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|  | Standard Operating Guideline: ADM 4 | |
| | Subject: | Vehicle and Property Management |
| | Effective Date: | November 1, 2012 |
| | Revision Date: | October 1, 2023 |
| Director: | | <i>William Ferguson</i> |

Purpose: Rules for management of public property are necessary to maintain proper inventory and maintenance of all equipment. Routine service and sound fleet management policies are required to ensure that all equipment is constantly ready for service when needed. Proper record keeping of maintenance records are mandated by certifying state and federal guidelines for Fire and EMS agencies.

I. Vehicle Maintenance

- A. All vehicles shall be maintained in accordance with “high use” service recommendations as outlined in the owner’s manual for each vehicle.
- B. Personnel shall inspect assigned fleet vehicles daily prior to starting their tour of duty. Any problems noted should be repaired and supervision shall be made aware of any malfunctions. Should the vehicle require being taken out of service, the communications center shall be made aware of the vehicle status.
- C. If no service guideline is specified within the owner’s manual, the following schedule should be maintained:
 - i. Fluids shall be checked daily. Low fluids should be topped off. Fuel shall always be left at three-quarters or greater before being placed into service.
 - ii. Engine oil shall be changed every 3,000 miles
 - iii. Transmissions should be serviced at 25,000 mile intervals.
 - iv. Tires should be replaced according to factory and NFPA recommendations.
- D. Vehicle maintenance shall only be conducted by certified mechanics and by businesses that maintain at least a \$1,000,000 liability policy.

II. Fleet Management

The NFPA Standard brings out many of the key elements that need to be considered to determine the useful service life of fire department apparatus. The most important factor to consider in assessing apparatus life span is firefighter safety; older apparatus does not meet the same safety standards that newer fire apparatus must meet. Newer fire apparatus have also incorporated many technological and safety changes to keep pace with the commercial automotive industry standards.

One of the most important capitol assets of the county and its individual departments is a fleet of reliable automotive and fire apparatus. Firefighters and Paramedics depend heavily on the performance and capabilities of their vehicle when operating to protect life, property and the environment. To maximize these capabilities and minimize their risk of injury, it is imperative that the apparatus be evaluated on an annual basis.

FCDPS maintains a fleet of 14 ambulances. Seven of the ambulances are continuously staffed and are designated as front-line medic units. Five of the ambulances are designated as active-reserve ambulances, and two are operated by the Red Valley Rescue Squad. The reserve ambulances are most frequently utilized to substitute for front-line ambulances that are undergoing routine preventative maintenance or are out of service for repairs. Additionally, the reserve ambulances are staffed for special events or when incident surge is anticipated, such as inclement weather.

Licensed EMS vehicles shall be inspected annually by the Vehicle Maintenance Coordinator, Deputy Chief of Operations, and the Virginia Office of EMS.

Each volunteer fire department is responsible for the maintenance and care of suppression apparatus assigned to their station by the Franklin Department of Public Safety (FCDPS). This includes annual pump and hose testing. Pump and hose testing records shall be kept on file and available upon request.

The volunteer fire association shall appoint a review committee to evaluate fire apparatus on an annual or as needed basis to determine replacement priorities. FCDPS has adopted the International Association of Fire Chiefs (IAFC) formula criteria used to prioritize apparatus replacement.

III. Fleet Rotation and Recommend Replacement Plan

- A. In an effort to maintain the fleet in ready condition, EMS transport vehicles that respond to emergency calls should be moved to reserve status at 125,000 miles.
- B. Units obtaining less than 10,000 miles per year may be rotated with another unit obtaining a higher mileage rate. The purpose is to extend the service life of the unit with higher mileage.
- C. Front line fire apparatus shall be moved into reserve status after 15 years. The apparatus shall remain in reserve status for 5 years. This may be extended if the apparatus meets the recommended annual service and acceptance level tests and has been deemed in excellent condition. Tests include pump and aerial device tests when applicable.
- D. The following IAFC adopted formula will be utilized to evaluate apparatus and the need for replacement:

| FCDPS Formula Base Criteria | |
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| Age | 1 point for every year of chronological age, based on in service date |
| Mile/Hours | One point for each 10,000 miles for gas, 20,000 for diesel or 500 engine hours |
| Type of Service | One, three, or five points are assigned for the type of service. Large fire apparatus = 5, medic units = 3, and SUVs =1 |
| Reliability | One, three, or five depending on frequency the vehicle is in the shop for repairs. A five = in the shop greater than five or times per year. A three = in the shop 2-4 times per year. A one = in the shop 1 time per year. All rankings exclude preventative maintenance. |
| Maintenance and Repair Costs | One to five points are assigned based on the total life maintenance and repair costs (M&R). A five is assigned to a vehicle with life M&R costs equal to or greater than the vehicle's original purchase price. A 1 will be assigned if the M&R is equal to or less than 20 percent of the vehicles original purchase price. |
| Condition | A scale of one to five is used to evaluate the vehicle's current condition as it relates to body condition, rust, accident history, and anticipated repairs. 1 = excellent condition 5 = poor condition. |
| Point Range | Less than 18 = excellent, 18-22 = good condition, 23-27 = qualifies for replacement, 28 and above suggests immediate replacement. |

Results of the evaluation will be captured in a scorecard maintained by FCDPS.

IV. Fixed assets and portable equipment

- A. All property with a value in excess of \$500 shall have a fixed asset accounting tag secured and shall be entered into the property management database.
- B. All communications equipment shall be entered into the property management database.
- C. Property entered shall at a minimum, have the following information recorded:
 - 1. Description of property
 - 2. Photograph of the property
 - 3. Serial number of the property
 - 4. Model, Make and Year property was acquired.
 - 5. Personnel or vehicle to which the property is assigned.