

APPARATUS INSPECTION/MAINTENANCE/RESPONSE/DRIVER TRAINING

CHAPTER 7.8

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Submitted by: Lt Faul	Approved by: Chief of Fire Rescue

Responsibilities

The Station Officer is responsible for the inspection, readiness, repair, and maintenance of vehicles and equipment assigned to the station.

The supervisor who places an apparatus in service for special detail will sign for the vehicle and document times the vehicle was taken and returned to the station on the Inspection Check list.

It is the responsibility of the Supervisor and Driver to ensure that the vehicle is operated in a safe and compliant manner.

Upon completion of each patient contact, the supervisor is responsible for the readiness of the apparatus. Ensuring the stretcher and cardiac monitor have been cleaned of all gross contaminants and wiped with an approved cleaning product.

The floor of the patient compartment will be clean and free from any dirt or debris. All trash will be collected and disposed of appropriately.

Whenever a reserve apparatus must be used in place of the company's regular apparatus, it shall be the duty of the company using such apparatus to thoroughly clean and check that it is properly serviced. When the reserve apparatus is returned, it shall be returned in clean condition and shall be properly serviced and stocked.

Members of each company will be directly responsible for the proper care, maintenance, cleaning, and upkeep of their respective apparatus, and performing such duties as assigned to them by their Senior Officer and/or as outlined in this manual.

Any exchange of apparatus requires the updating of the Department's Vehicle Status Board by the Officer in charge.

The Central Supply Warehouse may assist with the coordination of delivery and pickup of apparatus for repair and maintenance.

Vehicle Cleanliness

Apparatus will be kept in a state of cleanliness.

Cab of vehicle and patient compartment will be free of trash. Trash cans will be emptied prior to being full.

Floor of cab and patient compartment will be swept and free from any dirt or debris.

Exterior of vehicle shall be washed at the beginning of each shift and cleaned throughout the day as needed per officer discretion.

Equipment will be stored clean and shall be cleaned/decontaminated after each use, prior to placing back in storage.

If the vehicle requires decontamination by the Aeroclave system after transporting a patient with a communicable disease, the on-duty District Chief will be notified of the need to be placed out of service for "decon". Use of the Aeroclave system will be in accordance with manufacturer recommendations.

The apparatus will be verified to be clean and free of any dirt or trash prior to shift change.

Vehicle Repair/Maintenance

All vehicle maintenance problems will be reported to your supervisor immediately.

Apparatus shall be kept clean and ready for service at all times.

Vehicles will have regularly scheduled PMs (per manufacturer recommendations). Scheduling of these PMs will be conducted by fleet management and communicated to on duty crews as appropriate.

PMs due (within 500 miles), PMs overdue and non-emergent vehicle repairs will be reported on the Vehicle Status Board located on Fire-Net by the Officer in charge.

Fleet maintenance will provide reports of vehicle maintenance to administration on a quarterly basis.

The Officer in charge of the apparatus needing maintenance will contact and coordinate repairs with the Fleet Supervisor, during normal working hours. Their appropriate District Chief shall be advised of arrangements with Fleet before the unit goes to Fleet for service. After hours repair needs will be discussed and coordinated with the appropriate on-duty District Chief.

In the event a vehicle is towed after hours, the vehicle shall be towed directly to Fleet Management. Contact must be made with the appropriate on-duty District Chief to coordinate the DC meeting the wrecker at Fleet to gain access. An email stating the problem shall be forwarded to the Fleet Manager by the District Chief, notifying him of the issue, as soon as possible.

A reserve Command vehicle shall be located at CSW. The reserve command vehicle is **not to be used or assigned** to anyone other than an on-duty District Chief. The District Chief is responsible for keeping this vehicle maintained and ready for service.

Spare apparatus shall be fueled, cleaned, ready for service, and restocked from station supplies when returned to the assigned station from assignment. All spare trucks will be started daily and run for a minimum of 15 minutes and placed on an electrical charging system to maintain charge.

Any apparatus defects, inventory issues, and plan of action for remedies and/or corrections, are to be recorded in Station Log/Station Activity Book (Chapter 7.11).

