING OFFICER: Before promotion or appointment to Training Officer can be made, Article I, Sec. 3 must be complied with, and in addition a man must have satisfactorily completed all training as outlined in Article VII of these Rules and Regulations or equivalent, have satisfactorily completed a formal Instructor Training course offered by the University of Maryland or other acceptable school or agency, served as a field instructor for not less than ten (10) years for the University of Maryland or equivalent Fire Service Extension.
- f. PROMOTION OR APPOINTMENT TO FIRE MARSHALL: Before promotion or appointment to Fire Marshall can be made, Article I, Sec. 3 must be complied with, and in addition a man must have a minimum of at least five (5) years experience in Fire Prevention work, or in lieu of the experience, pass a competitive examination of one hundred and fifty (150) questions on the City and State Fire Prevention Code.
- g. PROMOTION TO DEPUTY CHIEF: For promotion to Deputy Chief, the provisions of Article I, Sec. 3 and Section 4, Sub-Sec. "d" of this Article must be complied with. For appointment to Deputy Chief from outside of the Department, the applicant must be a graduate of the Municipal Fire Administration Course of the International City Managers Assn. or equivalent, and have had at least fifteen years service as a paid fireman, including service through the rank of Captain.
- h. PROMOTION TO MUNICIPAL CHIEF: For promotion or appointment to Municipal Chief, the provisions of Article I Sec. 3 must be complied with, and any other requirements as set forth by the Mayor and City Council.

Section 5. GENERAL AVERAGE FOR PROMOTION: To arrive at the general average for promotional purposes, the following procedure shall be followed.

- 1. Written Examination - 60%
- 2. Oral Interview - 20%
- 3. Efficiency Rating - 15%
- 4. Length of Service - 5%

Section 6. ELIGIBILITY FOR EXAMINATION: All persons meeting the training and efficiency requirements shall be eligible to take any examination for promotion when such examination is given. In order to be considered for promotion a MINIMUM grade of 75 must be made. Tests results will be held on file for a period of one (1) year.

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J. La. Cole

FIRE DEPARTMENT
CITY OF TAKOMA PARK
MARYLAND

E F F I C I E N C Y R A T I N G

NAME: _____ RANK: _____

DATE: _____ RATING PERIOD: from _____ to _____

Numerical Values: 74 or below - Unsatisfactory, 75 to 79 - Fair, 80 to 84 - Average, 85 to 89 - Above Average, 90 to 94 - Excellent, 95 and up - Outstanding.

STATION WORK

- | | |
|---|-------------------------------|
| 1. Attitude towards duties _____ | 5. Contacts with public _____ |
| 2. Knowledge of duties _____ | 6. Quality of work _____ |
| 3. Attitude towards other personnel _____ | 7. Personal appearance _____ |
| 4. Initiative _____ | 8. Promptness _____ |
| | AVERAGE: _____ |

EMERGENCY WORK

- | | |
|-------------------------------------|-------------------------------|
| 1. Use of standard techniques _____ | 4. Initiative _____ |
| 2. Adjustment to situation _____ | 5. Observance of safety _____ |
| 3. Ability to use equipment _____ | AVERAGE: _____ |

TRAINING

- | | |
|-----------------------------------|-------------------------------|
| 1. Knowledge of apparatus _____ | 5. Conformity _____ |
| 2. Knowledge of basic tech. _____ | 6. Observance of safety _____ |
| 3. Knowledge of City geog. _____ | 7. Capacity to develop _____ |
| 4. Attitude towards assign. _____ | AVERAGE: _____ |

LEADERSHIP

- | | |
|-----------------------------------|------------------------------------|
| 1. Supervisory ability _____ | 4. Disciplinary control _____ |
| 2. Planning and assigning _____ | 5. Ability to make decisions _____ |
| 3. Training and instruction _____ | AVERAGE _____ |

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J. La. Wells

Efficiency Rating - continued

FIRE PREVENTION

- | | |
|--|------------------------------|
| 1. Ability to make inspections _____ | 3. Adequacy of reports _____ |
| 2. Ability to recognize hazardous conditions _____ | 4. Knowledge of code _____ |
| AVERAGE _____ | |

GENERAL AVERAGE OF ALL SUBJECTS _____

CERTIFICATION OF RATERS:

The undersigned certify that this report constitutes their best judgment of the service efficiency of this employee, and is based on personal observation of his work.

MUNICIPAL FIRE CHIEF

TRAINING OFFICER

PLATOON OFFICER

DATE

CERTIFICATION OF EMPLOYEE

I hereby certify that I have met with the above Officers and discussed this report.

EMPLOYEE

DATE

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ARTICLE VI: RESPONSE TO ALARMS

Section 1. DISPATCH OF APPARATUS: The Chief of the Fire Service shall cause either directly or by written and posted orders, the proper dispatch of all apparatus and equipment with the type of alarm received except that, there shall always be at least one engine company within the responsible area of operation of the Takoma Park Fire Department.

Section 2: MUTUAL AID AGREEMENTS: The Chief of the Fire Service shall be authorized to negotiate agreements with other Fire Departments concerning response to alarms, rescue calls, fill-ins, etc., provided that Sec. 1 of this Article is not violated, and that such agreements are made in accordance with Article 4 Sec. 16, of the Municipal Code.

Section 3: OPERATOR FOR ALARM ROOM AND LAST ENGINE COMPANY: On all still alarms, response of apparatus into another area, or a call in Takoma Park not requiring the entire resources of the Takoma Park Fire Department, at least one employee must be left in quarters to operate the alarm and communication system, and/or drive and operate the last engine company in quarters if required to do so.

Section 4: MINIMUM AND MAXIMUM MANNING OF APPARATUS: In responding to alarms within the corporate limits of the City of Takoma Park or assigned tax areas, there shall be at least four (4) men on the first piece of apparatus to respond, or two men in the ambulance if it responds first.

- a. The maximum number of men to ride any "Conventional" pumping engine shall be five (5); the minimum number shall be four (4).
- b. The maximum number of men to ride any "Cab Forward" pumping engine shall be seven (7); the minimum number shall be four (4).
- c. The maximum number of men allowed to ride the Aerial Truck (straight service aerial) shall be five (5); the minimum shall be four (4). However, if three men are available, and a reasonable time has elapsed, or there is smoke showing on the scene, the Aerial Truck may respond with three (3) men.
- d. The maximum number of men to respond with the Ambulance on any call other than a fire call shall be three (3). Under no circumstances is the Ambulance to leave quarters with less than two (2) men.
- e. The maximum number of men to ride the Ambulance on any FIRE CALL shall be four (4), as long as rescue work is not being done. Under no circumstances can this section be changed except by the Fire Chief or Acting Chief of the Department. For Training purposes the requirements listed in this Section may be changed by the Training Officer or Officer in Charge at the time of need.

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Section 5. MUTUAL AID RESPONSE: When responding outside of the Takoma Park Fire Department's area of primary responsibility, minimum crews shall be on the apparatus.

Section 6. RESPONSE TO FILL-INS: Upon receipt of a call to "Fill-IN", all traffic laws are to be obeyed, and no red lights or sirens are to be used. If while enroute to a fill-in, a call is received by radio to respond elsewhere, an emergency then exists and the Officer-in-Charge shall be governed accordingly. When responding to a Mutual Aid fire or on a fill-in, there must be an OFFICER on the engine company that responds.

