



HR LF	HR HF	Fire Department Town of Belmont NH 03220	<b>STANDARD OPERATING GUIDELINE</b>	<b>SOG NO: ADM 10-002-1</b>
LR LF	LR HF			EFFECTIVE DATE: 09/13/2010 Revised 03/11/2013
			Title: Apparatus Replacement Program	<b>REVISION NO: 01</b>


- I) PURPOSE, SCOPE, APPLICATION**
- A) The purpose of this policy is to outline the apparatus replacement guidelines for fire, rescue, & EMS apparatus.
  - B) This SOG will address the following
    - 1) Defining classification of Belmont Fire Department Apparatus in three distinct categories
    - 2) Criteria to be reviewed when determining a replacement schedule
    - 3) Development and use apparatus evaluation tool.
  - C) The SOG shall be applied when reviewing apparatus status.
- II) REFERENCE DOCUMENTS**
- A) N/A
- III) DEFINITIONS**
- A) Heavy Apparatus: Engine, Tanker, Truck/Ladder/Tower, Rescue Engine
  - B) Light Apparatus: Ambulance, Command Vehicles
  - C) Specialty Apparatus: Boats, Trailers, etc...
  - D) AET: Apparatus Evaluation Team is made up of FF/Mech, 1 career officer, 1 career FF, 1 call FF
- IV) ROLES AND RESPONSIBILITIES**
- A) It shall be the responsibility of the Fire Chief to enforce this SOG.
- V) SAFETY**
- A) Insuring that the current fleet of apparatus meets NFPA standards and is in good working order provided a higher level of safety for all department personnel.
- VI) ENFORCEMENT**
- A) Failure to understand and follow this Standard Operating guideline may result in disciplinary action.
  - B) Any deviation from this guideline may require a written report to the Officer in Charge and the Deputy Chief
  - C) This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline

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## VII) STANDARD OPERATING GUIDELINE

- A) To ensure the safest and most efficient use of the Belmont Fire Department Fire and EMS resources, the following Apparatus Replacement Guidelines shall be the utilized
- 1) The goal of this guideline is to have heavy apparatus and brush trucks replaced between 17-20 years old and light apparatus replaced between 100,000 and 120,000 miles. Specialty apparatus such as boats, trailers, off road vehicles, and MCI vehicles shall be evaluated on a case-by-case basis and included in the CIP as necessary – in many cases these vehicles will have low use and low mileage enabling them to be safely utilized well beyond 20 or 25 years
  - 2) Factors influencing apparatus replacement are age, hours/mileage, cost per mile, and overall condition of the apparatus; the greatest weight is placed on hours/mileage and age
  - 3) As heavy apparatus will often operate on the scene of incidents for hours causing wear and tear on the engine and pump the method used to calculate the vehicle mileage will be to convert hours to miles:
    - (a) To convert hours to miles the formula to be used shall be one (1) hour equals forty miles.
      - (1) Example; A vehicle with 5000 operating hours will be defined as having 200,000 miles  
 $5000 \times 40 = 200,000$
- B) Heavy Apparatus & Brush Trucks
- 1) During the spring of each year, all apparatus sixteen (16) years old and older, or having greater than 2500 operating hours, shall be inspected using the Heavy Apparatus & Brush Truck Evaluation Form.
  - 2) Based on the inspection, will make recommendations for improving the performance or extending the expected life span of the apparatus
    - (a) If the evaluation of an engine indicates that the cab, body, suspension, pump, tank, systems, appearance, etc. are all of good condition, but the transmission and rear-end is not, the evaluators may recommend replacing the transmission and rear-end to ensure the apparatus is in good condition and will be safe and functional through years 20-25.
  - 3) Also considered will be the service time lost due to the apparatus being marked as “out-of-service” for mechanical reasons.

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- 4) The fire chief may request an inspection of any apparatus to be considered for replacement prior to meeting the minimum age requirement if other factors are influencing the need to replace the apparatus immediately.
  - 5) Scores from the evaluation form will be compiled and summarized in a report to be given to the fire chief.
  - 6) The fire chief shall provide a copy of the report along with recommendations on which apparatus should be replaced for that year to the town administrator in the form of an executive summary.
- C) Light Apparatus
- 1) During the spring of each year, all apparatus at 80,000 miles or greater shall be inspected using the Light Vehicle Evaluation Form.
  - 2) Based on the inspection, the evaluators will make recommendations for improving the performance or extending the expected life span of the apparatus.
    - (a) If the evaluation of an ambulance indicates that the body, systems, appearance, etc. are all in good condition, but the annual mileage estimate indicates the ambulance will be over 100,000 miles, the AET may recommend moving the ambulance into a reserve status to reduce the annual miles traveled thereby extending its useful life at least another year.
  - 3) Also consider will be the service time lost due to the apparatus being marked as “out-of-service” for mechanical reasons.
  - 4) The fire chief may request an inspection of any apparatus to be considered for replacement prior to meeting the minimum mileage requirement if other factors are influencing the need to replace that apparatus immediately.
  - 5) Scores from the evaluation form will be compiled and summarized in a report to be given to the fire chief.
  - 6) The fire chief shall provide a copy of the report along with recommendations on which apparatus should be replaced for that year to the town administrator in the form of an executive summary.

