

PLAN OF ORGANIZATION
MARYLAND FIRE AND RESCUE INSTITUTE

University of Maryland
College Park, Maryland

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Preamble

The University of Maryland Senate provides an opportunity for faculty, staff, students, and administrators to participate in shared governance. The Maryland Fire and Rescue Institute acknowledges the importance of these shared governance principles and is committed to actively participate in shared governance.

The mission of the Maryland Fire and Rescue Institute (MFRI) is to serve as the State's comprehensive training and education system for emergency services. The Institute plans, researches, develops, and delivers quality programs to enhance the ability of emergency service providers to protect life, the environment, and property. MFRI consists of full-time faculty, part-time faculty, staff and students. It is important to note that the MFRI's student body is not a conventional University Student body, as it consists of fire, rescue and Emergency services professionals who attend to receive specific training and certifications specific to their fire, rescue and emergency services disciplines which can range from day long seminars to one hundred hours of training.

The Institute is assigned to the President's Office, University of Maryland, College Park, and receives direction and administrative guidance from the President or appointed representatives of the President. The operations of the Institute are governed by the policies, procedures, rules and regulations promulgated by the University of Maryland.

In addition to University governance, the Institute operates within all applicable laws, policies and procedures of the State of Maryland. Specifically, MFRI operates under a series of legislative mandates, which are part of the Annotated Code of the State of Maryland (COMAR). Article 13-111, provides the following:

- I. Duties of the Institute.
 - The Institute shall:
 1. Provide classroom education and training for career and volunteer fire, rescue and EMS personnel, both at the Institute and throughout this State;
 2. Cooperate with other agencies that provide training for fire, rescue, and EMS personnel;
 3. Train instructors;

4. Prepare or adopt materials for training fire, rescue, and EMS personnel;
5. Develop new fire, rescue, and EMS techniques;
6. Develop and implement specialized courses in firefighting, including industrial firefighting;
7. Maintain statistics and records on fire, rescue, and EMS education, training, and related matters;
8. Develop programs to inform the public about the tasks performed by fire, rescue, and EMS personnel;
9. Establish guidelines for instructional materials to school systems in the State concerning fire, rescue, and EMS education;
10. Provide disaster training for fire, rescue, and EMS personnel;
11. Cooperate with the Maryland Institute for Emergency Medical Services Systems to provide both basic and advanced training for rescue and EMS personnel.

II. Units Within the Institute

The Institute is organized with such sections and offices deemed necessary by the Director to accomplish the assigned mission. The Maryland Fire and Rescue Institute currently operates with the following sections:

Administrative Support Section

Advanced Life Support Section

Equity

Institute Development Section

Logistical Support Section

Regional Training Centers:

- | | |
|-------------------------------|-----------------|
| 1. Western Maryland Region | (Cresaptown) |
| 2. North Central Region | (Mount Airy) |
| 3. North East Region | (Aberdeen) |
| 4. Upper Eastern Shore Region | (Centreville) |
| 5. Lower Eastern Shore Region | (Princess Anne) |
| 6. Southern Maryland Region | (La Plata) |
| 7. Distance Education | (College Park) |

Special Programs Section

Technology and Certification Section

III. Officers of the Institute

Organization is the core of the Institute; shared governance is the element that gives the organization the ability to be effective and achieve the established goals. The organizational chart reflects the structure of MFRI. Management of the Institute is entrusted with and is authorized to perform the following responsibilities:

DIRECTOR: The Maryland Fire and Rescue Institute is headed by a Director who serves as the chief executive officer. The Director, assisted by two Assistant Directors, provides direction and establishes operating policies for MFRI. The Director reports to the President of the University of Maryland, College Park.

ASSISTANT DIRECTOR: There are two Assistant Directors who report to and assist the Director by organizing and controlling the day-to-day operations of the Institute, the sections, and acting in place of the Director in his absence; Special Operations Assistant Director and Field Operations Assistant Director.

MANAGER: Managers provide direction to their section staff. The Equity Officer reports to the Director; the managers of Administrative Services, Institute Development Logistical Support and Special Programs report to the Special Operations Assistant Director; the managers of Advanced Life Support and Technology and Certification, and the Regional Training Center coordinators report to the Field Operations Assistant Director.

SECTIONS: Each section of the Institute has faculty and staff who perform various tasks, including overseeing regional training centers, specialized programs such as Advanced Life Support, industrial training, administrative services, logistical support, and curriculum development. They are responsible for supervising part-time faculty, and reporting to their section manager.

IV. The Unit Assembly of the Maryland Fire and Rescue Institute

The Unit Assembly was constituted for the purpose of maximizing faculty and staff participation in the affairs of the Maryland Fire and Rescue Institute.