Emergency vehicles will maintain a minimum $\frac{3}{4}$ fuel capacity. Unless the apparatus is enroute to or being operated at the scene of an emergency, in which case it will be filled as soon as practical.

Vehicle Status Board – ALL changes of status to apparatus SHALL be made to the Vehicle Status Board by the Officer in charge of that apparatus.

Vehicle's mileages SHALL be updated on the Vehicle Status Board every Wednesday, as part of that day's established Vehicle Duties. Accurate PM mileages SHALL be assured on that day also.

Location of Spare Rescues

Spare rescues will be stored per VSB.

All Spare rescues will be stored without items that must not be exposed to extreme temperatures. This includes but is not limited to IVs, medications, IV fluids, needles, syringes, etc.

Crews will swap all equipment from their previous apparatus into the spare unit.

If a spare rescue is found to be containing medications that have been subjected to extreme temperatures, the crew will remove the medication from use and mark for return to CSW.

Location of Spare Engines

Spare engines will be stored per VSB.

Apparatus Daily Inspection/Check List

An Apparatus Inspection Checklist is available to be printed at the ACFR Intranet site for every emergency response vehicle.

A laminated "Expendables Supply List" will be kept inside every ALS vehicle referencing required items for ALS engines and transports noted on the Apparatus Inspection Checklist.

Every primary and reserve apparatus will have the current week's checklist kept on a clipboard, hung at a designated location inside the station, available for LT and DC review.

All primary and backup apparatus, assigned to a station, will be checked and signed for daily on the appropriate unit's checklist. Deficiencies will be restocked, expired medical equipment / medications replaced, and any other problems taken care of or documented with the appropriate officer being advised.

Cardiac monitors will have a "defib" and 12-Lead transmission test performed at the beginning of each shift to ensure proper function.

ALS medication boxes and syringe/needle boxes will be inspected to ensure they are fully stocked, all items are within expiration date, and have an intact tamper evident seal.

When a reserve vehicle is placed into service as a primary unit, the current checklist will be taken by the new crew and maintained until that reserve vehicle is returned to its assigned, reserve location. All checklists used during the period of time a reserve vehicle is in service as a primary unit will be returned with the truck to the Officer in charge of the assigned, reserve location.

Completed apparatus checklists will be chronologically filed and maintained at the assigned station for two (2) years. Records over two (2) years old will be destroyed by the Lt in charge.

Special Event apparatus will be checked and signed for daily on the appropriate vehicle checklist by the assigned station crew. Spare ALS/BLS kits and Zoll monitor(s) for the use of the Special Event crews will be checked and maintained daily by the station crew that the unit is assigned to. When placed in service for a

Special Event, the Special Event crew should check the apparatus and all equipment prior to leaving the location. Times of check out and back in will be noted in the appropriate logbook. The truck will be refueled, cleaned and all equipment/supplies restocked after the Special Event, by the Special Event crew, prior to signing it back in at the assigned station and leaving their OT assignment. Any other problems or deficiencies with the vehicle will be relayed to the station Officer upon return of the vehicle.

Any additions, deletions or changes in equipment or their location on the apparatus or changes in the check sheet itself must be agreed upon by all 3 officers in charge of the specific unit. The C-shift officer in charge of the specific unit will send, via email, the change to their appropriate DC. If approved by that DC, he/she will forward that email to the designated District Chief in charge of apparatus, who will then forward it to the IT department for change on Fire-net.

Driver Training

All employees whose job description entails driving an emergency vehicle shall pass an emergency vehicle operation course provided by the department that meets all state and federal standards for emergency vehicle operators. Driver training course will consist of both classroom and hands-on training.

An evaluation/update of the departments driver training program will be conducted at the conclusion of each initial emergency vehicle operations course, or at maximum every 12 months.

Any continuing education necessary (classroom or hands-on) to maintain driving status or updates to driving policies will be provided by the training department as required.

Remedial driver training (classroom or hands-on) will be provided by the employee's company officer or the training department when deemed necessary by the employee's company officer, the training department, or risk management.

Medication Temperature/Security

Rescue units shall be plugged in to both the shorelines (charging and auxiliary AC) while in station to ensure safe medication temperatures are maintained.

Rear cabin temp will be set to 72 in the summer and 68 in the winter.

