Disclaimer: All Best Practices are provided as a guide for departments by the Pennington Co. Fire Service Board. These are for general guidance and should be modified by each department based on their own individual rules or standard operating guidelines/policies. Each department within Pennington Co. is ultimately liable for its own operations and practices.

PREMISE: There is a need for all fire departments, and other agencies or organizations directly related to fire departments, to provide the highest level of service feasible to their constituents. There are instances when a fire department may not be able to fund the purchase of a vehicle from within the funding sources of their own fire protection area. Therefore, it may be in the best interest of all citizens of Pennington County for the Pennington County Fire Service Board (FSB) through the County Fire Fund to provide additional funding or assistance to that fire department. This assistance will increase the quality of fire protection to all citizens. **NOTE- it is not the intention of the FSB to fund vehicle purchases by fire departments or other agencies, except the Fire Administrator’s vehicle.**

PURPOSE: The purpose of the vehicle replacement program is to assist fire departments with the possible purchase of fire fighting vehicles. The intent of this program is to replace older, less serviceable vehicles. It is not the intent to add vehicles to a fire departments fleet. The vehicles may be structural pumpers, water tenders, brush/grass engines or other specialized fire fighting units. It is not the intent of this program to purchase buildings, land, and fire fighting equipment or other real and personal property.

The purpose of this practice is to establish the guidelines that will used to determine the eligibility, need and the recipient for assistance under the Fire Service Board’s Vehicle Replacement Program.

SCOPE: This practice shall apply to all fire departments, agencies and/or organizations that may request assistance under this program from the FSB. Those organizations that are listed as eligible for assistance in the FSB’s By-law shall be considered for assistance under this program.

HISTORY: Adopted: September 14, 1994
Revised: October 9, 1996
Revised: February 14, 2001
Revised: February 13, 2002
Revised: September 8, 2010
Revised: October 9, 2013

OPERATING PRACTICE:

1. Application Process:
A. Form: A typed or computer generated application must be submitted to the FSB for their review. There is no particular style or form for the application nor will they be "evaluated" on creativity. The application must address several specific areas as detailed below.

B. Review Committee: A Review Committee, consisting of not less than three members, will be appointed by the FSB Chairperson to review all applications and present their recommendations within 30 days of the application deadline. At the time a department is approved the FSB Chairperson shall include the Fire Chief of the department or his/her designee who must have the authority to act for the fire department in this matter.

C. Deadline: Applications must be submitted to the FSB prior to first meeting in November of each year.

2. Required Information:
   A. General Information: name of the fire department, mailing address, fire chief’s name, estimated cost of vehicle must be included.
   B. Revenues: the fire department must detail last year’s TOTAL revenues, the anticipated current year’s revenues and projected next year’s revenues. (The revenues must include donations, fundraisers, rural fire protection tax district received, moneys from SD Forestry and US Forestry for equipment only, RCFP (Title IV), township or city support etc.) The FSB may request additional supporting documentation at a later date.
   C. Expenditures: the fire department must detail last year’s TOTAL expenditures and the anticipated current year. (These expenditures must be detailed to include, current capital improvement projects, maintenance of equipment and vehicles, utilities, travel, office supplies, outstanding debts, equipment purchases, training)
   D. Fire Department / Fire District Contribution: detail what the fire department will contribute towards the acquisition of the vehicle. This contribution may be "hard" (money, equipment, etc.) or "soft" (manpower, labor, time, etc.) support.
   E. County Benefit: describe how this replacement vehicle will enhance the overall county fire protection.
   F. Narrative: describe the need for this assistance. To help support your request you should include the following:
   1. Discuss and describe the problem areas;
   2. Discuss how this replacement vehicle would benefit your area;
   3. Use supporting documentation (letters of support from cities, councils, fire districts, homeowner organizations;
   4. Potential effect on your ISO insurance rating, if any;
5. Give a timetable for putting the replacement vehicle in service after delivery;
6. Include other information you think is important.

G. Vehicle type: the request must contain basic information on the type of vehicle that your department is considering. This information should include:
1. Gallons of water and pump capacity (GPM);
2. Type of vehicle tender, structural pumper, grass/brush, etc.
3. Foam capabilities and type;
4. Type of drive (2 wheel or 4 wheel);
5. Make of chassis (if preference is desired); and
6. Other important specifications.

H. Training: the department must include the approximate percentage of firefighters trained to the following levels:

   Wildland Firefighter I _________%
   Structural Firefighter__________% (both old and new course)

I. Vehicle Replacement: the department must also state which vehicle this will replace. The department must explain what will be the disposition of the replaced vehicle and what will be done with the proceeds from the sale, if any. The department must explain the disposition and acquisition of "loose" equipment from the replaced vehicle and the replacement vehicle, respectively.

3. General Stipulations:

A. Equipment: It is the responsibility of the department to furnish "loose" equipment for the vehicle. This equipment may include hand tools, hose (except hard suction and booster hose), SCBA's, generators, ventilation fans, saws, nozzles, etc. The application must detail what "loose" equipment, if any, the fire department may be requesting the FSB to purchase, now or at a later date.

