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## Annapolis Fire Department

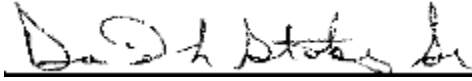
### GENERAL INFORMATION



Issue Date: 04/24/15

Delete Date:

By Authority



David L. Stokes, Sr.  
Fire Chief

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### GENERAL INFORMATION #045-2015 - OFFICE OF THE FIRE CHIEF

#### **Fire Department Chaplain - Vincent Leggett**

Chief Stokes is pleased to announce the appointment of Vincent Leggett as our new Fire Department Chaplain. Mr. Leggett has completed course work in the Ecumenical Institute of Theology at St. Mary's Seminary and University in Baltimore. He is also a Lay Leader, Certified Lay Servant and Chairman of the Staff, Pastor, Parish Relations Committee at Mt. Zion United Methodist Church (Ark Road) Lothian, MD., where Rev. John M. Blanchard, Jr. is the pastor. Mr. Leggett has served 18 years as a Lay Leader under the leadership of eight (8) Elder Pastors who are appointed to Mt. Zion UMC by the Council of Bishops.

Mr. Leggett is very excited to have this opportunity to serve the Fire Department and is looking forward to meeting the members of the Department. His contact information is printed below should you need to contact him directly.

**Vincent O. Leggett**

**(410) 269-7815 (H)**

**(410)570-1187 (C)**

**Email: [Vincent425@comcast.net](mailto:Vincent425@comcast.net)**

The OPM regarding our Chaplain is printed below. This will be inserted in the new OPM when it is finalized.

#### **1.4.3**

#### **Fire Department Chaplain**

The Fire Department Chaplain shall be appointed by the Fire Chief and shall be responsible for the following. The Fire Department Chaplain shall provide the Fire Chief with a cell phone number to allow Fire Department personnel to contact them when needed.

##### **1.4.3.1**

##### **Incident**

- A. The Chaplain may be requested to assist Fire Department personnel and/or civilians on the scene of emergency incidents.

#### 1.4.3.2

##### Injury or Death Notifications

- A. The Chaplain may assist with the notification of the families of firefighters injured or killed in the line of duty.
- B. The Chaplain may visit personnel and their family members when hospitalized.

#### 1.4.3.3

##### Additional Duties

- A. The Chaplain may conduct weddings, funeral/memorial services, and other religious activities as permitted by Maryland State law.
- B. The Chaplain may attend the department's graduations, award ceremonies and social events.
- C. The Chaplain may act as a liaison between the department and the religious leaders in the community when directed.
- D. The Chaplain should be available to counsel personnel who may be experiencing personal issues.

#### 1.4.3.4

##### Availability

The Chaplain shall be available to all Fire personnel. All conversations are confidential. Personnel may contact the Chaplain without notifying their supervisor.

### **GENERAL INFORMATION #046-2015 - OFFICE OF THE FIRE CHIEF**

#### **Electronic Vehicle Repair Requests - Notification List Reminder**

As per General Order #007-2015 dated 02/06/15 all personnel are reminded they shall include the city's new Fleet Manager Daniel Horwath in the list of those notified when creating an iWorQ's work order.

### **GENERAL INFORMATION # 047-2015 - OPERATIONS SECTION**

#### **Boat Show**

The Spring Boat Show will take place at the City Dock on April 24 through April 26, 2015. The hours of operation will be 1000 hours until 1800 hours.

There will be a floating dock in Ego Alley and another off the end of Susan B Campbell Park.

There will be a large tent in the area of the meter parking. The perimeter of the land based display area will be accessible to foot traffic without entering the fence area.

### **GENERAL INFORMATION #048-2015 - OFFICE OF THE FIRE CHIEF**

#### **Open Enrollment Plan Year 2015-2016**

Please see attached flyer for additional information.

**GENERAL INFORMATION #049-2015 - OPERATIONS SECTION**  
**CDC Handwashing Bulletin**

Please see the attached CDC bulletin for additional information.

**GENERAL INFORMATION #050-2015 - OPERATIONS SECTION**  
**Training Opportunity - Emergency Action for Laryngectomees**

What: Emergency Action for Laryngectomees  
Date: Tuesday, June 9, 2015  
Time: 1300 - 1600 Hours  
Location: Sheraton North Baltimore, Towson Maryland

3 CEUs approved by MIEMSS.

Please see the attached flyer for additional information.

