



General Order

Department of Fire & EMS

G.O. #: 4 - 1 - 2023

Subject: Apparatus procurement

Date: April 13, 2023

Authority: Chief, Michael W. Robinson/*MWR*

Carroll County fire companies have a long and respected tradition of procuring fire/EMS apparatus to serve the needs of their respective communities. As part of the development of our countywide system of fire & EMS delivery (DFEMS) it now becomes important that we plan and prepare systematically for apparatus enhancement/replacement. This effort while a local company decision, must be coordinated to assure countywide needs as well as elimination of inefficiencies and unnecessary duplication of effort.

The DFEMS and ESAC are currently developing a policy to address this issue in its entirety. In the interim this General Order (4-1-23) shall serve as a guideline for those companies who become engaged in the replacement of new apparatus as well as consideration for expanded services. Therefore, the following shall be in effect as of this date and until superseded by the ESAC policy:

1. Apparatus shall be defined as any fire, EMS, special services, or command/utility vehicles. This shall also include marine/watercraft and UTV vehicles.
2. Any company wishing to procure apparatus as defined above whether new, used or by transfer or donation, shall request approval for the same via a correspondence to the Director/Chief on company letterhead and signed by the President and Chief of that company.
3. Upon receipt of the correspondence, the Director/Chief shall forward the request to a committee (*Apparatus Procurement Committee- APC*) consisting of the following: CCVESA representative, ESAC representative, FROPS representative, EMSOPS representative (EMS units), Career officer representative and chaired by one designated member of the command staff (career chief officer).
4. The committee upon receipt of the request shall meet within 30 days and shall review the request with a designee of the requesting company. Consideration will be given based upon the need and justification of the apparatus as well as the ability to meet all elements of NFPA 1910 and other standards as well as applicable testing and certification of the

unit. If a used apparatus is being considered, then a Maryland Safe Vehicle Inspection shall be required prior to purchase. The financial impact to DFEMS to include testing, technology, insurability/risk, and budgetary impact will be considered.

5. Should the request involve a new service for the respective company (ladder/tower, rescue/squad, tanker, or other specialty area) then the committee shall require a justification as well as an impact statement on existing services to include response implications relative to staffing multiple units related to current staffing data. The current DFEMS Strategic Plan shall be utilized in the process to assure consistency between the procurement and the goals and objectives of the plan.
6. Upon its review, the committee shall make a recommendation to the Director/Chief who will notify the requesting company of the decision. Once approved, the procurement and dates of anticipated service will be coordinated through DFEMS. This will include the request for radios and technology through the Department of Public Safety, insurance, and other county-based requirements.
7. Should a denial of a request be made by the committee, the requesting company shall have 30 days to appeal and have a review before the Director/Chief who will render a final decision. If approval is not granted, then there shall be no recognition of a procured unit in abeyance of this policy. This will include no extension of county insurance, technology, or authorization for response status under DFEMS or through the county ECC.