Temperature monitoring devices and thermometers will be placed with all ALS medications.

- Rescues: narcotics refrigerator (set to maintain 40 degrees Fahrenheit), ALS cabinet, ALS kit.
- Engine: ALS refrigerator

Temperature monitoring devices will be inspected at minimum of once every 8 hours to ensure the medications have not been exposed to extreme temperatures. Each temperature check will be logged on the apparatus check sheet.

Temperature monitoring devices have indicators for upper and lower temperature limits.

Indicator for upper temperature limit:

- WHITE colored indicator: safe temperature level.
- PINK colored indicator: the ambient temperature has exceeded the temperature limit. If the monitoring device is found in this state, correct the temperature issue and replace the monitoring device.
- RED colored indicator: medications have been exposed temperatures beyond the acceptable time/temperature threshold. If the monitoring device is found in this state, correct the temperature issue, replace all of the medications and replace the monitoring device.

Indicator for lower temperature limit:

- GREEN colored indicator: safe temperature level.
- WHITE colored indicator: medications have been exposed temperatures beyond the acceptable time/temperature threshold. If the monitoring device is found in this state, correct the temperature issue, replace all the medications and replace the monitoring device.

ALS medication, syringes and needles will be stored in clear boxes fitted with a temper evident seal.

Spare seals will be kept in the locked cabinet in the rescues and locked under the Lieutenants seat on the engines.

All vehicles will be locked when left unattended, away from the station; to include the cab and all points of entry to the patient compartment.

When delivering patients to hospitals, ambulances will be locked and have the engine turned off.

General

All apparatus shall be operated in compliance with the Fleet Management Operating Policy and Procedures Manual.

The use of cell phones is prohibited while operating department apparatus (exception: Chief, Command Officers).

Department apparatus, tools, or pieces of equipment carried on County units shall not be used for private or personal use.

There shall be no use of any tobacco products while in or operating apparatus.

Food or liquids are not allowed anywhere in the apparatus that may result in damage to equipment on the apparatus.

All Operators of Department apparatus shall possess a valid Florida Driver's License in accordance with State Law/requirements. (Regularly scheduled driving record checks for all traffic violations committed on or off duty are automatically reported to Alachua County Risk Management by Embark Safety.)

Any individual who has his/her license suspended or revoked must notify the on duty District Chief immediately.

The number of personnel riding in the apparatus shall be limited to the design of the apparatus and number of safety belts.

All personnel aboard an Alachua County apparatus, are to be positioned properly with seat belts and/or safety harnesses fastened, unless impractical to provide patient care or fighting a brush fire. Personnel are to refrain from donning or doffing bunker gear while vehicle is in motion.

All equipment in the back of a rescue must be secured while the vehicle is in motion.

No personnel are to step from any Department apparatus which is moving. Personnel catching hydrants, pulling lines, or removing equipment must allow for the apparatus to stop and receive a signal from the Driver to proceed before executing necessary evolutions.

Vehicle accidents

All vehicle accidents involving Department apparatus will be investigated by the LEA having jurisdiction. **NO** modifications shall be made to any apparatus without prior authorization from the Chief of the department.

In the event of a vehicle accident involving department apparatus the appropriate District Chief should be notified immediately. An incident/accident form should be completed and sent to the Health and Safety Officer by end of shift.

All vehicle accidents involving department apparatus will be investigated by Risk Management to determine if they were preventable. Any remediation or disciplinary action will be determined by the Fire Chief or his designee.

Rescue Move up Status

When all urban area rescue units are committed to calls, the Combined Communications Center will activate a "Move Up Status". Peak Load Units (CC1, CC2, CC3, etc.) shall be considered urban area rescue units for this purpose.

When in move up status, all units shall attempt to expedite calls in an efficient manner to become available as soon as possible. All units located in the rural areas shall temporarily

be relocated to the below assigned locations, or as otherwise assigned by their District Chief:

- Rescue 20 – US 441 / NW 43rd Street
- Rescue 24 – SR 93 / 39th Avenue
- Rescue 28 – 170th Street / Newberry Road
- Rescue 41 – Waldo Road / NE 39 Avenue
- Rescue 62 – CR 234 / SR 20
- Rescue 81 – SR 93 / Archer Road

Prior to the initiation of a rescue move up, consideration should be given to making available any units en route to, but not on the scene of, local non-emergent transfers until additional urban area rescue units become available.