No overtime, backfill, travel, or other expenses will be granted for this course. Interested personnel shall submit an AFD Form #5 to the Training Division at [afdtraining@annapolis.gov](mailto:afdtraining@annapolis.gov). Questions should be directed to Captain Daniel Grimes in the EMS Office.

**Mark Your Calendars...**

**Open Enrollment** for the Plan Year 2015-2016 begins next week and will be open from **April 29<sup>th</sup> through May 15<sup>th</sup>**.

Below is the schedule of employee **Open Enrollment Meetings**:

Wednesday, **April 29 at 1:30 PM** at the **Pip Moyer Recreation Center**

Thursday, **April 30 at 11:00 AM** at the **Transportation Department**

Thursday, **April 30 at 1:00 PM** at the **Transportation Department**

**Online** enrollment is **mandatory** for all benefit-eligible employees. The Human Resources Department has two computers available for employee online enrollment and you can contact the HR Department for assistance by calling **(410) 263-7998**.

Employees will receive a packet next week containing the following documents:

- Confirmation Statement of your "current" benefit elections
- Benefit Summary for the new Plan Year beginning July 1, 2015
- Summary of Benefits and Coverage (SBC) for all four Medical Plans and the Retiree Medical Savings Account (VEBA)
- Annual Notice of Medicare Part D and Privacy Practices

**Please Note:** Distribution of the SBC and Annual Notice packet (bullets 3 and 4 above) is required by law and is 57 pages, double-sided. **Please return** these packets to the Human Resources Department if you **do not** intend to keep them for your files. Help us save the environment and costs.



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## Handwashing: Clean Hands Save Lives

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### When & How to Wash Your Hands

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**Esta página en español** (</handwashing/esp/when-how-handwashing.html>)

Keeping hands clean through improved hand hygiene is one of the most important steps we can take to avoid getting sick and spreading germs to others. Many diseases and conditions are spread by not washing hands with soap and clean, running water. If clean, running water is not accessible, as is common in many parts of the world, use soap and available water. If soap and water are unavailable, use an alcohol-based hand sanitizer that contains at least 60% alcohol to clean hands.

#### When should you wash your hands?



- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone who is sick
- Before and after treating a cut or wound
- After using the toilet
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage

#### How should you wash your hands?



- **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- **Lather** your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.

- **Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
- **Rinse** your hands well under clean, running water.
- **Dry** your hands using a clean towel or air dry them.



**Why? Read the science behind the recommendations. (/handwashing/show-me-the-science-handwashing.html)**

What should you do if you don't have soap and clean, running water?



Washing hands with soap and water is the best way to reduce the number of microbes on them in most situations. If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol. Alcohol-based hand sanitizers can quickly reduce the number of microbes on hands in some situations, but sanitizers do **not** eliminate all types of germs.

**Hand sanitizers are not as effective when hands are visibly dirty or greasy.**

**How do you use hand sanitizers?**

- Apply the product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the product over all surfaces of your hands and fingers until your hands are dry.



**Why? Read the science behind the recommendations. (/handwashing/show-me-the-science-hand-sanitizer.html)**

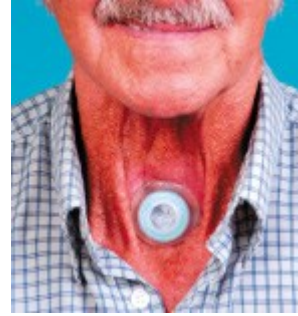
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Page last reviewed: October 17, 2014  
Page last updated: October 17, 2014  
Content source: [Centers for Disease Control and Prevention](#)

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Centers for Disease Control and Prevention 1600 Clifton Road Atlanta, GA 30329-4027, USA  
800-CDC-INFO (800-232-4636) TTY: (888) 232-6348 - [Contact CDC-INFO](#)





Do you know the difference between a tracheotomy and a laryngectomy?

If not, you NEED this class!

## **EMERGENCY ACTION FOR LARYNGECTOMEES**

Where: Sheraton North Baltimore, Towson MD

When: Tuesday, June 9, 1:00-4:00 (3 CEUs)

Cost: **FREE**

This program is designed to educate or refresh the knowledge of paramedics, EMTs, firefighters, as well as physicians, nurses, respiratory therapists, and CNAs, of the altered anatomy and consequent complications that might arise in an emergency situation for people with a laryngectomy. Questions? Please call Lt. Paul Massarelli at 410-887-7523

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**This class is approved for an EMS OTEP or CME Airway Module through M.I.E.M.S.S.**

Please register by visiting:

[http://www.baltimorecountymd.gov/Agencies/fire/fire\\_academy/index.html](http://www.baltimorecountymd.gov/Agencies/fire/fire_academy/index.html)

Sponsored by the



International  
Association of  
Laryngectomees

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## Annapolis Fire Department



### SPECIAL ORDERS

Issue Date: 04/24/15

Delete Date:

By Authority

A handwritten signature in black ink, appearing to read "David L. Stokes, Sr.", written over a horizontal line.

