



General Order

Department of Fire & EMS

G.O. 5-8-26

Subject: Division of Labor for DFEMS Lieutenants

Date: May 28, 2026

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Division of Labor for DFEMS Lieutenants

Following input and feedback from the EMS Lieutenants, we are updating the regional supervisory coverage assignments. Effective June 1, 2026, personnel assigned to Station 10 (New Windsor) will now fall under the supervision of EMS 102, operating from the Taneytown Station.

This adjustment is intended to improve supervisory interaction, accessibility, and operational support for Station 10 personnel, as EMS 102 is better positioned to routinely engage with members assigned to that station compared to EMS 103.

VTI and Vista have been updated accordingly to reflect this change.

Updated Regional Supervision:

- Station Lieutenant 1: Mt Airy
- Station Lieutenant 3: Westminster, Pleasant Valley, & Reese
- Station Lieutenant 12: Sykesville & Gamber
- EMS 101: Manchester, Hampstead & Lineboro
- EMS 102: Taneytown, Union Bridge & New Windsor
- EMS 103: Winfield

Role Clarification:

It is important to define the roles of both DFEMS Lieutenants and Volunteer Chiefs. The Station Volunteer Chiefs will continue to lead and oversee station-level operations, managing daily expectations and making operational decisions for their stations.

However, DFEMS Lieutenants will assume responsibility for personnel related administrative tasks. Both parties will need to collaborate closely, and in cases of ambiguity, clear communication is essential to ensure alignment and effectiveness.

DFEMS Lieutenant - First Step in the Chain of Command:

1. **Leave Issues:** All leave requests will be reported to and handled by Lieutenants.
2. **Time Cards:** Lieutenants will oversee the completion and accuracy of timecards for their assigned personnel.
3. **Vehicle Issues:** Any concerns, maintenance requests, or damage reports related to DFEMS owned vehicles will be directed to the Lieutenant for resolution along with the proper notification to the appropriate volunteer station officer. Volunteer owned apparatus repair notifications shall be directed to the appropriate volunteer station officer with the exception of accident/damage reports where the volunteer company officer will be notified, and the report will be sent to the DFEMS direct supervisor.
4. **Annual Evaluations:** Lieutenants will ensure that annual performance evaluations are completed in a timely and efficient manner.
5. **Training Compliance:** Lieutenants will monitor the status of required training and certifications, ensuring personnel compliance with all training requirements.
6. **Rookie Book Completion:** They will oversee the progress of rookie book completion and ensure it remains on track.
7. **Low-Level Issue Reporting:** Lieutenants will address and document minor operational or staffing issues, including equipment malfunctions or interpersonal concerns.
8. **Personnel Issues:** For low-level personnel issues, such as performance or interpersonal conflicts, Lieutenants will be the first point of contact for reporting and resolution.
9. **Coaching and Mentoring:** Lieutenants will be responsible for providing guidance and mentorship to on-duty personnel, fostering professional growth and skill development.