In the event, no Transport Units are available, and calls are holding, all Rescue Units will respond emergent to calls and transport emergently to Hospitals.

Driving/Response Procedures

The maximum time allowed from the notification of dispatch to the apparatus responding shall be no greater than sixty (60) seconds.

Prior authorization is required from the Duty District Chief for Crews/ Units to participate in any activity which would delay the response to an emergency call.

Non-emergency transfer with significant lead time for patient pick-up the Rescue or EMS Lieutenant must acknowledge the page within one minute. The unit must respond in such a manner to ensure the timely pick-up of the patient.

Unit move-up is considered as being dispatched. The driver of an apparatus shall drive to the assigned incident(s) in a safe and expeditious manner.

Apparatus responding from the same station or location will follow the same route if possible and practical.

Water Tankers shall respond non-emergency and not exceed the posted speed limit. In no instance shall a Tanker exceed 60 miles per hour, even if the posted speed limit allows a higher maximum speed.

The driver of an apparatus shall comply with Florida State Law.

There shall be no racing of apparatus nor shall fire suppression apparatus pass another apparatus while responding. Chief, Command, and Rescue apparatus may pass slower fire suppression apparatus when necessary and safe to do so.

All vehicles will come to a complete stop at all red lights or stop signs before proceeding through, even when driving with lights and sirens in emergency mode.

The Department has two (2) vehicle response modes:

- Non-emergency: Without the use of siren and emergency lights
- Emergency: **ALL** Alachua County Fire Rescue vehicles responding to an emergency will comply with State of Florida Statue Chapter 316 - Uniform Traffic Control, which

states: **316.126 -Operation of vehicles and actions of pedestrians on approach of authorized emergency vehicle.**

(Section 3) - *Any authorized emergency vehicle, when en route to meet an existing emergency, shall warn all other vehicular traffic along the emergency route by an audible signal, siren, exhaust whistle, or other adequate device or by a visible signal by the use of displayed blue or red lights. While en route to such emergency, the emergency vehicle shall otherwise proceed in a manner consistent with the laws regulating vehicular traffic upon the highways of this state.*

The Officer of the vehicle will use their discretion in deciding if lights and siren, or lights alone are sufficient to safely respond to an incident or, in the case of an emergency transport to the hospital, from an incident scene.

In all cases, the safety of the crew, patient and citizens will be foremost in the response posture.

School Zone/School Bus (non-emergency or emergency response)

School Zone restrictions shall be complied with during the designated time periods. The speed of the apparatus shall be reduced to the lawful limit.

All apparatus will stop for school buses when the school bus has the stop sign displayed. Apparatus shall not proceed until the sign is disengaged and/or the School Bus Driver signals to proceed.

All vehicles must move in the direction of traffic and shall not be driven against traffic in the opposite lane of traffic. (Florida Statutes 316.126). Exception: When traffic has stopped, or the roadway is blocked for your means of travel.

Vehicle Backing – Refer to Chapter 7.9

When vehicles are required to navigate under any type of overhead hazard such as tree branches wires, signs, canopies, etc., a spotter shall be used if personnel are available. Both the driver and the spotter need to be aware of the required clearance before proceeding under such obstructions. When navigating under obstructions that are of unknown height, the spotter should consider the extra height requirements of the vehicle due to radio and GPS antennas that are mounted on top of the vehicle. In the absence of the Company Officer, the Driver is responsible to ensure adequate clearance for the vehicle to pass through without damage.

Vehicle Parking

When emergency vehicles are parked in non-emergency situations, the vehicle will be parked in such a fashion that it can exit the space in an expeditious manner.

Do not park vehicles in marked fire zones unless committed on an emergency incident.

When parking at a home or business for a non-emergency function, position the apparatus in a way as to not block other patrons and that places the unit in a way to leave expeditiously.

Minimum Medical Equipment

Each ALS unit will maintain the minimum equipment requirements listed in Florida Admin Code 64J [64J-1.002] [64J-1.003]