

Apparatus Replacement Schedule and Guidelines For Corporation Owned Apparatus

I. PURPOSE

To establish a schedule and guidelines for the acquisition, replacement, and purchase of RVFD apparatus with RVFD general funds.

The purpose of purchasing corporation owned apparatus is to provide the best possible equipment, tailored to the needs of the RVFD and its service area, so that the members may provide the highest level of service to the community. Corporation owned apparatus also allows the RVFD to maintain a visible presence in the community.

II. APPLICABILITY

This policy applies to all RVFD apparatus purchased by and titled to the Rockville Volunteer Fire Department.

III. DEFINITIONS

- a. **Apparatus** – Vehicles designed specifically to provide fire suppression, rescue, emergency medical services (EMS) Transport, and/or support to the RVFD.
- b. **Apparatus Committee** – A group of RVFD members, who are appointed by the President and who are responsible to the Fire Chief, who manage the design, acquisition, inspection, maintenance, and repair of all RVFD apparatus.
- c. **Apparatus Replacement Schedule & Estimated Apparatus Cost Datasheet** – Spreadsheet which will be updated annually by the Apparatus Committee to include replacement years and anticipated cost of each unit.
- d. **MCFRS** – Montgomery County Fire and Rescue Services
- e. **Review Year** – The year in which a piece of apparatus is due for replacement / component rehab review.

IV. RESPONSIBILITY

- a. The President and Fire Chief shall:
 - i. Ensure compliance with this policy.

- b. Apparatus Committee and its Chair shall:
 - i. Ensure that all apparatus purchased with RVFD funds meet the guidelines outlined in this policy.
 - ii. Ensure that all apparatus purchased will also comply with RVFD Policy #5416, "Apparatus Graphics Standardization for Corporation Owned Apparatus"
 - iii. Ensure compliance with MCFRS Policy #03-08AM "ACQUISITION OF FIRE AND RESCUE APPARATUS".

V. POLICY

- a. Units will be replaced/rehabbed based on the Component Review or at the end of Life expectancy as defined below:

APPARATUS	Replacement Review / Component Rehab Review	Life Expectancy <small>(replacement/rehab)</small>
Brush Truck	15	20
Canteen Unit	15	25
Command Vehicle	10 (as needed)	15
EMS Unit	5	8
Engine	8	15
Rescue Squad	15	25
Aerial Apparatus	15	25
Utility	15 (as needed)	20

- b. If apparatus condition indicates the need for replacement/rehab prior to the established life expectancy, a request shall be made to the Fire Chief by the Apparatus Committee chair to consider early replacement / rehab.
 - i. If the Fire Chief deems that early replacement of a unit is necessary, The Apparatus Committee will request the Board of Directors to add funding to the budget for the specific apparatus purchase(s) and continue with the regular replacement procedure.

VI. PROCEDURE

- a. During the review year the Apparatus Committee will meet to evaluate the specific piece of apparatus and develop a written recommendation to

the Fire Chief, for report to the membership. This process will be completed by April 1st of the review year.

- b. Two years prior to the apparatus replacement or rehab date:
 - i. The Apparatus Committee will meet to begin specification process.
 - ii. The Apparatus Committee will request the Board of Directors to add funding to the budget for the specific apparatus purchase(s).
 - iii. The President will notify MCFRS of the intent to purchase the specific apparatus as required in MCFRS Policy #03-08AM.
 - iv. The President may appoint additional members to assist in a specific unit workgroup during an apparatus specification process.
- c. The Apparatus Committee will meet as needed to develop specifications for the new piece(s) of apparatus. The specification process will be completed within an 8-month time frame.
- d. At the completion of the specification process the specifications will be sent to Fire Chief and Board of Directors for review.
- e. The Fire Chief and Board of Directors will have 30 days to review and comment on the specification.
- f. Following review and comment, the specifications may either be returned to the Apparatus Committee for revision or, If the specifications require revision, the Apparatus Committee will make the revisions and return the specifications back to the Fire Chief and Board of Directors for immediate review. If no changes are required, the President will submit the specification to MCFRS for comment and review as required by MCFRS policy #03-08AM.
- g. The President will request the unit being purchased to be supported by MCFRS for fuel, maintenance, insurance, communications equipment, as well as tools and appliances.
- h. Once the unit meets the approval of MCFRS, the Apparatus Committee will submit a purchase order request to the Board of Directors at the next regularly scheduled board meeting.
- i. After approval of the purchase of the unit, the Apparatus Committee will be responsible for oversight of the apparatus build until delivery. This includes but is not limited to:

- i. Inspection visits
 - ii. Final Inspection
 - iii. Recommendation to the membership for acceptance
 - iv. Accepting Delivery
 - v. Presentation of the unit to MCFRS for Final Inspection
 - vi. Delivery of the unit to the membership
 - vii. Housing/Wash down Ceremony
 - viii. Training users on new unit
 - ix. Recommendation to the Fire Chief to place the unit in service
- j. Upon receipt of the recommendation to place the unit in service, the Fire Chief will be responsible for coordinating with the MCFRS Fire Chief to have unit placed in service.

VII. Attachments

- a. **Attachment I** - Apparatus Replacement Schedule & Estimated Apparatus Cost Datasheet

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Fire Chief

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President