



# General Order

## Department of Fire & EMS

G.O. #: 7-1-23

Subject: DFEMS assignment of field operations / personnel mandatory holdover days

Date: July 1, 2023

Authority: Chief Michael W. Robinson, Director

In order to assure consistent delivery of quality emergency services in a timely and efficient manner, mandatory hold-over (MHO) days shall be assigned to all field personnel at and below the rank of Station Lieutenant. This will allow Carroll County and the Department of Fire & EMS the ability to maintain consistent staffing levels across the county.

This hold-over day will be on a rotating cycle based on the number of positions needed to appropriately staff the department each day. In order to maintain the depth of staffing needed to fill any potential vacancy, the hold-over list shall encompass all members of the shift. The hold-over list shall rotate each shift in a descending order. The hold-over position shown as #1 will move to the #2 position the next shift and continue until that position reaches the bottom of the list. The following shift that position will go to the top of the list with the rotation continuing in that manner.

The hold-over day is assignment to the staffing position and not the individual. Station Lieutenants shall be assigned a Lieutenant MHO, FADOs a FADO MHO, and so forth. In the event of transfers, the holdover day will be passed to the individual assuming that assignment and not follow any individual to their next assignment. As additional positions are staffed across the department, additional hold-over positions will be added. An SOP will be forthcoming to formalize this process, but this will serve as the MHO policy in the interim.

When an MHO becomes necessary, the on-duty shift commander shall notify the station lieutenant who will then notify the impacted personnel. In the case of a station without an officer, the shift commander shall directly notify the impacted personnel. The availability of personnel to work overtime should limit the need to implement the MHO. It is our goal that the current hiring process can bring us to full staffing to include our float positions and further minimize the MHO. Please direct any concerns via your respective chain of command.

### **Station 1: Mt. Airy VFC**

A-Shift	MHO	B-Shift	MHO	C-Shift	MHO	D-Shift	MHO
Lieutenant	A2	Lieutenant	B1	Lieutenant	C2	Lieutenant	D1
FADO	A5	FADO	B6	FADO	C5	FADO	D4
FF/PM or PM	A1	FF/PM or PM	B2	FF/PM or PM	C4	FF/PM or PM	D2
FF/PM or PM	A8	FF/PM or PM	B5	FF/PM or PM	C9	FF/PM or PM	D7
FF/EMT	A3	FF/EMT	B4	FF/EMT	C1	FF/EMT	D3

FF/EMT	A7	FF/EMT	B9	FF/EMT	C6	FF/EMT	D6
--------	----	--------	----	--------	----	--------	----

### **Station 3: Westminster FD**

A-Shift	MHO	B-Shift	MHO	C-Shift	MHO	D-Shift	MHO
Lieutenant	A1	Lieutenant	B3	Lieutenant	C1	Lieutenant	D3
FADO	A3	FADO	B2	FADO	C2	FADO	D5
FF/PM or PM	A4	FF/PM or PM	B4	FF/PM or PM	C3	FF/PM or PM	D4
FF/PM or PM	A6	FF/PM or PM	B8	FF/PM or PM	C7	FF/PM or PM	D9
FF/EMT	A2	FF/EMT	B5	FF/EMT	C5	FF/EMT	D2
FF/EMT	A8	FF/EMT	B7	FF/EMT	C8	FF/EMT	D8

### **Station 4: Manchester VFC**

A-Shift	MHO	B-Shift	MHO	C-Shift	MHO	D-Shift	MHO
FADO	A6	FADO	B1	FADO	C3	FADO	D3
FF/PM or PM	A9	FF/PM or PM	B7	FF/PM or PM	C5	FF/PM or PM	D1
FF/EMT	A4	FF/EMT	B6	FF/EMT	C7	FF/EMT	D4
PM Chase	A2	PM Chase	B2	PM Chase	C2	PM Chase	D2

### **Station 5: Taneytown VFC**

A-Shift	MHO	B-Shift	MHO	C-Shift	MHO	D-Shift	MHO
FADO	A2	FADO	B3	FADO	C1	FADO	D2
FF/PM or PM	A3	FF/PM or PM	B9	FF/PM or PM	C6	FF/PM or PM	D5
FF/EMT	A5	FF/EMT	B2	FF/EMT	C2	FF/EMT	D9
PM Chase	A1	PM Chase	B1	PM Chase	C1	PM Chase	D1

### **Station 9: Reese VFC**

A-Shift	MHO	B-Shift	MHO	C-Shift	MHO	D-Shift	MHO
FADO	A4	FADO	B5	FADO	C4	FADO	D6
FF/PM or PM	A2	FF/PM or PM	B3	FF/PM or PM	C1	FF/PM or PM	D8
FF/EMT	A1	FF/EMT	B1	FF/EMT	C3	FF/EMT	D5

