



Quaker Springs Fire District #1  
107 Blodgett Road  
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### **Apparatus Committee Policy:**

Prior to the purchase of any new truck or major piece of apparatus, a committee will be formed to research needs and product offerings, to design and spec our needs and requirements and to work with vendors throughout the procurement process. This committee will be a project length appointment by the Board of Fire Commissioners that might have a duration of multiple years.

The committee will consist of at least 5 to 7 members. Two of the committee members will be commissioners and the other committee members will be department members recommended by the Chief and approved by the Board of Fire Commissioners. During the lifespan of a project, individual members can be replaced by the Board of Fire Commissioners at the request of the Chief or a majority of the committee. A Chairperson will be named by the committee and this person will officially communicate the findings, recommendations and issues of the Committee.

The committee will work through the following steps.

- Phase 1: Conduct a comprehensive needs assessment based on call history, district demographics, property/structure types, land type and distribution and water supply.
- Phase 2: Determine if a truck is being added to the fleet or if a truck is being replaced. If a truck is being replaced decide which truck will be replaced. Obtain approval from Board of Fire Commissioners to continue with research.
- Phase 3: Develop a rough budget number and timeline. Discuss with Board of Fire Commissioners and obtain approval to continue. The Board of Fire Commissioners will publish a Permissive Referendum at this time.
- Phase 4: Develop truck design based on wants, needs, requirements and vendor research. Provide status reports to Board of Fire Commissioners.
- Phase 5: Develop detailed truck specifications and bid documentation.
- Phase 6: Work with the Board of Fire Commissioners through the bidding process and the bid opening. Review the vendor proposals.
- Phase 7: Recommend a vendor to the Board of Fire Commissioners.
- Phase 8: Work with the designated vendor throughout the truck build process.

### **GOALS:**

- To continue to replace our fleet of fire apparatus in a timely manner so as to keep all our vehicles in excellent working condition for responding to any and all emergencies.
- To continue to purchase vehicles and equipment through our strategic planning and savings program without having to put the Fire District in debt.
- To obtain the best equipment possible while staying within our equipment budget.
- To have the Apparatus Committee work closely with the Officers and the Board of Fire Commissioners. The Committee will listen to all ideas brought forth and discuss them, towards the goal of making the best decisions for the Fire District on all apparatus design and purchase.