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**VIII) RECORDS, REPORTS, CHARTS**

- A) Heavy Apparatus and Brush Truck Evaluation Form
- B) Light Apparatus Evaluation Form

**AUTHENTICATION**


**SOG NO: ADM 10-002-1**

**Number of Pages: 8**

**Approved By:** *dlp*

**Revision: 0**

Sog Review Dates:  
03/11/2013 dlp  
03/10/2014 dlp

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## BELMONT FIRE DEPARTMENT

David Parenti, *Fire Chief*  
 Sean McCarty, *Deputy Chief*  
 P.O. Box 837 – 14 Gilmanton Road  
 Belmont, NH 03220  
*"In Omnia Paratus"*  
*(In all things ready)*



### LIGHT APPARATUS EVALUATION FORM

Apparatus #		Vehicle #		Year	
Make		Model			
Mileage		Hours		Converted hours to miles	
OOS Time					

#### **Cab Assembly**

(Includes skin, structural components, steps, doors, windows, doors, upholstery)

Excellent	Very Good	Good	Fair	Poor
1	2	3	4	5

#### **Body Assembly**

(Includes skin, structural components, compartments, doors, shelves, and trays)


Excellent	Very Good	Good	Fair	Poor
1	2	3	4	5

#### **Drive Train**

(Includes engine & transmission)

Excellent	Very Good	Good	Fair	Poor
1	2	3	4	5

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**Suspension**

(Includes struts, shocks, leaf springs, and on-spots)

Excellent	Very Good	Good	Fair	Poor
1	2	3	4	5

**Fire Pump**

Excellent	Very Good	Good	Fair	Poor
1	2	3	4	5

**Electrical System**

Excellent	Very Good	Good	Fair	Poor
1	2	3	4	5

**Mileage**

(k=1000)

0 to 49k	50k to 59k	60k to 79k	80k to 99k	<100k
Excellent	Very Good	Good	Fair	Poor
1	2	3	4	5

**Cost Per Mile**

\$0.00 to \$0.25	\$0.26 to \$0.50	\$0.51 to \$0.75	\$0.75 to \$1.00	< \$ 1.00
Excellent	Very Good	Good	Fair	Poor
1	2	3	4	5

**Age**


0 to 2 Years	3 to 4 Years	5 to 6 Years	7 to 8 Years	<8 Years
Excellent	Very Good	Good	Fair	Poor
1	2	3	4	5

**Overall Appearance**

Excellent	Very Good	Good	Fair	Poor
1	2	3	4	5

**Comments:**

**Overall Score:** \_\_\_\_\_  
(Out of 100)

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### HEAVY APPARATUS & BRUSH TRUCK EVALUATION FORM

Apparatus #		Vehicle #		Year	
Make		Model			
Mileage		Hours			
OOS Time					

#### **Cab Assembly**

(Includes skin, structural components, steps, doors, windows, doors, upholstery)

Excellent	Very Good	Good	Fair	Poor
1	2	3	4	5

#### **Body Assembly**

(Includes skin, structural components, compartments, doors, shelves, and trays)

Excellent	Very Good	Good	Fair	Poor
1	2	3	4	5

#### **Drive Train**


(Includes engine & transmission)

Excellent	Very Good	Good	Fair	Poor
1	2	3	4	5

#### **Suspension**

(Includes struts, shocks, leaf springs, and on-spots)

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Excellent	Very Good	Good	Fair	Poor
1	2	3	4	5

**Fire Pump**

Excellent	Very Good	Good	Fair	Poor
1	2	3	4	5

**Foam System**

(If Present)

Excellent	Very Good	Good	Fair	Poor
1	2	3	4	5

**Electrical System**

Excellent	Very Good	Good	Fair	Poor
1	2	3	4	5

**Mileage**

(k=1000)

0 to 50k	50k to 75k	75k to 100k	100k to 150k	<150k
Excellent	Very Good	Good	Fair	Poor
1	2	3	4	5

**Cost Per Mile**

\$0.00 to \$0.25	\$0.26 to \$0.50	\$0.51 to \$0.75	\$0.75 to \$1.00	< \$ 1.00
Excellent	Very Good	Good	Fair	Poor
1	2	3	4	5

**Age**

0 to 5 Years	6 to 10 Years	11 to 16 Years	17 to 20 Years	<20 Years
Excellent	Very Good	Good	Fair	Poor
1	2	3	4	5

**Overall Appearance**

Excellent	Very Good	Good	Fair	Poor
1	2	3	4	5

**Comments:**

**Overall Score:** \_\_\_\_\_

(Out of 100)