

Chapter III – Fire Department Vehicles

Subject 4 Reserve Apparatus

304.01 Availability of Reserve Apparatus

- A. The Fire Apparatus Office will maintain the status of all Fire Department vehicles.
- B. Whenever any CFD vehicle changes location and/or status, Fire Dispatch is to be notified immediately either by phone (263-8180) or radio and given the following information:
 - a. Apparatus number of vehicle changing into
 - b. Apparatus number of vehicle changing out of
 - c. Location/destination of vehicle changing out of
 - d. 4-digit MDC unit I.D. number or 6-digit MDC number of the MDC on the apparatus being changed into – both of these numbers can be found on MDC radio. REMEMBER: the MDC remains with the apparatus, notify dispatch of the MDC number of the apparatus being changed into. Do not switch MDCs (Radios) from one apparatus to another.

Examples of notification to dispatch:

“Engine 27 is changing out of apparatus number 33333, which is going to Engine 28’s quarters and will be available as a spare.”

“Medic Unit #61456 is being moved from E-18’s quarters to E-12’s quarters.”

“Medic Unit Spare #61452 is being placed in service as an additional medic unit, M-37, for heat emergency, & later: Medic Unit Spare #61452 is now OOS, equipment returned to Central Stores, and available in a spare status at E-12.”

“Engine 229, apparatus #61678, is being placed in service on a river detail from E-5’s quarters, & later: E-229 is now OOS, equipment returned to E-12’s and available in a spare status at E-5.”

- e. The fire officer will also call the district fire chief with the movement and change of status information.

The apparatus availability file can be accessed by going to the <Allcfd on ‘Fire-central\Sys\Groups’(S:)> drive, open the <Apparatus Availability> folder and double click on the <EQUIPMENT> file. The file can be accessed as a “read only file” from any computer on the <S> drive, but will be maintained by Dispatchers only.

- C. E-Mail the account “Apparatus Supervisor” (no individual name is associated with this account) and give the following information:

1. Equipment number of vehicle and time placed in service.
2. Location of new vehicle
3. Equipment number of vehicle being taken out of service.
4. Location of vehicle taken out of service.
5. Status of vehicle taken out of service (OOS or Available)
6. Reason vehicle was taken out of service.
7. If possible the name of mechanic that advised you to take vehicle OOS.

Sample E-mails to Apparatus Supervisor:

1 - “Vehicle 23456 was placed in service at 1300 hours by Medic Unit 41. Spare Medic Unit 98765 is available at the garage.

2 - Vehicle 98765 was taken OOS and is parked at the garage. #98765 is overheating and mechanic Bill Smith advised us to change over. #98765 is not available for use.

- D. District Chiefs will arrange for spare apparatus movement.
- E. Only Apparatus Supervisor and staff will be allowed to make changes to the apparatus availability spreadsheet <EQUIPMENT>.

- F. The fire equipment supervisor will insure that changes are made appropriately and initiate corrective action by notifying the Administrative Division Chief and the Operations Division Chief when proper reporting of status changes fails to occur.
- G. Whenever there are no available spares in a category, the dispatcher will notify the Administrative Division assistant fire chief during normal business hours or the on call assistant fire chief after business hours and during weekends. The notified assistant fire chief will insure that appropriate corrective measures are taken by Fleet Services to maintain at least one available spare in each category. Fleet Services has agreed to keep two spare engines, ladders and medic units available for use at the end of each working day and at the beginning of each weekend.

304.03 Care of Reserve Apparatus

- A. When reserve apparatus or other reserve vehicles are in use by another company, that company shall maintain the reserve vehicle as first line equipment.

304.05 Movement of Reserve Apparatus and Other Vehicles

- A. When placing a reserve apparatus in service, the company using the reserve apparatus shall inventory the equipment, reporting any missing equipment to the company who normally quarters the reserve vehicle, who shall determine the location of the missing equipment.
- B. Company placing reserve apparatus in service shall assure the apparatus is fully equipped as first line apparatus.
- C. The company placing reserve apparatus in service to replace their apparatus has the option of using hose and equipment assigned to the reserve apparatus or their regularly assigned equipment. This does not include the MDC Radio. Each MDC Radio is assigned to a specific apparatus and is NOT TO BE REMOVED from that specific vehicle. If the apparatus being changed into does not have an MDC Radio, notify dispatch and the District Chief. A company is in service without an MDC. During changeover, the company will take the EMS notebook along with any other equipment that is being changed over, but the MDC Radio is to remain onboard it's assigned apparatus. This company is responsible for the security of equipment from both apparatus. When an additional fire company is formed for details or recalls, equipment will be issued at Central Stores.
- D. Apparatus sent to Fleet Services out of service must be stripped of all equipment except fire hose unless the apparatus will be sent out to another contractor for service. Contact the fire equipment supervisor if in doubt about the need to remove fire hose.

- E. When reserve apparatus is moved to another company or back to reserve status, all equipment and hose assigned to the reserve apparatus must go with the apparatus or returned to Central Stores. Equipment needed to place an additional apparatus in service will be issued at Central Stores. When that apparatus is placed back into a spare status, all equipment shall be placed back into the lockers or storage areas at Central Stores PRIOR to the apparatus being placed in a spare status.

Whenever any CFD vehicle changes location and/or status, Fire Dispatch is to be notified immediately either by phone at 263-8180 or radio. (See 304.01 B)

The company receiving reserve apparatus must be notified of wet hose or any other equipment needing care. The fire company who last had the reserve apparatus in service is responsible for the cleanliness and condition of the apparatus and equipment.