Section 7. ORDER OF RESPONSE: On all building fires in Takoma Park Fire Department's area of primary responsibility, the Aerial Truck shall respond or be dispatched between the first and second engine company.

1. First quarter 1 hour
2. Second quarter 1 hour
3. Third quarter 1 hour
4. Fourth quarter 1 hour

This area of training will generally be self study program with assistance from the Training Officer and/or Station Officer where needed.

D. SPECIAL TRAINING - FIRE 10 HOURS

1. Fire Service 7 hours
2. Hose Evolutions 1 hour
3. Ladder Evolutions 1 hour
4. Doubled Hose and Ladder 1 hour
5. Drill Tools 1 hour
6. Ventilation 1 hour
7. Salvage Operations 1 hour
8. Ropes and Knots 1 hour
9. Breathing Equipment 1 hour
10. Fire Streams 1 hour
11. Examination 1 hour

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ARTICLE VII: TRAINING

Section 1. GENERAL: In order to maintain a well trained and efficient Fire Service, the personnel of the Fire Service as outlined in Article 4 Section 3 of the Municipal Code, shall participate in the Training program in accordance with the provisions of this Article.

Section 2. TRAINING SEQUENCE: The following sequence of training, subject heading, and time assigned to each subject, shall be the official training program of the Fire Service.

a. PROBATIONARY TRAINING: To consist of the following headings and time assignments in accordance with the Probationary Manual.

- | | |
|-------------------|-----------|
| 1. Orientation | 11½ hours |
| 2. First Quarter | 3 months |
| 3. Second Quarter | 3 months |
| 4. Third Quarter | 3 months |
| 5. Forth Quarter | 3 months |

This area of training will generally be a self study program, with assistance from the Training Officer and/or Platoon Officer where needed.

b. SKILLS TRAINING - FIRE: 60 hours

- | | |
|------------------------------|---------|
| 1. Fire Behavior | 3 hours |
| 2. Hose Evolutions | 6 hours |
| 3. Ladder Evolutions | 6 hours |
| 4. Combined Hose and Ladders | 6 hours |
| 5. Small Tools | 6 hours |
| 6. Ventilation | 3 hours |
| 7. Salvage Operations | 6 hours |
| 8. Ropes and Knots | 6 hours |
| 9. Breathing Equipment | 9 hours |
| 10. Fire Streams | 6 hours |
| 11. Examination | 3 hours |

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c. SKILLS TRAINING - FIRST AID

1. Standard
2. Advanced

Time as required by Red Cross

d. SPECIAL TRAINING

1. Prerequisites for Driver Training - 10 hours

- 1.1 Defensive Driving Course - 8 hours
- 1.2 Psychophysical Test
 - a. Visual Acuity
 - b. Color Recognition
 - c. Depth Perception
 - d. Field of Vision
 - e. Reaction Test

1.3 Communications - 2 hours

2. Driver Training - Engine Company - 52 hours

- | | |
|--------------------------------------|----------|
| 2.1 Pump Construction | 3 hours |
| 2.2 Gauges and their use | 3 hours |
| 2.3 Pump Operation - General | 6 hours |
| 2.4 Pump Operation - Relay | 6 hours |
| 2.5 Pump Operation - Draft | 6 hours |
| 2.6 Hydraulics | 6 hours |
| 2.7 Examination | 2 hours |
| 2.8 Actual Driving & Obstacle course | 20 hours |

3. Driver Training - Truck Company - 26 hours

- | | |
|---------------------------------------|----------|
| 3.1 Aerial Operation, theory & actual | 16 hours |
| 3.2 Actual Driving & Obstacle Course | 10 hours |

4. Apparatus Maintenance - 6 hours

- 4.1 Engine Company
- 4.2 Truck Company

e. INFORMATIONAL TRAINING - 100 hours

- | | |
|--------------------------------|----------|
| 1. Automatic Sprinklers | 6 hours |
| 2. Fire Prevention Inspections | 10 hours |
| 3. Heating and Cooling Units | 4 hours |
| 4. High Rise Procedure | 4 hours |
| 5. Rescue Training | 26 hours |

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Informational Training - cont.

6. Radiological Monitoring 20 hours
7. Arson Investigation & Rec. 10 hours
8. Special Fire & Problems 20 hours

f. OFFICER TRAINING - 75 hours

1. Introduction & Firemanship 3 hours
2. Leadership 3 hours
3. Instructor Training 15 hours
4. Administration 3 hours
5. Public Relations 3 hours
6. Clerical & Fiscal Oper. 6 hours
7. Fire Ground Operations 15 hours
8. Civil Disturbance Oper. 3 hours
9. Staff & Command Oper. 18 hours
10. Examination 3 hours

Section 3. CHANGES IN PROGRAM: The types or sections of training shall be taken in sequence by both Paid and Volunteer personnel, however, the subjects within each section may be shifted to meet weather, instructor availability, departmental, and other requirements.

Section 4. TRAINING OF PAID PERSONNEL: The Training Officer shall be authorized to establish and assign regular periods of instruction and training for the on duty paid personnel, both day and evening shifts. Minimum hours of training for day shift sessions shall be two (2) hours, and one, and one half ($1\frac{1}{2}$) hours for the evening shift.

Section 5. TRAINING OF VOLUNTEER PERSONNEL: There shall be four (4) training periods of generally two (2) hours assigned each month.

Section 6. VOLUNTEER REQUIREMENTS: The minimum amount of training per year for volunteer personnel shall be as required by Article XVI, Section 3, of these Rules and Regulations.

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Section 7. TRAINING REPORTS: Records of all training activities shall be kept by the Training Officer, and shall contain in each case, the date, time, duration of session, subject matter, equipment used, the instructor, and the signatures of trainees present. In the event the Training Officer is not present to fill out the form, it shall be the responsibility of the class instructor to see that all information is carried on the report.

Section 8. OTHER TRAINING: Credit shall be given every member who participates in a training session or class of an accepted subject, with any other organization or Fire Department.

Section 2. QUANTITIES OF UNIFORMS TO BE ISSUED: Employees shall be furnished with at least six (6) pairs of gray pants, and shirts (long and short). There shall be white shirts for men who wear white all of the time. Two pairs of blue work pants, one coat, and one hat. Gray uniforms shall be worn only on duty in quarters. All members on uniforms while on duty shall be reported to the Company Officer and then turned over to the Fire Chief for replacement. Any employee requesting any replacement that has not reported same, may be subject to replacement by himself.

Section 3. WEARING OF DRESS UNIFORMS: Employees may wear dress uniforms to and from work, provided that the dress uniform is worn. Uniforms shall not be dispensed with or not weather by permission of the Fire Chief, provided that shirts are clean and no adornments are used. When the dress uniform is worn, dark blue or black socks must be worn. At no time is loud color socks to be worn with the dress uniform.

Section 4. CARE AND MAINTENANCE OF DRESS UNIFORMS: Dress uniforms issued to Officers and Members, both paid and volunteer, shall be kept in a clean and presentable condition and ready for wear at all times. Clothing issued to members of the Fire Service will be kept and maintained by the members at all times.

Section 5. IDENTIFICATION WEARING: No part of issued uniforms shall be worn for personal use other than for Fire Service activities. At no time shall any Officer or member wear any part of the uniform so as to be identifiable with the Fire Service of the City of Takoma Park, Maryland, in such a place or in such a manner as to bring discredit to the Fire Service.

Section 6. UNIFORMS ISSUED TO VOLUNTEER MEMBERS: Uniforms may be purchased and issued to active volunteers covered by the following manner; (1) a new member after passing a satisfactory six month probationary period shall be entitled to a new set of badge.