David L. Stokes, Sr.  
Fire Chief

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### SPECIAL ORDER # 021-2015 - PLANNING SECTION

#### Training - Weekly Drills for the Month of May 2015

During the month of May 2015, training efforts will focus on the under trained and under utilized skills and tactics applied at mid-rise and high-rise fires. Specific focus will be on hose stretches and standpipe systems within these structures. It is strongly encouraged that personnel complete at least the reading assignments prior to the May 11<sup>th</sup> practical exercises in order to apply some the concepts learned during this training event. All personnel shall complete the following training:

#### Standpipe Training:

1. All personnel shall read "Working with Standpipes" found at the following link: <http://www.firefighternation.com/article/firefighting-operations/working-standpipes>. Crews shall review tools carried in the "officer's standpipe bag" on each engine and discuss how each tool can be applied in a standpiped fire scenario. Additionally, individuals shall review the Highrise Standpipe Pack Powerpoint found in Power DMS and re-familiarize themselves with the current standpipe pack arrangement carried on City engines.  
(S/MC Practical & Didactic, High Rise, 2 hours)

#### Safety Training:

1. All personnel shall read "Study Examines Crew Sizes at High-Rise Fire" at the following link: <http://www.firefighternation.com/article/news-2/study-examines-crew-sizes-high-rise-fire>. Crews shall have an Officer led discussion on how our agency may achieve larger crew sizes at mid-rise or high-rise fires by combining crews prior to deployment to upper floors. Additionally, review as a crew, the equipment needed by the fire attack and search crews on a mid-rise or high-rise incident. Further, discuss elevator use RIT crew and equipment staging areas during a mid-rise or high-rise fire. Finally, crews shall review and discuss OPM 7.12 (RIT) & 7.13 (Mayday).  
(S/MC Practical & Didactic, Safety, 2 hours)



### Firefighting Training:

1. All personnel shall read the article "Fighting Fire with a Standpipe or an Engine Stretch" found at the following link: <http://www.firefighternation.com/article/firefighting-operations/fighting-fire-standpipe-or-engine-stretch> . As a crew, find two (2) buildings within the City where this concept of standpipe vs. engine stretch could be applied and discuss the how's, why's and when's of each application as it relates to each building. Crews shall pick one of these standpiped buildings (or parking garage) within the City and observe the locations of risers, location and heights of valves and condition of caps and threads.  
(S/MC Practical & Didactic, Firefighting, 2 hours)

### Mid-Rise Training:

1. Crews will participate in a full scale mid-rise fire simulation at the 700 Americana Drive building to be organized by the Training Division. Skills to be utilized and evaluated are as follows: Standpipe stretches, search & rescue, SCBA practical, RIT operations, aerial / ground ladder use, evacuation and Incident Command. Units will be assigned by Battalion Officers during the shift cycle of 5/11/2015 - 5/14/2015. This will be a multi-jurisdictional training to include Anne Arundel County and the U. S. Naval Academy.  
(S/MC Practical, High Rise, 3 hours)

### **SPECIAL ORDER # 022-2015 - OPERATIONS SECTION** **MIEMSS 2015 ALS and BLS Protocol Updates**

MIEMSS has announced the release of the 2015 Protocol Updates for both ALS and BLS providers. The training shall be accessed by all members of the department holding an ALS or BLS certification by using the following link: <http://www.emsonlinetraining.org>.

The log-on process will be the same as any of the MIEMSS online training center offerings. BLS providers are only required to complete the BLS component of the program and ALS providers are only required to complete the ALS component of the program.

All Protocol update training shall be completed by June 1, 2015. Completed updates will automatically post to your MIEMSS continuing education record. However, after the issues last year it is highly recommended that you either get a screen shot or photo of your final score showing that you completed the training. This is State mandated training and non-compliance will be followed up soon after the due date.

Any questions please contact your EMS Duty Officer or Captain Grimes in the EMS office. The new protocols will go into effect July 1, 2015.