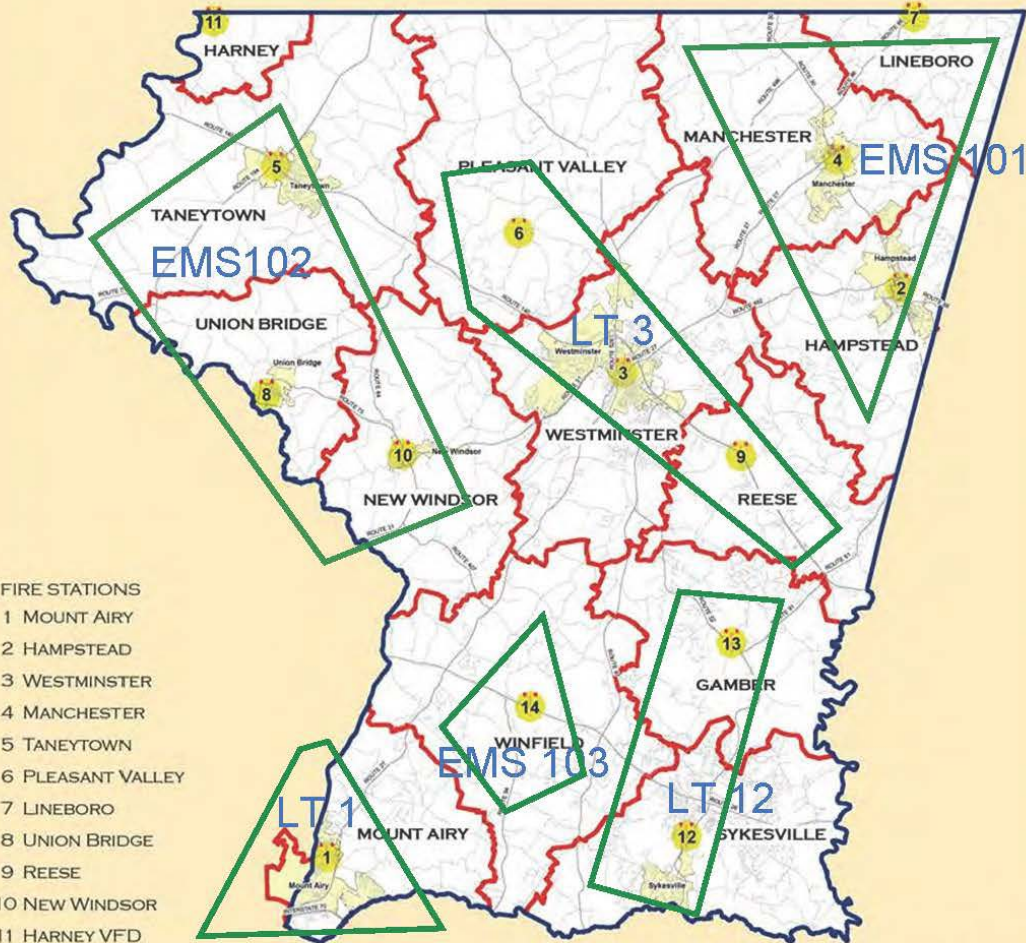
Description of Duties:

By assigning these administrative responsibilities to DFEMS Lieutenants, we will improve efficiency, support employee development, and enhance operational effectiveness. Regional supervision will continue to evolve as we add more supervisors to our system.

CARROLL COUNTY, MARYLAND

FIRE DEPARTMENT DISTRICTS

Regional Supervision Map



- FIRE STATIONS
- 1 MOUNT AIRY
 - 2 HAMPSTEAD
 - 3 WESTMINSTER
 - 4 MANCHESTER
 - 5 TANEYTOWN
 - 6 PLEASANT VALLEY
 - 7 LINEBORO
 - 8 UNION BRIDGE
 - 9 REESE
 - 10 NEW WINDSOR
 - 11 HARNEY VFD
 - 12 SYKESVILLE FREEDOM
 - 13 GAMBER
 - 14 WINFIELD

1. Mount Airy Volunteer Fire Department	702 N Main Street	Mount Airy	21771	301-826-6100
2. Hampstead Volunteer Fire Company	1341 North Main Street	Hampstead	21574	410-239-4300
3. Westminster Fire Engine and Hose Co. #1	221 John Street	Westminster	21157	410-380-1000
4. Manchester Volunteer Fire Department	1070 Main Street	Manchester	21102	410-239-2206
5. Taneytown Volunteer Fire Company	28 East Baltimore Street	Taneytown	21787	410-726-6235
6. Pleasant Valley Community Fire Company	2026 S. Pleasant Valley Rd	Pleasant Valley	21155	410-548-1037
7. Lineboro Volunteer Fire Department	4224 Main Street	Lineboro	21102	410-374-2107
8. Union Bridge Volunteer Fire Company Inc.	8 West Locust Street	Union Bridge	21791	410-775-1622
9. Reese Volunteer Fire Company	1391 Baltimore Blvd	Westminster	21157	410-340-7172
10. New Windsor Fire Company	101 High Street	New Windsor	21116	410-548-8023
11. Harney Volunteer Fire Company	5120 Harney Road	Taneytown	21787	410-754-4844
12. Sykesville Freedom Fire Dept.	Freedom Ave. & MD Route 32	Sykesville	21784	410-795-0111
13. Gamber and Community Fire Company	3026 New Road	Forkburg	21968	410-795-3645
14. Winfield Community Volunteer Fire Dept.	1320 West Liberty Road	Sykesville	21784	410-766-1333

0 1 2 4 Miles

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