



POLICY AND PROCEDURE
Montgomery County
Fire and Rescue Service

No. 07- 02

DATE

03/20/05

TITLE

APPARATUS MAINTENANCE POLICY

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MONTGOMERY COUNTY FIRE AND RESCUE SERVICE POLICY

APPARATUS MAINTENANCE POLICY

Issued by: Fire Chief

Policy No. 07-02

Authority: Montgomery County Code Section 21-2.(d)(4)

Effective Date: March 20, 2005

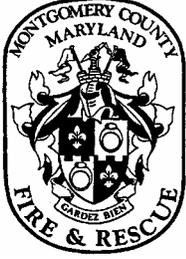
SUMMARY: This policy establishes requirements for the inspection, maintenance, and repair of all engines, aerial ladder trucks, aerial towers, rescue squads, EMS units, and other specialized heavy apparatus of the Montgomery County Fire and Rescue Service (MCFRS).

DEADLINE: Send comments regarding the proposed policy to Beth Feldman, Office of the Fire Chief, Montgomery County Fire and Rescue Service, 12th Floor, 101 Monroe Street, Rockville, MD 20850, by **March 1, 2005**. Comments may also be e-mailed to beth.feldman@montgomerycountymd.gov

STAFF: For additional information, please call Beth Feldman at (240) 777-2423.

BACKGROUND: In its January, 2004 report titled "A Study of Inspection, Maintenance, and Repair of Fire and Rescue Service Vehicle," the County Council's Office of Legislative Oversight recommended that MCFRS implement a centralized accountability program to create uniform maintenance and repair practices for its apparatus. In April, 2004, the MCFRS response to the report, "Apparatus Management Plan," concurred with the need to establish centralized authority, consistent overall direction and management, accountability, and responsibility for MCFRS apparatus maintenance. Consistent with that Plan, this Policy establishes clear lines of authority of MCFRS' apparatus management staff, and defines the maintenance responsibilities of both MCFRS staff and the staff of the Local Fire and Rescue Departments (LFRDs).

Sec. 1. Purpose: To establish the authority and responsibilities of MCFRS staff for all aspects of maintaining heavy apparatus and EMS units, including the LFRDs for maintaining heavy apparatus and EMS units, and MCFRS drivers and unit officers for inspecting apparatus and reporting any defects.



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Sec. 2. **Applicability.** This policy applies to all MCFRS uniformed employees, volunteer personnel, mechanics, and appropriate administrative personnel.

Sec. 3. **Definitions.**

- a. **Apparatus.** An engine, aerial ladder, aerial tower, rescue squad, or other vehicle with a GVWR greater than 10,000 pounds; a vehicle used to transport patients to a hospital or similar facility, or other specialized vehicle used to deliver fire, rescue, and/or EMS services.
- b. **Apparatus Management Bulletin.** An MCFRS- issued message that communicates information to apparatus management staff regarding a specific problem or concern affecting apparatus and its maintenance.
- c. **Apparatus Management Staff.** MCFRS employees or LFRD volunteers who are responsible for maintaining apparatus, as assigned by the Fire Chief/designee.
- d. **Apparatus Section Chief.** An Assistant Chief appointed by the Fire Chief to manage the inspection, maintenance, and repair process of MCFRS apparatus.
- e. **Defect.** A discontinuity in a mechanical part or a failure to function that interferes with the service or reliability for which the part was intended.
- f. **Inspect/Inspection.** A procedure used to determine the condition or operation of a component(s) by comparing its physical, mechanical, and/or electrical characteristics with established standards, recommendations, and requirements, through examination by sight, sound, or feel.
- g. **Preventive Maintenance Program.** A performance program of proactive, standardized vehicle services scheduled to reduce the likelihood that unanticipated vehicle repairs will cause service disruption. These services are scheduled and performed based upon a vehicle's mileage, its hours in service, and/or a specified number of calendar days.
- h. **Unscheduled Repair.** Any repair, outside the scope of scheduled preventive maintenance, whether or not it meets the "out of service" criteria.

Sec. 4. **Policy Statement.** It is the policy of the Fire Chief to ensure the optimal operational readiness of the MCFRS **apparatus** fleet by implementing a **preventive maintenance program** that strives to prevent **unscheduled repairs**, meets **apparatus** and component manufacturer's recommended service schedules, and complies with appropriate sections of COMAR and applicable NFPA Standards. All applicable federal, State, and industry standards



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referenced throughout this document are to be presumed to be the most current available published edition.