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ARTTICLE VIII: CLOTHING AND PERSONNEL PROTECTIVE EQUIPMENT.

Section 1. OWNERSHIP OF CLOTHING AND PROTECTIVE EQUIPMENT. All clothing and identification insignia, badges, pins, etc., worn by members of the Fire Service, City of Takoma Park, Maryland shall be purchased and owned by the City of Takoma Park. Such purchases must be approved by the Fire Chief. Clothing required for paid personnel is as follows: uniform hat, badge, uniform coat, uniform pants, blue sweater, gray work pants, gray work shirts (long and short sleeve) collar pins (Pvt. and Officer), service stars, Fire Department arm patch, hat braids for Pvt. and Officer, black ties, black shoes, white shirts for Officers, blue shirts for Privates. White and blue shirts will be issued in quantities sufficient for the duty of a man. All clothing listed in this section will be worn by the members of the Fire Service ONLY as designated by the Chief of the Fire Service.

Section 2. QUANTITY OF UNIFORMS TO BE ISSUED: Employees shall be furnished with at least six (6) changes of gray pants, and shirts (long and short). Three blue shirts, six white shirts for men who wear white all of the time. Two pair of blue serge pants, one coat, and one hat. Gray uniforms shall be worn only on duty in quarters. All damage to uniforms while on duty shall be reported to the Company Officer and than turned over to the Fire Chief for replacement. Any employee requesting any replacement that has not reported same, may be subject to replacement by himself.

Section 3. WEARING OF DRESS UNIFORM: Employees may wear dress uniforms to and from work, provided that the complete uniform is worn. Uniform coats may be dispensed with in hot weather by permission of the Fire Chief, provided that shirts are clean and no suspenders are used. When the dress uniform is worn, dark blue or black socks must be worn. At no time is loud color socks to be worn with the dress uniform.

Section 4. CARE AND MAINTENANCE OF DRESS UNIFORM: Dress uniforms issued to Officers and Members, both paid and volunteer, shall be kept in a clean and presentable condition and ready for wear at all times. Clothing issued to members of the Fire Service will be kept and maintained by the members at all times.

Section 5. UNAUTHORIZED WEARING: No part of issued uniform shall be worn for personal use other than for Fire Service activities. At no time shall any Officer or member wear any part of the uniform as to be identifiable with the Fire Service of the City of Takoma Park, Maryland, in such a place or in such a manner as to bring disgrace to the Fire Service.

Section 6. UNIFORM ISSUE TO VOLUNTEER PERSONNEL: Uniforms may be purchased and issued to active volunteer firemen in the following manner; (1) a new member after passing a satisfactory six months probationary period shall be entitled to a new cap and badge,

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prior to such completion of the probationary period, the Fire Chief may issue old hats from stock if they are available; (2) after completing one year of service, if the new member has complied with the provisions of Article XVI of these Rules and Regulations, he may be issued a tailored uniform, if, in the judgement of the Fire Chief, the Fire Service will continue to benefit from the service of the individual.

Section 7. INSIGNIA FOR DRESS UNIFORM: Insignia or patches shall be worn on the dress uniform in the following manner only:

- a. Five-year Service Stars: On the left sleeve, three (3) inches above the cuff, 1/2" apart and centered on the sleeve. On Officer coats having sleeve rank stripes, the stars shall be located 1/4" above the last stripe.
- b. Fire Department Patch: Center of left sleeve with top of patch 1/2" below shoulder seem. On blue sweaters, the patch shall be centered on the left breast.
- c. University of Maryland Patch: Any one of the Univ. of Md. patches may be worn. It shall be located on the center of the right sleeve with the top of the patch 1/2" below the shoulder seem. If worn with the instructors patch, the instructors patch shall be located 1/2" below the shoulder seem.
- d. Red Cross Patch: Center of right sleeve, three (3) inches above the cuff. On Officer coats having sleeve rank stripes, the patch shall be located 1/4" above the last stripe.

Section 8. RECALL OF UNIFORMS: When active participation in fire-fighting and crew drills by any volunteer fireman has ceased, the Fire Chief may at his discretion, recall any Fire Service property the man has in his possession.

Section 9. SPECIAL DETAILS: Full work uniform shall be worn at all times except when the Officer in charge authorizes removal of shirts during work details in hot weather, or when fatigues are authorized for work details or drills. Whenever shirts are removed, personnel shall be attired in a clean white tee shirt in good condition, tucked in at the waist .

Section 10. KEY RINGS: Keys, etc., shall not be worn on the belt unless they are neatly tucked into a rear pocket.

Section 11. PERSONNEL PROTECTIVE EQUIPMENT: Personnel protective equipment shall be purchased and owned by the Fire Service, and shall consist of: helmets, turnout coats, turnout pants, long boots, short boots, and gloves. This equipment shall be issued to all employees of the Fire Service, active Officers, and members of the Fire Crew.

Section 12. USE OF UNASSIGNED PROTECTIVE EQUIPMENT: Any Officer

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or member not having his own equipment available and using equipment hanging in the fire station shall clean and replace the equipment in the same location where he found it.

Section 13. RESPONSIBILITY FOR:

- a. Any Officer or member issued clothing and/or protective equipment shall be responsible for it
- b. The Chief of the Fire Service shall be responsible for the proper records necessary to issue and receive all personnel protective equipment and clothing. Such records shall contain the type of article, the official equipment number of each article, and the value of each article at time of purchase. These records shall be kept in a neat and legible condition and shall be subject to inspection by the Mayor and City Council at any time.

Section 14. TERMINATION OF EMPLOYMENT: Any employee who terminates his employment prior to six (6) full months of service, shall be charged one half (1/2) of the purchase price for his "Grey work uniform and black shoes". This amount shall be deducted from his final pay check. All City Fire Service patches shall be returned to the Fire Chief, and remain the property of the City.

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ARTICLE IX: PROPERTY

Section 1. GENERAL: All property owned by the City of Takoma Park, Maryland, and which has been assigned to the Fire Service, shall be entered and carried on the Fire Department property records by the Chief of the Fire Service. The Chief of the Fire Service shall be directly responsible to the Mayor and City Council for such property and property records.

Section 2. GENERAL CLASSIFICATION: Fire Department property shall be divided into two general classifications, (a) expendable, (b) non-expendable.

Section 3. DEFINITION:

- a. Expendable Property - Shall comprise all supplies that are destroyed or consumed by use.
- b. Non-expendable Property - Shall comprise all other articles and equipment that are not part of the Fire Department building.

Section 4. RECORDING OF:

- a. Expendable property shall be entered on the property records when received together with the quantity and the per unit cost. Storeroom requisitions shall be executed when expendable property is drawn from the storeroom to be placed in use by any employee of the Fire Service. On the first day of each month, The Chief of the Fire Service shall total up all of the expendable property drawn for the preceding month, and deduct the totals from the property records.
- b. Non-expendable property shall be entered on the property records when received together with the quantity received and the per unit cost. Non-expendable property shall not be taken from the records except in the following manner: (1) the property to be taken from the property records shall be entered on F.D. File #21, INVENTORY, together with the quantity and per unit cost, the total cost, and the reason for removing the property from the records; (2) The Inventory form shall then be submitted to the Mayor and City Council through the City Administrator; (3) if the property that is to be removed from the records can be used by other City Departments, they shall be so notified that it is available; (4) the inventory form is then returned to the Chief of the Fire Service for removal of the property from the property records.

