



General Order

Department of Fire & EMS

G.O. #: 8-1-22 (Rev. 1)

Subject: Personal Protective Equipment Voucher Program

Date: September 26, 2022

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

DFEMS has been working through the transition of turnout gear purchasing from CCVESA-issued funds to payment from Carroll County Government. The Carroll County Office of Procurement has authorized the purchase of personal protective equipment from Fire Chasers Fire Equipment (turnout coats/pants, structural gloves) and Witmer Public Safety (boots, helmet and hood). Items allowable include those identified in CCDFEMS Personal Protective Clothing Standard Operating Procedure under “Specifications.” The County will provide funding for volunteer company purchased PPE based on fund allocations budgeted from line item 201 of the respective department’s budget for the current fiscal year. Any additional charges above the fiscal year budgeted line 201 will be the responsibility of the volunteer fire/EMS company to pay.

Vouchers will be distributed by Kim Dubbert, the Administrative Assistant for the Public Safety Training Center. To request a voucher, please email Kim at KDubbert@carrollcountymd.gov. Each voucher will have a control number identified for each volunteer fire/EMS company. (example: Co. 7 would be 07-01, up to the total number of sets afforded through the current budget year). A logbook will be retained by the Training Center Administrative Assistant showing the date and name of the person who received the voucher. The volunteer company Chief or his/her designee must make the request via e-mail for a voucher to be issued to a specific firefighter of his/her department. This request must include the name of the individual receiving the voucher, the Company he/she belongs to, their shoe/boot size and helmet color. DFEMS is in the process of purchasing helmets, boots, hoods and gloves to have readily available for Company requests.

The recipient of the voucher will contact Fire Chasers Fire Equipment to schedule a time and date to be fitted/sized for the turnout coat and pants. Once the Firefighter has been fitted/sized, the voucher will be given to the representative from Fire Chasers Fire Equipment, who will then include the voucher as documentation when Carroll County is invoiced. The PPE will be shipped directly to the Chief of the member's fire/EMS station to be issued to the member receiving it. Any PPE needed above the company's allotted vouchers is the responsibility of the volunteer fire/EMS company. The contract in place by DFEMS for the purchase of PPE shall be used in lieu of the requirement of multiple quotes. PPE purchased by the volunteer fire/EMS company using Company funds can be purchased based off the County contract or using their own internal procurement rules.

All PPE issued to volunteers of their respective volunteer fire/EMS companies are the responsibility of the volunteer company chief or his/her designee to be managed. PPE issued to non-active firefighters, whenever possible, should be reissued to active firefighters.

The voucher will be for a complete set of personal protective equipment to include helmet, coat, pants, suspenders, hood, gloves, and boots. The voucher shall be void 30 days from issue date. A valid picture ID is required to be shown when sized for the PPE.

If an invoice is received at the volunteer fire/EMS company, it must be sent to the Training Center Administrative Assistant as soon as received. Carroll County Government will not be responsible for any late charges issued by the vendor.

Should you have any further questions, please feel free to contact Training, Health & Safety Officer Kevin Fox via email kfox@carrollcountymd.gov or cell phone (667) 367-7703.

MWR/cw
C: G.O. file