



Carroll County Department of Fire & EMS

Standard Operating Procedure: 1.14	Effective Date: August 16, 2023
Subject: Purchase of New or Replacement of Apparatus	Section: Administrative Policies
Authorized: Chief Michael Robinson	Revision Date: N/A

I. PURPOSE

The purpose of this policy is to outline the steps in the approval process for the purchase of new and replacement apparatus. This policy applies to all member companies of the Carroll County Volunteer Emergency Services Association (CCVESA) and the Department of Fire and EMS (DFEMS).

II. DEFINITIONS

- A. Apparatus– Includes any Engine, Aerial, Rescue Squad, Tanker, Ambulance, Brush unit, Command vehicle, utility type vehicle, ATV, UTV, boat, trailer etc. purchased or donated.
- B. Signed Request – A request for the approval of purchase of apparatus. Requests shall be on company letterhead, signed by the Chief and President of the volunteer corporation and by the Director of DFEMS for County apparatus.
- C. New Service- Any addition of a piece of apparatus that the corporation does not already own. Ex: The purchase of a Rescue Squad by a company that does not have one presently at the time of the request.

III. PROCEDURES

- A. Signed requests shall be submitted to the Director of DFEMS who will forward the request to the Chair of the Emergency Services Advisory Council (ESAC). All requests must be approved prior to any purchases. The request shall contain the following information:
 - 1. The type of apparatus requested and its intended use.
 - 2. Reason, justification and need for the purchase of the vehicle

3. How the apparatus purchase will be funded (corporation funds, county funds, grants, etc.). All rules for spending county funds must be followed for the purchase.
 4. Anticipated date when the vehicle will be placed in service.
 5. If a new service is being added an explanation of how the new service will be staffed shall be included with the request.
- B. Upon receipt of the request the ESAC will:
1. Add the request to the agenda for the next ESAC meeting.
 2. Review the request for adequacy and ensure that it is in-line with the current Fire and EMS Strategic Plan.
 3. Provide a recommendation within 30 days to the Director of DFEMS that the request should be approved, denied, or held for additional information.
- C. The Director of DFEMS will act on the request and notify the requesting department of the decision in writing.
- D. Should a request be denied, the requesting department may appeal the decision.
1. An appeal shall be submitted in writing to the Director of DFEMS within 30 days of the receipt of the initial written decision.
 2. An appeal meeting will be held with the Chief and President of the requesting department, the Director of DFEMS and the Chair of the ESAC.
 3. If the appeal is denied, the decision is final and any similar request from the requesting department will not be accepted for 12 months.
 4. In the event the purchase of apparatus that is denied is made, the apparatus will not be permitted to be placed into service, it will not be entered in the Computer Aided Dispatch system or recognized by the Emergency Communications Center.
 5. In the event the purchase of apparatus that is denied is made, the apparatus will not be insured under the Carroll County insurance policy, nor will it be granted emergency response status by the MVA.
- E. If approved, the requesting agency will have 18 months from the date of approval to have the requested piece of apparatus under contract. In the event the requested piece of apparatus is not under contract within the 18 months of the date of approval, the agency can request a 6-month extension. If the transaction extends beyond 24 months, the requesting agency shall resubmit their request with explanation of why process has taken that long to speed up the reapproval process.
- F. If a volunteer corporation is making a purchase that will replace a county owned piece of apparatus, the leadership of the corporation shall coordinate with DFEMS to have a clear understanding of what equipment will be required to be returned with the county owned apparatus.
- G. If a volunteer corporation is purchasing apparatus which is deemed to be an addition to the fleet, the County will be responsible for supplying all communications equipment for the apparatus.

- H. Any used vehicle being considered for purchase must have a Maryland Safe Vehicle inspection prior to purchase, and no county funds can be spent on the vehicle until the purchase of the vehicle is approved.

IV. RECISION

This Standard Operating Procedure rescinds all directives regarding purchase of new or replacement apparatus or similar content previously issued for personnel of the Carroll County Department of Fire & EMS.