Section 5. INVENTORY: An annual inventory shall be taken and a statement of all property received and expended during the year prepared. This inventory shall be made on the first of each January for the preceding twelve months, and ready for submittance through the City Administrator to the Mayor and City Council in time for the regular January meeting.

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Section 6. MARKING: All movable non-expendable property shall be so marked as to be readily identifiable as property of the City Fire Service. This shall include all clothing owned by the City Fire Service and issued to personnel.

Section 7. CLASSIFICATION: All property, expendable and non-expendable, shall be classified or grouped as to its use as follows:

- a. CLASS #1 - Fire-fighting equipment and supplies.
- b. CLASS #2 - First aid equipment and supplies.
- c. CLASS #3 - Automotive equipment and supplies.
- d. CLASS #4 - Building equipment and supplies.
- e. CLASS #5 - Warning and alarm equipment and supplies.
- f. CLASS #6 - Clothing and personnel protective equipment.

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ARTICLE X: APPARATUS, TOOLS, AND EQUIPMENT MAINTENANCE:

Section 1. OIL CHANGE AND LUBRICATION:

- a. Crankcase oil and filters shall be changed every 2,000 engine miles
- b. Once each calender month each piece of apparatus and automotive equipment shall be thoroughly greased and lubricated in accordance with lubrication charts and/or service manuals. The "O" rings on all discharge valves shall be lubricated monthly, or more often as needed using water pump grease applied with a small paint brush. It shall be the duty of the man lubricating the apparatus to wipe off all exposed grease on the chasis.
- c. Road and pump transmission, and differentials shall be checked each month when the apparatus is being lubricated, or more often if there is an unusual amount of leakage under the apparatus.
- d. Pressure govenors and/or regulators shall be kept oiled with a light 3 in 1 type oil, and they shall be used when ever more than one hose line is in operation.

Section 2. DEFECTS AND REPAIR OF:

- a. Whenever any defects are noticed in the apparatus and equipment by any Officer or member, the following action shall be taken:
 1. Notify the Officer or employee in charge.
 2. If possible, repair or remedy the defect immediately.
 3. If immediate repair is not possible, the Fire Chief shall be notified, and the apparatus or equipment placed out of service if necessary.
 4. Fill out F. D. File #70.
 5. Enter all particulars, and action taken in the desk journal.
- b. All minor repairs shall be made by the assigned driver at the time defect is noted, if possible.

Section 3. ENGINE COMPANIES:

- a. Once each week all engine companies will be moved outside of quarters, (except in enclément weather) and the motors operated at 700 RPM until the cooling system reaches 180 degrees F. This will remove all condensation from the working parts of the motor, and allow the driver to thoroughly check the operation of the motor, oil pressure gauge, tachometer, ampmeter, temperature gauge, elec-fuel pumps, ect., and will be done generally on the day that the engine room floor is cleaned.

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- b. All pumps shall be operated in a careful manner paying particular attention to the slow operation of the hand throttle. Centrifugal pumps shall be operated in "series or pressure" position when pumping less than 50% of the rated capacity of the pump.
- c. Where needed all centrifugal pumps shall be given two shots of grease after extended pumping operations. Extended pumping shall mean, over 30 minutes pump time on any given operation or drill.
- d. Pump transmissions shall be drained and refilled once every six months in accordance with the service manual.
- e. All pumpers shall be tested yearly and after major repairs. The testing procedure shall be as recommended by the Maryland Fire Underwriters Rating Bureau, and a record of results kept on file for each test.

Section 4. TRUCK COMPANY:

- a. The motor of the Truck company shall also be operated in accordance with section 3, sub-section "a" of this article.
- b. Lubrication of other components of the Truck company other than chassis shall be in accordance with the service manual. Attention shall be given to the following items:
 - 1. Ladder cables and pulleys
 - 2. Ladder slides
 - 3. Turn table ball races

Section 5. AMBULANCE AND AUTOMOBILES:

The ambulance and Fire Department cars shall be lubricated and the oil and filter changed once each 2,000 miles.

Section 6. PAINTING AND UPKEEP:

Painting and upkeep of tools, appliances, diamond tread etc., shall be the responsibility of all drivers of apparatus.

Section 7. MARKING, TESTING, CARE, AND MAINTENANCE OF HOSE:

- a. Hose, when received new, shall be stenciled with the letters "TP" and a symbol letter designating the year in which it was purchased. Hose in service with illegible symbol letters shall be restenciled when necessary.
- b. All hose over two years old shall be tested annually during April, May, and June at a static pressure of 250 PSI for three minutes. Hose standing the test shall have the month and year of test stamped

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on the couplings. Hose bursting or leaking under the test shall be repaired and retested, or if unfit for further use shall be condemned. Results of these tests shall be recorded in the desk record journal.

- c. Hose, cotton covered, rubber lined, $2\frac{1}{2}$ and $1\frac{1}{2}$ inch, shall be cleaned after every use before being hung in the hose tower, unless there is danger of cleaning water freezing, in which case the hose will be swept off and washed as soon as weather condition permit.
- d. Hose shall not be dragged over sharp objects, cinders, or rough concrete, when it can be avoided. Pipe cutoffs and pump discharge gates shall be operated slowly to reduce water hammer in hose.
- e. All $2\frac{1}{2}$ and $1\frac{1}{2}$ inch hose shall be rotated in use on the apparatus with the exception of the 100% dacron. The dacron hose shall be removed and repacked once each month with attention given to the changing of bends.

Section 3. SICK LEAVE:

a. Sick leave shall be allowed only as provided for in Article 5, Section 17, of the Municipal Code.

Section 4. COMPENSATORY AND SPECIAL LEAVE:

a. Compensatory leave shall be granted for death in the family as hereafter as stated in the American College Dictionary and by the Administration of this Department. The Officer-in-Charge shall use this as a guide in making a decision as to what type of leave an employee shall be granted.

b. Special leave, shall be used for matters not (1) Business necessities, (2) to go fishing or hunting, and such leave will only be granted if the Fire Service does not suffer.

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ARTICLE XI: VACATIONS, COMPENSATORY, AND SICK LEAVE.

Section 1. VACATION LEAVE:

- a. The rules and regulations governing vacation leave shall be as provided for in Article 6, Sections 14 and 15. of the Mun. Code
- b. Employees may trade full vacation or 1/2 vacation periods with approval of the Chief of the Fire Service, if the service does not suffer in any way. However, any trade shall in no way change the regular annual assignments of the employees concerned for the next calendar year.
- c. Vacation schedules must be made up and posted prior to January 1st, for the calendar year.

Section 2. COMPENSATORY LEAVE:

- a. Compensatory leave shall be awarded as provided for in Article 6, Section 13, of the Municipal Code.
- b. Compensatory leave shall, in general, be taken within 30 days from the date earned, however, no more than one employee shall be on compensatory leave at one time, and no employee shall be assigned to extra duty to cover up for an employee on compensatory leave unless such leave is being used in an emergency such as serious sickness or death in the family.
- c. Compensatory leave must be taken within 90 days from the date earned, and the Chief of the Fire Service shall have the authority to assign employees to compensatory leave at his discretion to enforce this provision.

Section 3. SICK LEAVE:

- a. Sick leave shall be allowed only as provided for in Article 6, Section 17, of the Municipal Code.