A. Functions of the Unit Assembly:

The Unit Assembly considers, makes recommendations, and develops proposals on any matter of Institute and University concern. The functions of the Unit Assembly include but are not limited to:

1. Reflecting the concerns of faculty, staff, and students in regards to Institute and University matters.
2. Initiating and/or recommending action on matters of concern to the Institute and advising the Director.
3. Interacting with the Campus Senate and the University community.
4. Receiving information of general Unit Assembly interest from the University community.
5. Promoting affirmative action to avoid discrimination based on race, sex, religion, or other academic and non-academic factors in the employment, retention, and promotion policies of the Institute.

B. Membership of the Unit Assembly:

Membership in the Unit Assembly of the Maryland Fire and Rescue Institute consists of the following representatives:

1. Full-Time Faculty – Each full-time faculty member of the Institute holding the position of Instructor or Lecturer.
2. Exempt and Non-Exempt Staff – Staff members are represented by one member for each staff category, to be elected by the exempt and non-exempt staff respectively at the beginning of each fiscal year (July).
3. Part-Time Faculty – Members of the part-time faculty are represented by one elected member.

Each member of the Unit Assembly shall have one vote.

C. Officers the Unit Assembly:

The officers of the Unit Assembly shall be the Chair, Vice-Chair, Recorder, and two At-Large Delegates:

1. The Chair is the current Senator to the Campus Senate and the Vice-Chair is the previous Senator, of which both are full-time faculty.

D. Elections of Officers

1. Elections shall be held in May of each year on a date to be selected by the Executive Committee of the Unit Assembly. In order to hold an election for

Officers, 2/3 of the voting body of the Unit Assembly must be present. The elected officers will take office July 1 of the year they are elected. A special election, called by the Executive Committee of the Unit Assembly, shall be held for any vacancies of elected officers.

2. The Recorder and two At-Large Delegates are elected by the membership of the Unit Assembly for three-year renewable terms. To be eligible for election, the faculty member must have a minimum of two years as a faculty member with the Institute. These members make up the Executive Committee.
3. Between regular or special meetings of the Unit Assembly, the Executive Committee may act on behalf of the full membership. Any action taken shall be reported to the full membership.
4. The Recorder shall record, summarize, and distribute minutes from each Council and Executive Committee meeting, distribute Council agenda to members, and maintain all records of Council activities.

E. Meetings of the Unit Assembly:

1. The Unit Assembly shall meet at least two times a year, after the Director's semi-annual meetings. The Chair shall preside over all meetings of the Unit Assembly. In the absence of the Chair, the Vice-Chair shall preside.
2. The Chair of the Unit Assembly shall normally give a five-day notice for all meetings of the Council. One half of the membership of the Unit Assembly shall constitute a quorum.
3. Robert's Rules of Order, Revised, shall govern the Unit Assembly in all cases to which they are applicable, except as they may be inconsistent with these and subsequent rules adopted by this Unit Assembly.

V. Standing Committees of the Unit Assembly:

- A. Executive Committee: This committee shall consist of the five officers (the Chair, Vice-Chair, Recorder, and two At-Large Delegates) and a community member selected by the Maryland State Fireman's Association (MSFA). The function of this committee is to advise the Director of the Institute in all matters on behalf of the membership of the Unit Assembly. The Executive Committee shall meet twice a year following the biannual all faculty and staff meeting. A minimum of four members shall be present to meet quorum.

- B. Ad-hoc Committees: These committees will be selected by the Executive Committee of the Unit Assembly to consider matters that need the attention of the Council from time to time but do not merit continual development and control.

VI. By-Laws of the Unit Assembly

This document shall serve as the By-Laws of this Unit Assembly until such time as the membership feels the need for changes to or for additional guidelines.

VII. Amendments and Review of the Unit Assembly

A. Amendments to the Plan of Organization:

1. The plan of organization will be reviewed every ten years in line with the University plan of Organization
2. Recommended amendments to the Plan of Organization for the Unit Assembly of the Maryland Fire and Rescue Institute shall be presented in writing to the Executive Committee, who in turn shall place such recommendations on the agenda for the next meeting of the Unit Assembly.
3. Approval of a recommended amendment by two-thirds of the written ballots received from the Unit Assembly membership shall constitute adoption of the amendment.
4. Any approved recommended amendments will need to be brought before and approved by the University Senate and President of the University before being finalized.

B. Recall of Officers of the Unit Assembly:

1. Officers of the Unit Assembly are expected to represent the interest of the Council membership. The council membership is expected to participate in elections and to communicate their interests and concerns to the officers of the Council. When any of the Council membership believes that an officer of the Council is not properly representing its interest, a recall may be undertaken.
2. Upon receipt of a petition signed by 25 percent of the Unit Assembly, the membership shall hold an election to determine whether the Officer who is

the object of the petition shall be recalled. Recall shall require a two-thirds vote of the membership of the Unit Assembly.