The Fire Chief requires MCFRS **apparatus management staff** to maintain centralized authority, consistent overall management direction, and accountability sufficient to administer the **inspection**, maintenance, and repair of the MCFRS **apparatus** fleet.

Sec. 5. **Procedure.** Procedures implementing this policy will be established by **apparatus management bulletins** that will be issued as necessary by the **Apparatus Section Chief** to address both routine and emergent maintenance concerns. All MCFRS **apparatus maintenance staff** is required to read their County emails each workday to be continuously informed of **apparatus management bulletins** and any other related communications from the **Apparatus Section Chief** or **apparatus management staff**.

Sec. 6. **Responsibilities.**

a. The Fire Chief will:

1. budget necessary Personnel, Operating, and Capital Outlay funds each fiscal year to fund **apparatus inspection**, maintenance, and repair requirements as established by applicable NFPA Standards and common vehicle repair standards, with appropriated funds;
2. fund, develop, and implement an automated fleet management information system, and provide the infrastructure, training, and technical support necessary to operate the system;
3. establish a **preventive maintenance program** that meets or exceeds NFPA 1915 *Standard for Fire Apparatus Preventive Maintenance Program*, including recommended service requirements for each type and style of **apparatus**;
4. establish an **apparatus** pump test schedule, and perform pump testing service requirements according to NFPA 1911 *Standard for Testing Fire Department Pumps*;
5. establish an **apparatus** aerial test schedule and perform aerial testing service requirements according to NFPA 1914 *Standard for Testing Fire Department Aerial Devices*;



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6. reimburse the LFRDs for approved tax funds expended for required **apparatus** maintenance and repairs from requested and appropriated funds, in a timely manner;
 7. establish daily, weekly, monthly, and as otherwise prescribed or required, **apparatus inspection** procedures;
 8. fund, develop, and implement a standard unit and **apparatus** component **defect** reporting system that can be monitored by the **apparatus management staff**, career and volunteer station officers, and LFRD mechanics;
 9. establish vehicle and equipment "Out of Service" criteria, based upon COMAR Title 11.22.02, *Department of Transportation, Motor Vehicle Administration - Preventive Maintenance Program; General Inspection, Repair, and Maintenance*, and NFPA 1915, *Standard for Fire Apparatus Preventive Maintenance Program*; and
 10. issue **Apparatus Management Bulletins** providing procedures and information, as described in Sec. 5. **Procedure.** above.
- b. The Local Fire and Rescue Departments must:
1. integrate maintenance and repair records into the established automated fleet management system;
 2. perform preventive maintenance according to schedules and service activities established by the **Apparatus Section Chief**;
 3. perform **inspections** as required by COMAR Title 11.22.02, *Department of Transportation, Motor Vehicle Administration - Preventive Maintenance Program; General Inspection, Repair, and Maintenance*. These **inspections** are required annually, or at 25,000 mile intervals, whichever comes first, for heavy **apparatus** and EMS units;
 4. perform necessary **unscheduled repairs** in a timely manner;
 5. perform all maintenance and repair activities under fiscal guidelines provided in the FRC's *Finance and Accounting Manual*, FRC Policy No. 03-05 AM;



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- 6. ensure that vehicle and equipment maintenance and repairs are performed according to federal, State, County, and local laws, codes, and/or regulations;
- 7. request adequate Personnel, Operating, and Capital Outlay funding for vehicle maintenance from the MCFRS each fiscal year;
- 8. submit requests for approved funds for reimbursement for **apparatus** maintenance and repair expenditures to the MCFRS in a timely manner;
- 9. comply with applicable service requirements in MCFRS-issued **Apparatus Management Bulletins**.

c. MCFRS uniformed drivers and unit officers must:

- 1. **inspect apparatus** daily, weekly, and monthly, using appropriate established **apparatus inspection** procedures;
- 2. report unit and **apparatus** component **defects** using the established maintenance reporting system; and
- 3. comply with applicable service requirements in MCFRS-issued **Apparatus Management Bulletins**.

Sec. 7. **Enforcement.** The Fire Chief is the enforcement authority for all policies and regulations of the Montgomery County Fire and Rescue Service.

Sec. 8. **Effective Date.** This policy is effective on March 20, 2005.

Approved:

Tom Carr, Chief
Montgomery County Fire and Rescue Service

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