Section 4. EMERGENCY AND SPECIAL LEAVE:

- a. Emergency leave shall be granted for death in the family, or any matter as stated in the American College Dictionary used by the Administration of this Department. The Officer In-Charge shall use this as a guide in making a decision as to what type of leave an employee shall be granted.
- b. Special leave, shall be used for matters as: (1) Business appointments, (2) to go fishing or hunting, and such leave will only be granted if the Fire Service does not suffer.

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ARTICLE XII: RECORDS

Section 1. GENERAL: All records authorized or required by the Mayor and City Council, and/or the Chief of the Fire Service shall be kept in a neat and legible condition. They shall be complete in so far as information is available, and be filed in their proper place. The Chief of the Fire Service shall have the authority to create new files when ever necessary provided they are placed in the proper group, and the provisions of Article XIII are complied with.

Section 2. FIRE DEPARTMENT FORMS: Forms shall be mimeographed or printed, and used for records whenever and wherever practicle and feasible. These forms shall be known as Fire Department Forms, and shall be seperated as to type and use. When executed they shall be filed in the same numerical order as their form number, and copies kept by the Chief of the Fire Service of all records and forms required by this Article.

Section 3. GROUPING: Fire Department Forms and Files shall be grouped together in accordance with their contents and use, and, when, executed, shall be grouped in the following manner

a. UNIT GROUP

FILE #1, MEETING REPORTS: Are for the use of the Takoma Park Volunteer Fire Department meetings.

FILE #2, MINUTES OF THE FIRE COMMITTEE: Shall contain the date and time of the meeting, the names of the Officer present and absent together with any action taken or recommendations made; shall be signed by the Recording Secretary; shall be mimeographed and sent to the Mayor and City Council, the Fire Officers, The Chief of the Fire Service, and a copy posted on the Bulletin Board.

FILE #3, COMMITTEE REPORTS: For use of the various committees appointed by the Chief of the Fire Service, and/or the President of the Takoma Park Volunteer Fire Department.

FILE #4, BY-LAWS, CHANGES, NEW, ETC.: For use of the Takoma Park Volunteer Fire Department, and a copy to the Chief of the Fire Service.

FILE #5, FIRE CHIEF'S ALARM RESPONSE REPORT: Shall contain the time covered by the report; the nature and number of responses; the amount of hose used; the pump time on the apparatus; the number of ladders used; the building and building content damage; seperation as to location in or out of the corporate limits of the City of Takoma Park, Maryland, and the County; shall be submitted to the Mayor and City Council at their regular monthly meeting; shall cover the preceding calender month; shall be made in triplicate.

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FILE #6, MEMORANDUMS RECEIVED FROM CITY OFFICE

FILE #7, ALL OTHER CORRESPONDENCE FROM CITY OFFICE

FILE #8, ALL MEMOS TO CITY OFFICE, MAYOR AND CITY COUNCIL

FILE #9, MINUTES OF CITY COUNCIL MEETINGS

b. GROUP - ONE

FILE #10, FIRE PROTECTION COMMITTEE

FILE #11, _____

FILE #12, FIRE INSPECTION REPORT: Shall be made on every building that can legally be inspected by the the Fire Marshall or his authorized representative. This form shall contain the address, and occupants name, owners name and address, purpose that the building is being used for, conditions found, steps taken by the inspector to correct the conditions at time of inspection, and shall be signed by the inspector. The Fire Marshall shall make an indorsement as to the action taken by himself in correcting conditions. The Fire Marshall, when final disposition of the case is made, shall file the completed form on permanent file.

FILE #13, _____

FILE #14, FIRE RECORD CARDS: Shall be made on every building fire to which the Department responds. Shall contain the date of call; call number; building damage; content damage; and shall be placed on file according to street name. Applies to City area only.

FILE #15, FIRE REPORT: Shall be executed for every response of apparatus to an alarm of fire. All information pertinent to the response including equipment used, men responding, and the extent of damage to building or object on fire. This form when executed shall be filed in a folder on the watch desk, shall be numbered consecutively starting with #1 on January 1st of each year. After each annual folder of fire reports are completed, they shall be placed in a permanent file.

FILE #16, SQUAD AND AMBULANCE SERVICE REPORT: Shall be executed for every response of a rescue or service call nature other than an alarm of fire. They shall carry all information pertinent to the call, and shall be numbered and filed in a manner similar to FILE #15, FIRE REPORTS.

FILE #17, FIRE CODES: Shall contain the City Fire Prevention Code.

FILE #18, _____

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Hayden M. Proff...
City Administrator, Clerk-Treasurer
February 12, 1968
#36
J. F. ...

FILE #19, _____

c. GROUP TWO

FILE #20, STOREROOM REQUISITION: Shall be numbered consecutively from the first of July of each fiscal year. They shall be executed by the Officer or member requisitioning any expendable supplies or equipment from the storeroom, including greasing of apparatus and motor oil. Shall be kept in a folder in the watch desk, and all entries made thereon shall be taken from the expendable property records once each month by the Chief of the Fire Service.

FILE #21, INVENTORY: Shall be executed in triplicate whenever there is a change in Fire Chiefs; once each year on June 30th; for lost, damaged, condemned or exchanged property; or whenever any non-expendable property is to be taken from the records. All property, expendable and non-expendable, shall be entered on annual inventories. One copy shall be retained on permanent file.

FILE #22, EXPENDABLE PROPERTY RECORDS

FILE #23, NON-EXPENDABLE PROPERTY

FILE #24, INDIVIDUAL CLOTHING RECORDS

FILE #25, PROPERTY CORRESPONDENCE

FILE #26, PROPERTY RECEIPTS, CITY AND VOLUNTEER

FILE #27, FIRE DEPARTMENT CAR TAG RECEIPTS

FILE #28, HOSE RECORDS SHEETS

FILE #29, _____

d. GROUP THREE

FILE #30, VOUCHERS, TAKOMA PARK VOLUNTEER FIRE DEPARTMENT: Shall be executed for payment of any bills by the Volunteer Fire Dept.

FILE #31, NEW PURCHASE ORDERS

FILE #32, BUDGET ADOPTED

FILE #33, BUDGET WORKING STATISTICS

FILE #34, _____

FILE #35, _____

FILE #36, _____

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Hayward M. Bridgman
City Administrator, Clark-Township
February 12, 1968

#37 *Sgt. La Scala*

FILE #37, _____

FILE #38, _____

FILE #39, _____

e. GROUP FOUR

FILE #40, MEMBERSHIP APPLICATION, VOLUNTEER: Is self-explanatory and for use of the Takoma Park Volunteer Fire Department.

FILE #41, PROBATION REPORT, VOLUNTEER: Is self-explanatory. A copy to the Fire Chief and Fire Committee.

