

Purpose: This policy establishes guidelines for use of CTFD fire vehicles or equipment related to non-dispatched activities. Vehicles use related to incidents and service details dispatched by the Berks County Communications Center is governed by the relevant CTFD SOGs and policies established for response to dispatched incidents.

Administration: The Fire Chief, Assistant Fire Chief and Deputy Fire Chief of Operations will have joint responsibility for administration of this policy within the scope of their job descriptions.

Policy and Procedures – Training:

- CTFD fire vehicles or equipment may be utilized for drills, formal fire or rescue training classes, and national certification testing run under the auspices of the CTFD as determined by the Deputy Fire Chief of Training or his/her designate.
 - The Deputy Fire Chief of Training shall arrange for verbal, email or written notification of fire vehicles or equipment use and status during use to the Assistant Fire Chief, Deputy Fire Chief of Operations, and the officer(s) scheduled to be on-duty during the time period covered by the training.
 - If fire vehicles or equipment is to be utilized during weekday hours, the Fire Chief shall also be notified.
- CTFD fire vehicles or equipment may be utilized for formal fire or rescue training classes and national certification testing run under the auspices of local fire training centers, other fire departments, and similar agencies subject to the following conditions:
 - The Deputy Fire Chief of Operations will serve as the primary CTFD contact for these requests and have the authority to approve or deny these requests subject to the following conditions:
 - Fire vehicles or equipment use shall not interfere with the CTFD's ability to provide timely and effective response to dispatched incidents, either directly or through coordinated mutual aid coverage for the time period fire vehicles or equipment is to be used.
 - The class for which CTFD fire vehicles or equipment is to be used shall include participation by CTFD personnel.
 - If CTFD fire vehicles are to be operated by students as part of class instruction, a qualified CTFD driver/operator must accompany the CTFD apparatus at all times in order to ensure the apparatus is used properly and is not damaged. At no time shall non-CTFD personnel drive CTFD apparatus.
 - Fire vehicles or equipment use for this purpose by any outside agency shall not exceed 16 hours per month.
 - Requests for use of an engine shall be filled with E42-2 whenever feasible. If the request for apparatus usage specifically calls for another CTFD engine because of its design, capabilities, or similar considerations, the use of another CTFD engine must be approved by the Fire Chief or Assistant Fire Chief.
 - The Deputy Fire Chief of Operations shall arrange for verbal, email or written notification of fire vehicles or equipment use and status during use to the Assistant Fire Chief, and officer(s) scheduled to be on-duty during the time period covered by the training.
 - If fire vehicles or equipment is to be utilized during weekday hours, the Fire Chief shall also be notified.
- CTFD fire vehicles or equipment may be utilized for drills run under the auspices of other fire departments and similar agencies subject to the following conditions:

- The Deputy Fire Chief of Operations will serve as the primary CTFD contact for these requests and have the authority to approve or deny these requests subject to the following conditions:
 - Fire vehicles or equipment use shall not interfere with the CTFD's ability to provide timely and effective response to dispatched incidents, either directly or through coordinated mutual aid coverage for the time period fire vehicles or equipment is to be used.
 - The drill for which CTFD fire vehicles or equipment is to be used shall include participation by any available CTFD personnel who would benefit from the drill activities.
 - If CTFD fire vehicles are to be operated by non-CTFD personnel as part of the drill, a qualified CTFD driver/operator shall supervise this activity at all times in order to ensure the apparatus is used properly and is not damaged. At no time shall non-CTFD personnel drive CTFD apparatus.
 - The requesting agency shall be one which has designated the CTFD fire vehicles or equipment which has been requested for response at the first, second or third alarm level on run cards filed with the Berks County Communications Center or is considering such designation.
- The Deputy Fire Chief of Operations shall arrange for verbal, email or written notification of fire vehicles or equipment use and status during use to the Assistant Fire Chief, and officer(s) scheduled to be on-duty during the time period covered by the drill.
- If fire vehicles or equipment is to be utilized during weekday hours, the Fire Chief shall also be notified.
- CTFD personnel who have been granted status as a driver/operator training candidate for any CTFD fire vehicles may consider this status as permission to use those vehicles to complete driver/operator training requirements, subject to CTFD guidelines, policies and procedures for driver/operator training.
 - If driver training activities may delay response of apparatus or requires or apparatus is to be out of service for any period of time during training activities, the person serving as accompanying driver/operator instructor shall arrange for verbal, email or written notification of fire vehicle or equipment use to the officer(s) scheduled to be on-duty during the time period covered by driver/operator training.
 - If driver/operator training activities are combined with other training, events, activities or details covered in this policy, the policy and procedures for that type of training, event, activity or detail supersedes this section.

Policy and Procedures – Fire Prevention and Public Education:

- Fire prevention and public education includes both public events and closed events which serve to educate members of the public about fire prevention, first aid or other safety topics and may be requested by citizens, community organizations, businesses, municipalities and other fire departments.
- CTFD fire vehicles or equipment may be utilized for fire prevention or public education events within Cumru Township as needed.
- CTFD fire vehicles or equipment may be utilized for fire prevention or public education events outside of Cumru Township provided they directly benefit the CTFD or CTVFA financially, help to improve working relationships with neighboring municipalities and fire departments, or help to build a positive public image for the CTFD.

