

S. O. P #: 400-17

SUBJECT: RESERVE APPARATUS

DIVISION: EMERGENCY OPERATIONS

Objective: To establish a procedure for utilizing reserve apparatus/vehicles.

Section 1: Reserve apparatus/vehicles stored at stations shall be maintained in accordance with SOP 400-9.

A. Career Use

Career officers have the authority to utilize reserve apparatus/vehicles as necessary. When changing over they should notify the Administrative Duty Officer (ADO) as soon as possible to insure proper radio identification.

B. Volunteer Use

Requests for the use of reserve apparatus will be made through the ADO. The ADO shall verify that a current loan agreement between the County and volunteer company per the list on BCNet.

1. The Administrative Duty Officer (ADO) shall maintain the reserve apparatus availability list.
2. Companies that would be out of service due to the absence of apparatus shall have first preference of utilizing reserve apparatus/vehicles.
3. Reserve units will not replace units that have been sold.
4. The Division Chief may approve loaning of reserve engines up to ninety (90) days. Further extensions must be approved by an Assistant Chief.
5. Reserve apparatus will not be loaned station to station.
 - a. Prior to apparatus/vehicles being loaned to a succeeding location, the unit shall be inspected completely.
 - b. Inspection shall be performed by one of the following in preferential order:
 - 1) Station officer where unit is assigned
 - 2) Another career station officer
 - 3) EMS District Officer
6. Apparatus will be equipped as per the vehicle logbook inventory. At a minimum the following shall be included:
 - a. Suction hose
 - b. Extension ladder
 - c. Roof ladder
 - d. Hose - 1500' of supply line and 300' of attack line
 - e. Safety triangles
 - f. Fire extinguisher
7. The fuel card and EZ-Pass will remain with the apparatus at all times.

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- C. Reserve apparatus locations can be obtained by contacting the Administrative Duty Officer (ADO).

Section 2: Reserve Apparatus Inventory Control

A. Apparatus Inventory shall be kept in the logbook of reserve apparatus/vehicles. This logbook shall contain a complete and up-to-date inventory of all tools and equipment carried on that specific unit.

1. Res. Eng. denotes the reserve apparatus number.
2. Model denotes the "make" of the apparatus.
3. Company Name denotes the receiving company.
4. Date-in denotes the date the apparatus is returned to its assigned storage location.
This block is to be used by the assigned storage location personnel only.
5. Date-out denotes the loan-out date.
6. Officer-in-Charge denotes the person receiving the apparatus and the person delivering or loaning the apparatus. Both signatures will be placed in the same box.
7. Equipment carried will be inventoried when and wherever the apparatus is received.
This inventory is to be completed by the person receiving the unit and the person delivering the unit. Both signatures will appear in the Officer-in-Charge box.

NOTE: Any missing equipment will be reported through the chain of command to the appropriate Battalion/Division chief with a copy to the Officer-in-Charge (OIC) of Logistics.