



**MONTGOMERY COUNTY
FIRE AND RESCUE SERVICE**

07-02AM

Policy and Procedure

Page 1 of 5

Apparatus Maintenance Policy

11/10/2022

Issued by: Fire Chief Scott E. Goldstein

Policy Number: 07-02AM

Authority: Montgomery County Code Section 21-3 (b)

Supersedes: Policy and Procedure 07-02, *Apparatus Maintenance Policy*, dated March 20, 2005

Effective Date: November 14, 2022

SECTION 1. Purpose:

To ensure the safety of MCFRS personnel and the public and establish the authority and responsibilities of MCFRS work units, Local Fire and Rescue Departments (LFRDs), drivers, and unit officers in all aspects of maintaining, inspecting, and repairing apparatus.

SECTION 2. Applicability:

This policy applies to all MCFRS personnel, including uniformed, volunteer, administrative, and mechanic personnel. Further, this policy applies to all wheeled vehicles and apparatus that are insured by the MCFRS carrier, including trailers.

SECTION 3. Background:

Chapter 21-1(b)(4) of the County Code requires that MCFRS account for maintenance of *all* apparatus. Consistent with the requirements of Chapter 21, this policy establishes centralized authority, and details the management, accountability, and responsibilities for MCFRS apparatus maintenance.

SECTION 4. Definitions:

- a. **Apparatus:** A vehicle designed to be used under emergency or non-emergency conditions to transport (*or assist in the transport of*) fire department personnel and/or equipment, *or* to support the mitigation of hazardous situations or delivery of medical services. Antique apparatus is included in this definition if it may be operated under its own power in the movement of any persons on public or private roadways.
- b. **Apparatus Management Bulletin:** An MCFRS- issued message that communicates information to all personnel regarding a specific problem or concern affecting apparatus and its maintenance.
- c. **Apparatus Management Staff:** MCFRS employees or LFRD volunteers who are responsible for managing or maintaining apparatus, as assigned by the Fire Chief or designee. Generally,



**MONTGOMERY COUNTY
FIRE AND RESCUE SERVICE**

07-02AM

Policy and Procedure

Page 2 of 5

Apparatus Maintenance Policy

11/10/2022

the uniformed and civilian managers and supervisors assigned to the Division of Support Services or successor component of MCFRS.

- d. **Apparatus Section Chief:** An Assistant Chief appointed by the Fire Chief to manage the inspection, maintenance, and repair process of MCFRS apparatus.
- e. **Controlled/Uncontrolled:** A controlled unit is staffed and available for dispatch by the ECC; an uncontrolled vehicle is not.
- f. **COMAR Title 11.22.02, Department of Transportation, Motor Vehicle Administration – Preventive Maintenance Program; General Inspection, Repair and Maintenance (COMAR Title 11.22.02):** A State of Maryland administrative regulation governing the inspection and repair of over the road vehicles.
- g. **Central Maintenance Facility (CMF):** The MCFRS apparatus repair facility staffed by the Apparatus Management staff
- h. **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.
- i. **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.
- j. **Out-of-Service (OOS) Criteria:** A list of conditions published by the Apparatus Section Chief which require apparatus to be placed out of service.
- k. **Preventive Maintenance Program:** A performance program of proactive, standardized vehicle services scheduled to reduce the likelihood that unanticipated apparatus 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.
- l. **Unscheduled Repair:** Any repair, outside the scope of scheduled preventive maintenance, whether or not it meets the "out of service" criteria.

SECTION 5. Policy:

It is the policy of the MCFRS 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 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.