- The Deputy Fire Chief of Outreach will serve as the primary CTFD contact for these requests and have the authority to approve or deny these requests subject to the following conditions:
 - The Deputy Fire Chief of Outreach shall arrange for verbal, email or written notification of vehicles use and status during use to the Assistant Fire Chief, Deputy Fire Chief of Operations, and officer(s) scheduled to be on-duty during the time period covered by the event.
 - If fire vehicles or equipment is to be utilized during weekday hours, the Fire Chief shall also be notified.
 - Every effort shall be made to keep vehicles in service during these events, but vehicles may be placed out of service for the event if its departure from the event would unreasonably compromise delivery of the program or pose a danger to CTFD personnel or the public.

Policy and Procedures – Non-Emergency Service Details:

- Non-emergency service details include pool fills, brush burning and similar service details requested by citizens, community organizations, municipalities and other fire departments.
- CTFD fire vehicles or equipment may be utilized for non-emergency service details within Cumru Township as needed.
- CTFD fire vehicles or equipment may be utilized for non-emergency service details outside of Cumru Township provided they directly benefit the CTFD or CTVFA financially, help to improve working relationships with neighboring municipalities and fire departments, or help to build a positive public image for the CTFD.
- This policy shall not supersede any other CTFD policies regarding specific types of non-emergency service details.
- The Deputy Fire Chief of Operations will serve as the primary CTFD contact for these requests and have the authority to approve or deny these requests subject to the following conditions:
 - The Deputy Fire Chief of Operations shall arrange for verbal, email or written notification of vehicles use to the Fire Chief, Assistant Fire Chief, and officer(s) scheduled to be on-duty during the time period covered by the detail.
 - Vehicles shall not be rendered out of service for these details, but may be placed on “delayed response” status. The resulting response delay shall not exceed 10 minutes driving time from the Cumru Township border.

Policy and Procedures – Public Events:

- Public events include parades, fairs and carnivals, playground or community center special events, and similar activities requested by citizens, community organizations, municipalities and other fire departments.
- CTFD fire vehicles or equipment may be utilized for public events within Cumru Township as needed.
- CTFD fire vehicles or equipment may be utilized for public events outside of Cumru Township provided they directly benefit the CTFD or CTVFA financially, help to improve working relationships with neighboring municipalities and fire departments, or help to build a positive public image for the CTFD.
- The Deputy Fire Chief of Outreach will serve as the primary CTFD contact for these requests and have the authority to approve or deny these requests subject to the following conditions:
 - The Deputy Fire Chief of Outreach shall arrange for verbal, email or written notification of vehicles use to the Fire Chief, Assistant Fire Chief, Deputy Fire Chief of Operations, and officer(s) scheduled to be on-duty during the time period covered by the event.

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- Vehicles shall not be rendered out of service for these events, but may be placed on “delayed response” status. The resulting response delay shall not exceed 10 minutes driving time from the Cumru Township border.
- CTFD personnel operating or riding vehicles at any time during the event shall not consume alcohol while the vehicles they are operating or riding is on-site at the event. If CTFD personnel operating or riding vehicles wish to consume alcohol, vehicles shall be returned to station and placed in service prior to any personnel doing so.

Policy and Procedures – Funerals:

- The Assistant Fire Chief will serve as the primary CTFD contact for funeral detail participation requests, which may be initiated by any CTFD personnel, municipality or fire department.
 - The Assistant Fire Chief shall arrange for verbal, email or written notification of vehicles use and status during use to the Fire Chief, Deputy Fire Chief of Operations, and officer(s) scheduled to be on-duty during the time period covered by the funeral.
- The following guidelines will apply to use of CTFD vehicles in funeral details:
 - Vehicles use shall not interfere with the CTFD’s ability to provide timely and effective response to dispatched incidents, either directly or through coordinated mutual aid coverage for the time period vehicles is to be used.
 - Vehicles used for this purpose shall be placed out of service for the duration of the funeral detail.
- The CTFD will make all reasonable efforts to honor deceased emergency services from the Berks County area through participation of CTFD personnel and vehicles in funeral details.
- Special efforts will be made to honor the deceased if one or more of the following circumstances apply:
 - Deceased was an active responder with the CTFD or one of the founding legacy companies.
 - Deceased was an active responder with a regular emergency services mutual aid partner (Fire, EMS, Police, etc.) of the CTFD.
 - Death occurred in the line of duty.

Special Circumstances and Prohibited Activities:

- CTFD vehicles and equipment shall not be used for personal events or activities under any circumstances. This includes parties and gatherings, school events, prom transportation, home or property improvements and maintenance, and similar events or activities.
- Any CTFD personnel or officer wishing to request fire vehicles or equipment use for any event, activity or detail not specifically covered in this policy, or who is unsure of the status of any event, activity or detail with respect to this policy, shall contact the Fire Chief or Assistant Fire Chief directly to determine the suitability the event, activity or detail for CTFD vehicles use.

Reference:

8.1A Vehicle & Equipment Request Form