FILE #42, PERSONNEL RESPONSE TO ALARMS

FILE #43, PERSONNEL TRAINING RECORDS

FILE #43-A, APPARATUS AND EQUIPMENT USE FORM

FILE #43-B, INDIVIDUAL TRAINING RECORD

FILE #43-C, REPORT OF TRAINING RECEIVED

FILE #44, AUTHORIZED DRIVERS AND OPERATORS LIST

FILE #45, PERSONNEL RECORDS, A - PAID B - VOLUNTEER

FILE #45 A-1, APPLICATION FOR EMPLOYMENT

FILE #45 A-2, EMPLOYMENT APPLICATIONS TO BE CONSIDERED

FILE #45 A-2a, APPLICANTS STATUS

FILE #45 A-3, STATUS OF APPLICATIONS FOR EMPLOYMENT

FILE #45 A-4, DISPOSITION OF APPLICATION FOR EMPLOYMENT

FILE #46, GENERAL ORDERS

FILE #47, LEAVE RECORDS, INDIVIDUAL AND COMPOSITE

FILE #48, OFFICIAL DETAILS REPORT

FILE #49, CHIEF'S PERSONAL FILE

f. GROUP FIVE

FILE #50, RADIO AND PBX COMMUNICATIONS

FILE #51, CHIEF'S ASSN. A-Eastern, B-International

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*H. J. ...
City Administrator, Takoma Park
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FILE #52, MONTGOMERY COUNTY FIRE BOARD

FILE #53, CIVIL DEFENSE FILE

FILE #54, UNIVERSITY OF MARYLAND FIRE SCHOOL INFORMATION

FILE #55, MUTUAL AID

FILE #56, MONTGOMERY COUNTY ASSN. OF VOLUNTEER FIREMEN

FILE #57, _____

FILE #58, _____

FILE #59, _____

g. GROUP SIX - (60 through 69 not assigned at present)

h. GROUP SEVEN

FILE #70, APPARATUS REPAIRS: Shall be executed by the Officer or member making the complaint about the apparatus or equipment, shall be forwarded to the Company Officer and/or the Fire Chief, who shall make or have made the necessary repairs, make an entry in the Log Book, and place the executed form on permanent file after completion of the repairs and approval of the Fire Chief.

FILE #71, FIRE APPARATUS REPORT: Shall be executed on each piece of apparatus monthly and shall contain all information concerning that piece of apparatus for the month, including a mileage record, pumping record, gasoline and oil record, grease record, and cost of repairs for that period, and shall be placed on permanent file.

Balance of group seven not assigned at this time.

Section 4. RECORDS TO BE KEPT: Records kept by the Chief of the Fire Service and the Takoma Park Fire Department shall include:

- a. A desk record journal.
- b. Alarm and rescue response folder.
- c. Personnel records of employees and active Volunteer Firemen.
- d. Record of all drills.
- e. Record of hose test.
- f. Monthly apparatus records.
- g. Expendable and non-expendable property.
- h. Roster of active Volunteer Firemen.
- i. Roster of Fire-Fighting Officers.
- j. Qualified drivers and operators list.
- k. Complete set of Fire Prevention Records.

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Harper M. Pridgen
City Administrator, Takoma Park
February 12, 1968
#39 J. L. Lasko

Section 5. DESK RECORD JOURNAL: The desk record journal shall contain the following on a daily basis.

- a. A complete roster of all employees and their assignments which shall be entered at 0800 hours.
- b. Inspections of apparatus and equipment.
- c. Testing of apparatus and equipment.
- d. Apparatus in and out of service with brief particulars.
- e. Response of apparatus to Alarms, Rescue, and Service calls.
- f. Greasing and oil changes.
- g. Hose changes and tests.
- h. Drills held
- i. Any other information that directly affects the Fire Service and/or its members.
- j. The initials of the person making ALL entries.

Section 6. COLOR CODE FOR ENTRIES IN DESK RECORD JOURNAL: To simplify the location of specific items entered in the Desk Record Journal the following colors shall be used:

- a. BLACK - To be used for all NORMAL entries such as the Daily roster, apparatus check, gasing of apparatus etc.
- b. BLUE - To be used for entries of an OFFICIAL nature such as apparatus in and out of service, apparatus repair and or changes to, hydrants out of service, entering General Orders, etc.
- c. GREEN - To be used for any and all entries relative to TRAINING and/or FIRE PREVENTION.
- d. RED - To be used for RESPONSE of apparatus to calls, and in the daily roster for leave assignments, i.e. vacation, sick, compensatory, and military, also official details.

Section 7. METHOD OF ENTERING ALARMS: Entries regarding alarms shall be made in the following manner:

a. PRIMARY AREA:

Time - LOCAL ALARM: E-21 () Tr.-2 () E-22 ()
Location Building J.J.

Time - BOX ALARM 2-1: E-21 () Tr.-2 () etc.
Wash San & Hosp Building R.S.

Time - RESCUE LOCAL A-29 ()
Location Trans. to K.K.

Time - AUTO ACCIDENT A-29 () E-21 ()
Location Trans. to R.R.

Heaven M. Pridgen 12 - 6
City Administrator, Desk Treasurer
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Time - LOCAL ASSIST: E-21 to Assist A-29 ()
Location S.J.L.

Time - SERVICE CALL: Tr.-2 ()
Location Lockout C.W.

Time - 2ND ALARM: Companies Responding
Location C.H.

b. MUTUAL AID REPOSE:

Time - FILL IN: E-21 () Co. 44 A.P.

Time - MUTUAL AID CO. 1: E-21 ()
Location Building H.S.

Time - MUTUAL AID BOX 34-2 E-21 () Tr-2 ()
Location Building J.P.

Time - MUTUAL AID RESCUE A-29 ()
Location Trans to E.W.A.

c. FILL IN THIS STATION:

Time - E-341 in quarters

Harvey M. Pridgen
City Administrator, Black-Town
February 12, 1968
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S. J. LaSalle

ARTICLE XIII: GENERAL ORDERS

Section 1. GENERAL: The Fire Service being a Department of the Municipal Government, as well as a semi-military type of organization, must have an official method of issuing authorized or authoritative directives for the purpose of giving a systematic, and lawful approval to any action which directly affect the Fire Service, or any member thereof, officially. These authorized or authoritative directives shall be known as Fire Department General Orders.

Section 2. Definitions: The following definitions are given for the purpose of clarifying the intent and meaning of "OFFICIAL GENERAL ORDERS";

- a. OFFICIAL - properly authorized, or issued authoritatively.
- b. ORDER - an authoritative direction or directive; a formal disposition; in conformance with established law, rule, regulation, or authority; an official directive to regulate, conduct, or manage the Fire Service or a component thereof, or to arrange methodically any sequence of actions or events.
- c. GENERAL - not partial or particular, but directed at the whole; or, for the information of the whole.

Section 3. PURPOSE OF: Fire Department General Orders shall be issued for the following:

- a. Any change and/or addition to any City Ordinances affecting the Fire Service
- b. Any change and/or addition to the Rules and Regulations.
- c. To clarify and spell out in detail, the intent and meaning of any City Ordinance affecting the Fire Service.
- d. To clarify and spell out in detail, the intent and meaning of Rules and Regulations.
- e. To notify the Department officially of appointments, promotions, changes in pay status, assignments of personnel to platoons, and reassignments of personnel between platoons.
- f. Approval of personnel as authorized drivers, and assignments of personnel to driver duties on a regular basis.
- g. Official notification of qualifying examinations and examination for promotion.
- h. Adoption of standard training programs and assignments of dates for company drills on a seasonal basis.
- i. To cancel any previous General Orders which are no longer applicable.
- j. For any other purpose within the meaning of Section 2 of this Article.

Section 4. CONTENT: General Orders shall contain the date of issuance, the General Order number, the date and time of effectiveness, the authority for the order, the order itself, by whose direction the order is issued, and the signature of the Fire Chief or Acting Chief.

Haynes M. Priddy
City Administrator, Clerk-Treasurer
February 12, 1968

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L. J. DeLoe

Section 5. DATE OF ISSUANCE: The date of issuance shall be the date the action initiating or requiring the order is taken by the Mayor and City Council, and/or the Fire Chief.