**MONTGOMERY COUNTY
FIRE AND RESCUE SERVICE**

07-02AM

Policy and Procedure

Page 3 of 5

Apparatus Maintenance Policy

11/10/2022

SECTION 6. Responsibility:

a. The Fire Chief will:

1. Make a reasonable effort to budget necessary Personnel, Operating, and Capital Improvement Program 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. Maintain 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 1911 (or successor) Standard for the Inspection, Maintenance, Testing, and Retirement of In-Service Emergency Vehicles, 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 (or successor)
5. Establish an apparatus aerial test schedule and perform aerial testing service requirements according to NFPA 1911 (or successor)
6. Ensure personnel follow daily, weekly, monthly, and as otherwise prescribed or required, apparatus inspection procedures that are established by the Apparatus Section Chief
7. Maintain a standard unit and apparatus component defect reporting system that can be monitored by the apparatus management staff, career and volunteer station officers, and other stakeholders.

b. For apparatus maintained at CMF, MCFRS staff will:

1. Integrate maintenance and repair records into the established automated fleet management system
2. Comply with maintenance schedules and service as established by the Apparatus Chief, including bringing the vehicle to CMF or an approved vendor when requested
3. Complete defect reports and, if necessary, place apparatus out of service for unscheduled repairs

c. For apparatus not maintained at CMF, the LFRD or Section staff responsible for the vehicle will:

1. Perform necessary unscheduled repairs in a timely manner



**MONTGOMERY COUNTY
FIRE AND RESCUE SERVICE**

07-02AM

Policy and Procedure

Page 4 of 5

Apparatus Maintenance Policy

11/10/2022

- A. If repairs can reasonably be expected to exceed \$2500, advance approval must be obtained from the Apparatus Chief or designee.
 2. Comply with applicable service requirements in MCFRS-issued Apparatus Management Bulletins
 3. Perform, or have performed, inspections as required by COMAR 11.22.02.
 4. Ensure that vehicle and equipment maintenance and repairs are performed and maintained according to federal, state, county, and local laws, codes, and/or regulations
 - A. Completed safety inspection documentation must be submitted to the Apparatus Chief at least annually or whenever a new inspection is performed-whichever comes sooner
 5. Submit requests for approved funds for disbursement (or reimbursement) for apparatus maintenance and repair expenditures to the MCFRS in a timely manner
- d. MCFRS drivers and unit officers must:
1. Inspect apparatus daily, weekly, and monthly, using appropriate established apparatus inspection and recordation procedures
 - A. Reserve apparatus that is in "controlled" status in stations must be inspected to the same level as front-line apparatus, to include being inspected on the same schedule as front-line apparatus
 - B. Uncontrolled reserve apparatus that is stored in stations must be inspected daily for mechanical safety per the requirements of COMAR 11.22.02.
 2. Report unit and apparatus component defects using the established maintenance reporting system
 3. Comply with applicable service requirements in MCFRS-issued Apparatus Management Bulletins
 4. Ensure reserve apparatus is fully functional, clean, and full of fuel when returning it to storage or making it available for another station's use

SECTION 7. Procedure:

- a. The Apparatus Chief will establish, and as necessary amend:
 1. Vehicle and equipment "Out of Service" criteria, based upon COMAR Title 11.22.02, (*Department of Transportation, Motor Vehicle Administration - Preventive Maintenance*)



**MONTGOMERY COUNTY
FIRE AND RESCUE SERVICE**

07-02AM

Policy and Procedure

Page 5 of 5

Apparatus Maintenance Policy

11/10/2022

Program; General Inspection, Repair, and Maintenance), and NFPA 1911 and similar standards.

2. Apparatus Management Bulletins providing procedures and information regarding specific processes for station and mechanic personnel to follow when performing daily and periodic inspections and maintenance. These may be amended as necessary when new apparatus is purchased.
 - b. For defect reporting: The Apparatus Section Chief will publish guidance for the reporting of defects. This guidance may be amended as necessary as defect reporting or apparatus maintenance tracking systems are placed in service.

SECTION 8. Cancellation:

- a. This amends Policy 07-02, Apparatus Maintenance Policy, established in 2005.

SECTION 9. Attachments:

- a. None

Approved:

A handwritten signature in black ink that reads "Scott Gold".

Fire Chief

November 14, 2022

Date