



Carroll County Department of Fire & EMS Standard Operating Procedure

DOCUMENT DETAILS

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: May 20, 2026

Applicability: Volunteer Career

I. PURPOSE

The purpose of this policy is to establish a clear and standardized 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

Apparatus: Includes any Engine, Aerial, Rescue Squad, Tanker, Ambulance, Brush unit, Command vehicle, utility type vehicle, ATV, UTV, boat, trailer etc. purchased or donated.

Signed Request: A request for the approval to purchase 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.

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 at the time of the request. It will also include the keeping of existing equipment that will increase the baseline of the fleet at the corporation level.

III. PROCEDURES

A. Baseline Fleet

Effective **July 1, 2026**, the apparatus fleet owned by Carroll County Government and the volunteer corporations shall serve as the baseline fleet.

1. A proposed apparatus purchase that is a one-for-one replacement of an existing baseline unit of the same general type (for example, engine-for-engine, aerial-for-aerial) shall **not require ESAC**

approval. In those cases, the requesting agency shall provide written notification to the FROPS Committee, the Deputy Chief, and the Chief of DFEMS before the purchase is finalized or under contract.

2. Funding for a volunteer corporation replacement purchase shall be the responsibility of the corporation, unless otherwise approved through an authorized county process. DFEMS apparatus procurements shall follow all applicable county purchasing procedures. If a volunteer corporation seeks funding through a county loan or other county funding program, it shall comply with all requirements of that program. County funding is not guaranteed.

B. New Service or Reduction in Service

Any request that would:

1. Add a new service
2. Increase the number of apparatus beyond the baseline fleet, or
3. Reduce or eliminate an existing service capability

shall be submitted and reviewed in accordance with the approval process set forth below.

C. Submission of Request

All requests under this section shall be submitted in writing to the **Chief of DFEMS** and must include the required signatures identified in this policy.

D. Forwarding to ESAC

The Chief of DFEMS shall forward the request to the Chair of the Emergency Services Advisory Council (ESAC) at least 30 days prior to the next scheduled ESAC meeting. In the case of an emergency apparatus purchase or a quick purchase opportunity, a shorter review period may be considered.

E. Approval Required Before Purchase

No apparatus covered by this section shall be purchased, ordered, placed under contract, or otherwise committed to until the request has been formally approved.

F. Required Contents of Request

Each request shall include, at a minimum:

1. The type of apparatus requested and its intended use
2. The reason, justification, and operational need for the purchase
3. The proposed funding source, including corporation funds, county funds, grants, or other sources
4. The anticipated date the apparatus will be placed in service; and
5. For any request involving a new service, an explanation of how the apparatus will be staffed and operated.

All applicable rules governing the use of county funds shall be followed.

G. ESAC Review

Upon receipt of the request, ESAC shall:

1. Place the request on the agenda for the next ESAC meeting;
2. Review the request for completeness and adequacy; and
3. Provide a recommendation to the Chief of DFEMS within 30 days to approve, deny, or hold the request pending additional information.

H. Decision by DFEMS

The Chief of DFEMS shall make a determination on the request and shall notify the requesting agency of the decision in writing.

I. Appeal Process

If a request is denied, the requesting agency may appeal the decision as follows:

1. The appeal must be submitted in writing to the Chief of DFEMS within 30 days of the date of the written denial.
2. An appeal meeting shall be held with the Chief and President of the requesting department, the Chief of DFEMS, and the Chair of ESAC.
3. If the appeal is denied, that decision shall be final, and the requesting agency may not submit a substantially similar request for 12 months.
4. If an apparatus purchase is made after denial, that apparatus shall **not** be permitted to enter service, be entered into the CAD system, or be recognized by the Emergency Communications Center.
5. An apparatus purchased after denial shall **not** be covered under the Carroll County insurance program and shall **not** be supported for emergency response status through the MVA under county authority.

J. Approval Timeframe

If a request is approved, the requesting agency shall have **18 months** from the date of approval to place the apparatus under contract. If the apparatus is not under contract within 18 months, the agency may request a **6-month extension**. If the purchase is not under contract within **24 months**, the agency must resubmit the request with an explanation for the delay.

L. Approved Additions to the Fleet

If a volunteer corporation purchases apparatus that is approved as an addition to the fleet, the County shall be responsible for providing communications equipment for that apparatus, subject to county standards and approval.

M. Used Apparatus

Any used vehicle being considered for purchase shall have a valid Maryland safety inspection prior to purchase. No county funds, including but not limited to insurance, radios, maintenance, fuel, supplies, or equipment, shall be used on that vehicle unless and until the purchase has been approved.

N. County Consideration of Service Gaps

If a volunteer corporation elects to discontinue a special service, DFEMS should evaluate whether that service should be replaced or maintained through another county or system resource in order to preserve countywide operational capability.

IV. RECISSION

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.

V. RELATED STANDARD OPERATING PROCEDURES / DOCUMENTS

VI. ATTACHMENTS