Section 6; NUMBERING OF: The General Order number shall be that next following, in numerical order, the number of the last order issued.

Section 7. EFFECTIVE TIME AND DATE: THE time and date of effectiveness of the order shall follow the number of the order and be on the same line, i.e., General Order# __ effective 0800, July 1, 19--.

Section 8. AUTHORITY: The authority for issuance of the order shall be the first part of the body of the order, i.e., By authority (request)(action) of the Mayor and City Council, or by authority contained in Section __, Article __, Ordinance #__ or Section __, Article __, of the Rules and Regulations.

Section 9. BODY OF ORDER: The body of the order shall be correct, clear, concise, and complete.

Section 10. RESTRICTION: No Fire Department General Order may be issued except over the signature of the Chief of the Fire Service or person acting in such a capacity. The Chief of the Fire Service or person acting in such a capacity shall issue General Orders whenever properly required.

Section 11. Every General Order shall contain directly over the signature of the Chief of the Fire Service, or person acting in such capacity, one of the following whichever is appropriate, "By Direction of the Mayor and City Council", or "By Order of the Fire Chief".

Section 12. General Orders shall be written in the Desk Record Journal in their entirety; a typewritten copy prepared, properly signed, and placed in the master General Order File (folder or loose leaf binder) in the Chief's office; mimeographed or printed copies of the Rules and Regulations and General Orders; and notation made on the master file copy of compliance with this section.

Section 13. A list of all current holders of official copies of the Rules and Regulations and General Orders shall be kept by the Fire Chief and shall contain the names of the Mayor and Council, all Fire-Fighting Officers, the City Office, and all Paid firemen. This does not prevent copies being sent to persons other than those specifically named.

Section 14. A copy of all General Orders shall be placed on the bulletin board in the engine room.

Harvey M. Pridgen
City Administrator, Desk Treasurer
February 12, 1968

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J. La Scala

ARTICLE XIV: GENERAL HOUSE RULES.

Section 1. GENERAL CONDUCT: It shall be the responsibility of every member to conduct himself in such a manner so as not to bring discredit upon himself or the Department. Excessive noise, boisterous activity, rude or course actions and/or language shall not be permitted.

Section 2. USE OF ALCOHOL AND BARBITUATES: Absolutely no alcoholic beverage or barbituates shall be consumed on Department property. Members under the influence of alcohol or barbituates shall not be permitted on Department property.

Section 3. GAMBLING: All forms of gambling are prohibited on any Department property.

Section 4. LOUNGING IN FRONT OF STATION HOUSE: In order that the general public will not have a misconception of the Fire Department operation, members shall not lounge or gather in front of or on the sides of the Fire Department during the normal working hours other than drills. Members who desire to sit outside of the Fire Department, may do so after 1900 hours. Members sitting outside, shall make every effort to insure that their conduct and appearance reflects favorably on the Department.

Section 5. USE OF FIRE DEPARTMENT NAME: No member shall use the name of the Department or its facilities in the transaction of personal business. The Department shall not be used as a business address. The Department shall not be responsible for handling personal mail or delivery.

Section 6. VISITORS TO FIRE DEPARTMENT: All persons entering the Department shall be treated in a courteous manner. Whenever visitors enter the Department, except those seeking routine street information, the Company Officer shall be notified and shall provide whatever assistance possible without interfering with necessary company routine. The following shall apply to all visits:

- a. The general public shall not be permitted in other than the public areas (offices and watch area), unless they are escorted by a member.
- b. Children under the age of 14, including the children of members, shall not be permitted in the Engine Room at any time, unless escorted by a parent or member.
- c. Ladies shall not be permitted in the Bunk Room except on authorized tours, such as open house, or while on Departmental business, such as meetings etc..
- d. Whenever a Chief Officer and/or Officials from other Departments come in for a visit, the Fire Chief or the senior ranking Officer shall immediately be notified. (This shall not apply to local area Chiefs).

H. J. ...
City Administrator, Clark-Township
February 12, 1968

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L. J. ...

- e. In the event an alarm is received while visitors are in the house, it shall be the responsibility of the Company Officer to insure that all visitors are out of danger before moving the apparatus.
- f. Ladies shall not be permitted in the house after 2300 hours except for meetings or duties of the Ladies Aux.

Section 7. TRANSACTION OF PRIVATE BUSINESS: Transaction of private business may be permitted providing it does not interfere with Department routine.

Section 8. RECEIPT OF AND MAKING OF PHONE CALLS: The use of the telephone shall be limited to five (5) minutes duration at all times. During drill periods, unless the call is of an emergency nature, no phone calls will be made or received.

Section 9. WEAPONS AND FIREARMS: Firearms and other weapons shall not be brought into the Department, or carried while in the performance of Department duties or activities, except by legal law enforcement officers.

Section 10. USE OF FIRE DEPARTMENT FACILITIES: All members of the Fire Service, and inactive members of the Takoma Park Volunteer Fire Department in good standing, shall be entitled to the privileges and facilities of the Fire Station, except that only employees of the Fire Service and Active Fire Crew members shall be entitled to ride on the apparatus and use the bunkroom.

Section 11. USE OF BUNKROOM: Any member as stated in Section 10, who is entitled to the bunkroom privileges and does not sleep-in on a full time basis, i.e., 7 days a week, shall not occupy any bed to the exclusion of employees.

Section 12. BUNKROOM RULES:

- a. It shall be the responsibility of the Platoon Officer in charge of the Night Shift to see that beds are not occupied after the hour of 0645 by any Paid Personnel on duty or due on duty either at 0700 or 0800. Exceptions to this shall be Saturdays, Sundays, and Holidays, at which time all employees shall be up by 0730, and bunks made by 0745.
- b. Volunteer Personnel using the Bunkroom, are authorized to sleep in until 0930 hours seven days a week. Bunks shall be made up no later than 0945.
- c. All personnel using the bunkroom shall be clean in person, occupy bunks as assigned by the Chief of the Fire Service, respond to any alarms received while using the bunkroom, or act as house man if required, and not be under the influence

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*Hayward Priddy
City Administrator, Clerk-Treasurer
February 12, 1968*

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J. L. Scott

of intoxicants or drugs.

- d. If the Department has an unusual amount of running from 12 midnight until 8:00 A.M., the Platoon Officer will let the Company Officer for the day shift know that he has allowed the sleep in crew to sleep longer than 0930. The meaning of unusual shall mean a call or group of calls running more than two (2) hours in time.
- e. It shall be the responsibility of the Night Platoon Officer to see that pots of coffee are made by 0700, and that the Flags are up at the proper time.

Haynes M. Priddy
City Administrator
Clerk-Treasurer
February 12, 1968
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S. J. LaRue

ARTICLE XV: FIRE COMMITTEE:

Section 1. DUTIES OF: The Fire Committee's duties shall be as outlined in Article 4, Section 4, of the Municipal Code.

Section 2. MEETINGS: The Fire Committee shall meet on the first Monday of each month beginning with the first month following the adoption of these rules and regulations. Meetings will begin at 8:00 P.M. sharp.

