



# General Order

## Department of Fire & EMS

### G.O. 5-2-2024

**Subject:** Personnel Transfer Request

**Date:** May 29, 2024

**Authority:** Chief Michael W. Robinson, Director/*MWR*

The FY-25 budget has been approved and will provide funding for 72 new positions.

In order to allow for our planned 84 positions for FY-25 we will reallocate 12 floater positions.

Beginning on July 1, 2024, we will proceed with the staffing of seven additional VFCs as planned. Each of these stations will be staffed in the below order with the designated number of positions:

Station #:	FF/EMT	PM or FF/PM	FADO	Total staffing:	Anticipated Date
Hampstead-2	4	4	4	12	7/1/24
Winfield-14	4	4	4	12	7/1/24
Gamber-13	4	4	4	12	8/1/24
Pleasant Valley-6	4	4	4	12	8/1/24
New Windsor-10	4	4	4	12	8/29/24
Lineboro-7	4	4	4	12	9/12/24
Union Bridge-8	4	4	4	12	9/12/24
<b>TOTALS:</b>	<b>28</b>	<b>28</b>	<b>28</b>	<b>84</b>	

All employees will be allowed the opportunity to request to change their current assignment. All current transfer requests shall expire as of 5/30/24. All employees requesting to change their assignment shall fill out the electronic form (Link or QR Code Below). This will automatically generate an excel spreadsheet that will be utilized by administration to determine reassignments. Transfer Requests are voluntary and DFEMS administration has the right to not honor a request based on the needs of the Department. Any employee wishing to request a transfer shall submit prior to June 12, 2024, for consideration in the next reassignment, that will coincide with the next hiring process and reclassification of current personnel to the FADO rank. All transfer requests under this General Order will remain active until further notice. You must submit for each station by specific shift (i.e. Station 3 A and B shifts) and requests stating “any shift” will be rejected. These requests will be prioritized in the order received. They will be honored as the vacancies occur and as indicated stations are staffed. All dates are relative to hiring and are subject to change. Please utilize the below QR code or link to access the transfer form and site. Please refer any questions to your shift commander.



<https://forms.office.com/g/LMrEYfdNvG>