### **Station 12: Sykesville Freedom District FD**

A-Shift	MHO	B-Shift	MHO	C-Shift	MHO	D-Shift	MHO
Lieutenant	A3	Lieutenant	B2	Lieutenant	C3	Lieutenant	D2
FADO	A1	FADO	B4	FADO	C6	FADO	D1
FF/PM or PM	A5	FF/PM or PM	B1	FF/PM or PM	C2	FF/PM or PM	D3
FF/PM or PM	A7	FF/PM or PM	B6	FF/PM or PM	C8	FF/PM or PM	D6
FF/EMT	A6	FF/EMT	B3	FF/EMT	C4	FF/EMT	D7
FF/EMT	A9	FF/EMT	B8	FF/EMT	C9	FF/EMT	D1

**Station 14: Winfield & Community Fire Company**

A-Shift	MHO	B-Shift	MHO	C-Shift	MHO	D-Shift	MHO
PM Chase	A3	PM Chase	B3	PM Chase	C3	PM Chase	D3

**DFEMS-Personnel Hold-over Assignments:****Station 1: Mt. Airy VFC**

A-Shift	MHO	B-Shift	MHO	C-Shift	MHO	D-Shift	MHO
Moser, M.	A2	Ballard, B.	B1	VACANT	C2	Carroll, J.	D1
Wilhelm, P.	A5	Ruch, R.	B6	Troutman, C.	C5	Totaro, C.	D4
Mills, M.	A1	Jackman, J.	B2	Britcher, B.	C4	Lebair, D.	D2
VACANT	A8	VACANT	B5	Sheppard, D.	C9	VACANT	D7
Lust, D.	A3	Petry, Chris	B4	Petry, Chad	C1	Lange, T.	D3
Boyer, H.	A7	Steinberg, D.	B9	Stull, Z.	C6	Cole, J.	D6

**Station 3: Westminster FD**

A-Shift	MHO	B-Shift	MHO	C-Shift	MHO	D-Shift	MHO
Dyson, R.	A1	Bostian, E.	B3	Kowalczyk, T.	C1	Hess, M.	D3
Stull, K.	A3	Agrawal, V.	B2	Gursky, J.	C2	Bowers, L.	D5
Myers, J.	A4	Smith, S.	B4	Burrell, E.	C3	Veach, E.	D4
Smith, C.	A6	Lovin, S.	B8	VACANT	C7	Boblitz, E.	D9
Bombach, L.	A2	Vosburgh, M.	B5	Swann, K.	C5	Erdman, M.	D2
Robb, C.	A8	Jaworski, T.	B7	Lowamn, M.	C8	Green, V.	D8

**Station 4: Manchester VFC**

A-Shift	MHO	B-Shift	MHO	C-Shift	MHO	D-Shift	MHO
Moore, M.	A6	Logue-Ruckman, L.	B1	Howell, C.	C3	Braitsch, D.	D3
Yingling, D.	A9	Weikert, B.	B7	VACANT	C5	VACANT	D1
Saloka, J.	A4	Muccioli, S.	B6	Evans, J.	C7	Breukman, A.	D4
VACANT	A2	Kidd, V.	B2	Piccardi, C.	C2	Nickey, M.	D2

**Station 5: Taneytown VFC**

A-Shift	MHO	B-Shift	MHO	C-Shift	MHO	D-Shift	MHO
Ray, T.	A2	Jeffery, P.	B3	Stull, D.	C1	Krausz, Z.	D2
Herbert, J.	A3	Breitman, D.	B9	Kuntz, W.	C6	Hazel, D.	D5
Cool, E.	A5	Rollinson, J.	B2	Reese, C.	C2	Rife, R.	D9
Mohlhenrich, G.	A1	Stiffler, L.	B1	Halterman, R.	C1	Kuntz, R.	D1

**Station 9: Reese VFC**

A-Shift	MHO	B-Shift	MHO	C-Shift	MHO	D-Shift	MHO
Saulter, D.	A4	Yingling, J.	B5	Hammond, J.	C4	Adams, Z.	D6

McCoy, M.	A2	Runyon, A.	B3	Blevins, M.	C1	Bosley, S	D8
Fralin, R.	A1	Picket, S.	B2	Linder, T.	C3	VACANT	D5

**Station 12: Sykesville Freedom District FD**

A-Shift	MHO	B-Shift	MHO	C-Shift	MHO	D-Shift	MHO
Borgmann, S.	A3	Karolenko, M.	B2	Olson, D.	C3	Bonita, B.	D2
Smith, F.	A1	Westbrook, D.	B4	Hoopengardner, B.	C6	Warner, T.	D1
Lasner, S.	A5	Townsend, C.	B1	Firestone, L.	C2	Darby, K.	D3
McLean, J.	A7	Schorn, D.	B6	Plaut, M.	C8	McFadden, S.	D6
VACANT	A6	Dewan, J.	B3	Custer, C.	C4	Fuller, T.	D7
Doyle, J.	A9	VACANT	B8	Silamn, C.	C9	Moser, R.	D9

**Station 14: Winfield & Community Fire Company**

A-Shift	MHO	B-Shift	MHO	C-Shift	MHO	D-Shift	MHO
Rudisill, J.	A3	Stull, B.	B3	Ulrich, J.	C3	Jones, D.	D3