- a. When a new member is accepted through the Training Officer to start his probationary training within thirty (30) days after his being accepted to membership within the Takoma Park Volunteer Fire Department, Inc., at the end of his Orientation Training the Training Officer shall either recommend or disapprove the new member's status as to his ability to be allowed to take an active part in "Fire-Fighting" operations and ride the apparatus, and make his recommendation to the Fire Chief and the Fire Committee for final action. At the end of his probation, if accepted to the active Fire Crew, shall comply with all requirements as set forth in these Rules and Regulations.
- b. When a new active Fire Crew member is approved to take an active part in firefighting and ride the apparatus, he will then be required to start a (Basic) Section I Class through the direction of the University of Maryland Fire Service Extension, within one (1) year from the date voted into the Takoma Park Volunteer Fire Department, Inc., and satisfactorily complete the class. In the event there are no classes starting in the area for a new member to register and take part in, this will be considered by the Training Officer. However, until such time as a class is started, the new member shall be required to attend all drills held by this Department, or where this Department may take part in, as often as practical.
- c. All new members accepted into the Active Fire Crew shall be carried on a one (1) year probation starting from the day he was elected into membership to the Takoma Park Volunteer Fire Department, Inc. All probationary members of the Active Fire Crew shall be recommended by the Fire Committee before coming off probation, and approved by the Chief of the Fire Service.

Section 3. DUTIES OF THE FIRE OFFICERS AND FIRE CREW MEMBERS

- a. All members of the Active Fire Crew selected by the Fire Committee and the Fire Chief, at the time of adoption of these Rules and Regulations shall comply with the requirements as set forth in this Article.

H. J. Priddy
City Administrator
Chief Treasurer
February 12, 1968
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L. La Scala

ARTICLE XVI: RULES AND REGULATIONS GOVERNING ALL VOLUNTEER MEMBERS APPLYING FOR OR WANTING TO REMAIN ON THE ACTIVE FIRE CREW.

Section 1. REQUIREMENTS NECESSARY FOR NEW MEMBERS APPLYING FOR ACTIVE FIRE CREW STATUS.

- a. All members applying for Active Fire Crew status must be an elected member of the Takoma Park Volunteer Fire Department Inc.
- b. He must then arrange through the Training Officer to start his Orientation Training within thirty (30) days after his being elected to membership within the Takoma Park Volunteer Fire Department, Inc.
- c. At the end of his Orientation Training the Training Officer shall either recommend or disapprove the new members status as to his ability, to be allowed to take an active part in "Fire-Fighting" techniques and ride the apparatus, and make his recommendation to the Fire Chief and the Fire Committee for final action. At the end of his probation, if accepted to the Active Fire Crew, shall comply with all requirements as set forth in these Rules and Regulations.
- d. When a new Active Fire Crew member is approved to take an active part in firefighting and ride the apparatus, he will then be required to start a (Basic) Section I Class through the direction of the University of Maryland Fire Service Extension, within one (1) year from the date voted into the Takoma Park Volunteer Fire Department, Inc., and satisfactorily complete the class. In the event there are no classes starting in the area for a new member to register and take part in, this will be considered by the Training Officer. However, until such time as a class is started, the new member shall be required to attend all drills held by this Department, or where this Department may take part in, as often as practical.
- e. All new members accepted into the Active Fire Crew shall be carried on a one (1) year probation starting from the day he was elected into membership to the Takoma Park Volunteer Fire Department, Inc. All probationary members of the Active Fire Crew shall be recommended by the Fire Committee before coming off probation, and approved by the Chief of the Fire Service.

Section 2. DUTIES OF THE FIRE OFFICERS AND FIRE CREW MEMBERS

- a. All members of the Active Fire Crew selected by the Fire Committee and the Fire Chief, at the time of adoption of these Rules and Regulations shall comply with the requirements as set forth in this Article.

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H. James M. Ridgway
City Administrator, Clark Township
February 12, 1968

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- b. The Fire Officers are responsible for the full performance of the duties delegated to them by the Fire Chief and shall comply with, and shall require subordinates to comply with all orders, Rules and Regulations, practices and procedures of the Department.
- c. They shall be just, dignified, and firm in dealing with subordinates, and shall see that order and discipline are maintained. A domineering attitude and abusive language are prohibited. The wrongful or injurious exercise of authority on the part of any Officer of the Department may be made the basis for disciplinary action.
- d. In the presence of subordinates, no Officer shall adversely criticize the Department policy or the Departmental activities of other Officers.
- e. All Officers shall conduct his assigned training session as outlined by the Training Officer, and where necessary the Training Officer shall assign the night Paid Officer to conduct drills.

Section 3. RESPONSE TO SIREN ALARMS AND FIRE DEPARTMENT TRAINING.

- a. All members of the Active Fire Crew shall comply with the following requirements:
 - 1. All Active Fire Crew Members shall respond and assist on not less than 25% of the siren alarms each month between the hours of 6:00 PM and 6:00 AM, Monday through Friday. Siren alarms on Saturday, Sunday and Legal Holidays shall be figured on a 24 hour per day basis.
 - * 2. All members of the Active Fire Crew shall meet his 25% of siren alarms during the hours and days specified in Item 1 above, and shall maintain an overall average for twelve (12) months of 25%, between these hours and days, along with the Training requirements as outlined in Item 4 of this section. This will be the determining factors to qualify each man for his payment of \$1.25 per call for siren alarm response. Each Active Crew Member meeting his required percentage shall receive a net of \$1.00 per call and the twenty-five cents (\$.25) shall be to cover necessary deductions.
 - 3. Any Active Fire Crew Member, who, due to illness or other extenuating circumstances, is unable to meet his required percentage as outlined in Section 3, subsection "a", Item 2 above will be given consideration by the Fire Chief and the Fire Committee, in determining his qualification for his Annual Award from the City of Takoma Park.

* Changed August 22, 1967

*H. J. ...
 City Administrator, Chief Treasurer
 February 12, 1968*

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J. LaSalle

4. All Active Fire Crew Members except Fire Department Instructors shall attend not less than two (2) drills per month. There will be four (4) drills per month and each man shall be required to attend at least two (2) of the four (4) held. Drills will generally be limited to two (2) hours per session, except on special drills, or where the Instructor needs additional time to complete the assigned subject. Maximum time for normal drill sessions shall be three (3) hours.
5. Credit for "Sleep-ins and Stand-bys" will be considered toward your overall percentage by the Fire Chief and the Fire Committee.
6. The Fire Chief shall call a Fire Committee Meeting in December of each year for the purpose of reviewing the response of the Active Fire Crew, in accordance with the requirements of this Section. The records shall be kept for twelve (12) months, starting with December 1 and running through November 30 of each year. This time is necessary for the City Administrator to get the payroll made up.

Section 4. AWARDS TO ACTIVE FIRE CREW MEMBERS.

- * a. All Active Fire Crew Members who meet their 25% of siren alarms, and the required number of drills as specified in Section 3, shall receive from the City of Takoma Park, one dollar and twenty-five cents (\$1.25) per call for each siren alarm response made. Of the \$1.25 each man will receive a net of \$1.00, and the \$.25 shall be to cover necessary deductions.
- b. Once each year the Active Fire Crew shall meet for the purpose of selecting the "Outstanding Fire Officer of the Year", and he shall receive an appropriate award.
- c. Once each year the Fire Committee shall meet for the purpose of selecting the "Outstanding Fireman of the Year". In addition to the Outstanding Fireman Award, the Fire Committee shall determine the top ten (10) firemen of the year, based on emergency response, training, stand-by in quarters and sleep-ins. The Awards shall be presented to the winners at either the Annual Meeting of the Volunteer Department or the Annual Banquet of the Volunteer Department.

* Changed August 22, 1967

Harold M. Ridge
City Administrator, Clark-Treasurer.
February 12, 1968.
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