B. Mutual Aid: It shall be understood that this vehicle will be available for mutual aid requests as outlined in the Mutual Aid Agreement for Emergency Service Organizations Serving Pennington County. It is the desire of the FSB that this vehicle may be the primary mutual aid vehicle. This vehicle will not respond out of state, except to the eastern edge of Wyoming or to the northern edge of Nebraska.

C. Repair & Maintenance: It will be responsibility of the fire department to provide all maintenance and repairs on the vehicle as long as the fire department is in possession of the vehicle. Repairs will include damage that maybe incurred during fires or any other time. Any repairs must be completed as quickly as possible with as little down time as is possible. In the event of a major repair, the department may request emergency assistance from the FSB. This request will be acted on as described by the FSB guidelines.

D. Ownership: The vehicle will remain wholly owned by Pennington County unless prior arrangements have been arranged with the FSB.
E. Insurance: Pennington County will provide vehicle liability and comprehensive (if necessary) as long as Pennington County owns the vehicle. The FSB reserves the right to require grantees to provide proper physical damage insurance coverage (including, but not limited to comprehensive and collision coverage). When deemed necessary, this coverage shall be of the “replacement cost” type. This coverage shall be maintained for the duration of time that the vehicle remains titled in the name of Pennington County, or until such time as it is mutually agreed that it is no longer in the best interest of all involved to maintain this coverage.

If deemed necessary by the FSB, a properly executed certificate of insurance shall be provided by the grantee organization. If also deemed necessary, the grantee organization shall name Pennington County as an additional insured with respect to the subject vehicle.

F. Redirection: The FSB retains the right to remove the vehicle from any fire department for reasons of negligence, abuse or failure to comply with application and/or guidelines, if deemed in the best interest of the overall fire protection of Pennington County.

G. Modifications: No modifications will be allowed that would void any warranties. The department may make minor modifications to the vehicle. Major modifications will not be allowed without permission of the FSB or vehicle manufacture.

H. Generated Revenues: Any revenues that are generated from the use of this vehicle will remain with the fire department to pay for normal maintenance and repairs. This revenue may include, US Forest Service, SD Division of Forestry, railroads, Hazardous Materials Incidents, structure fires and others.

I. GVWR: The fully loaded weight of the vehicle, including a full crew of personnel (as defined by number of seat belted positions), shall not be allowed to exceed the Gross Vehicle Weight Rating as assigned by the chassis manufacturer.

J. All vehicles purchased under this program are to be operated in compliance with EVOC and NFPA, NWCG safety guidelines.

K. Vehicles purchased under this program are subject to inspection at any time by duly authorized representatives of the FSB. The FSB and the grantee organization agree to arrange these inspections, if any, at the convenience of all involved parties.

L. Organizations applying for assistance under this program agree in advance, by virtue of their application, to operate and maintain any awarded vehicle in full accordance with the provisions listed herein.
4. Review Process:
   The following is the general process that will be used for this SOP.
   
   A. After applications have been received by the FSB, the Chairperson will appoint a committee to review and make a recommendation to the full FSB.
   
   B. The Committee will review and make their recommendation within 30 days as to the fire department that should be approved for this program.
   
   C. The FSB will review and discuss the Committee's recommendation. All departments are welcome and encouraged to attend all meetings.
   
   D. The approved fire department will be included in the Committee's development of a set of specifications that will be sent to potential bidders as a "request for proposals" (RFP).
   
   E. The "RFP's" will be reviewed by the Committee and a recommendation made to the FSB.
   
   F. If approved by the FSB, then formal bid specifications will be developed and the formal bid process begun.
   
   G. The formal bid process will include approval by the Pennington County Board of Commissioners to advertise, formal notification in the County's legal newspapers, bid openings and formal award.

5. Basic Vehicle Specifications:
   
   A. Structural Pumpers:
      1. 750 gallon per minute pump at 150 pounds per square inch pressure
      2. 750 gallon water tank, with baffles
      3. Capable of 24-foot extension and 14 foot roof ladders
      4. Capable of 1200 feet 2-1/2" or larger hose
      5. Capable of 400 feet of 1-1/2" or 1-3/4" hose
   
   B. Water Tenders:
      1. 1500 gallon water tank, with baffles
      2. 250 gallon per minute pump at 150 pounds per square inch pressure
      3. Capable of 100 feet of 2-1/2" hose or larger
      4. Capable of 100 feet of 1-1/2" hose
      5. 10" quick dump valve
      6. capable of carrying 1500 gallon port-a-tank
   
   C. Wildland Engine:
      1. 50 gallon per minute pump at 150 pounds per square inch pressure
      2. 250 gallon tank, with baffles
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<td><strong>5.</strong></td>
<td>Class A foam capabilities</td>
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<td><strong>6.</strong></td>
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**D. Other Vehicles**

1. Specifications will be on a vehicle-by-vehicle basis

**E. Vehicles will comply with National Fire Protection Association specifications at the time of manufacture, if applicable, or generally accepted industry standards.**