

MONTGOMERY COUNTY ARCHIVES

**Guide to the Records of
MONTGOMERY COUNTY FIRE AND RESCUE COMMISSION
1977-1996**

Record Group 15: Boards, Committees and Commissions

**February 8, 2000
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Montgomery County Archives
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ADMINISTRATIVE HISTORY

The Montgomery County Fire and Rescue Commission was organized in order to provide citizens of Montgomery County with efficient and effective fire prevention and suppression, as well as rescue and emergency medical services based on a system that encourages the efforts of volunteers. The Commission has broad authority and is responsible for adopting and enforcing all County-wide policies, programs and regulations that deal with fire, rescue, and emergency medical service operations. The Montgomery County system is nationally recognized as a leader in fire and rescue protection.

The Fire and Rescue Commission is advised on its policies and proposals by the Fire Board. The Fire Board is comprised of the chief of each corporation within the county and one elected delegate and one alternate from each corporation. The Fire Board reviews the Commission's proposals relating to fire and rescue services, personal conduct, and volunteer recruitment and retention; supports the maintenance and enhancement of volunteer participation in fire, rescue, and emergency medical service; and submits a list of volunteer firefighters to the County Executive to be considered for appointment to the Fire and Rescue Commission.

EXTENT

0.5 cubic feet: ½ records box.

SCOPE AND CONTENT NOTE

This collection consists of meeting records and other materials relating to the duties of the Fire and Rescue Commission and the Fire Board. All documents were created by either the Commission or the Fire Board and consist mainly of minutes, appointments to the Commission, and reports.

The materials are arranged into two series:

Series I: Commission

Series II: Fire Board

SERIES DESCRIPTIONS

Series I: Commission, 1978-1996

(0.25 cubic feet)

Records in this series include appointments, minutes, and reports. There is a gap in minutes from November 1988 to December 1993

Folders are arranged in alphabetical order and then chronologically.

Series II: Fire Board, 1977-1995

(0.25 cubic feet)

Records in this series consist of committee reports and minutes. The series also contains a Director's report from March 1985 and a Mission Statement from October 1994. There are several gaps in the minutes.

Folders are arranged in alphabetical order and then chronologically.

CONDITIONS GOVERNING ACCESS

This collection is open for research.

LANGUAGE

English.

PROVENANCE

These materials were transferred from Rockville Regional Library in Accessions #98-10 and #99-12.

USING THESE RECORDS

To request records listed in this finding aid, the following information should be given to the archivist:

Record Group 15, **Records of the Montgomery County Fire and Rescue Commission**, Series Number and Name, Box Number and Folder Title(s).

The preferred citation for materials from these records is:

Montgomery County Archives; Gaithersburg, Maryland. Record Group 15: Boards and Commissions. Records Title: The Records of the Montgomery County Fire and Rescue Commission. Series number and series name. Box number and folder title, if appropriate.

PROCESSING PROCEDURES

General processing procedures consisted of discarding duplicates, unnecessary binders, and routine transmittals. If records contained oversized documents and photographs, they were removed from the original location in their assigned series and placed in separate containers. Separation sheets would then be inserted in the original location within the folder to indicate the new location of any records placed elsewhere.

Preservation copying of newspaper clippings was performed whenever feasible. Records in folders were arranged, unless otherwise indicated, in forward chronological order, with undated records appearing at the end of the folder.

PROCESSING STAFF/FINDING AID AUTHOR

MCA staff.

BOX INVENTORY

Series I: Commission

Box 1

Appointments, 1978-1985
Minutes, January 1984-November 1985
Minutes, December 1993-May 1995
Minutes, June 1995-April 1996
Report of the Accounting Task Force, 1988
Report of the Procurement Task Force, 1988
Report of Tax Structure Task Force, 1988
Annual Report, 1994
Annual Report, 1996

Series II: Fire Board

Box 1, cont.

Committees, 1978; 1985
Minutes, January 1977-December 1978
Minutes, January 1979- December 1980
Minutes, January 1984- May 1985
Minutes, June 1985- December 1985
Minutes, December 1990- February 1995
Mission Statement, 1994
Reports, 1985