

**WAKE COUNTY FIRE COMMISSION
APPARATUS COMMITTEE**

**POLICY #1
ADMINISTRATIVE/SMALL VEHICLE REPLACEMENT**

- 1. Each Department is authorized to have One (1) Administrative Vehicle and One (1) Chief's Vehicle per Department, and a First Responder vehicle per station, that exists as of January 2008.**
- 2. Replacement Review schedule is as follows:**
 - a. All Administrative type vehicles will be reviewed each FY by the apparatus committee to insure it meets the mileage replacement of 75,000 miles.**

CHANGE #1 To Policy Effective March 2010 Fire Commissions Approval

- 1. Replacement Review schedule is as follows:**
 - a. All Administrative type vehicles will be reviewed each FY by the apparatus committee to insure it meets the mileage criteria for replacement of 100,000 miles.**
- 3. Each Individual Department is required to maintain proper insurance (See Below), and to have the maintenance done per the manufacturers recommendations. In addition Departments are required to maintain all maintenance records for these vehicles, and they will be turned in with the vehicle when it is sold.**
- 4. Any major repairs to vehicles, i.e. transmission, engine, drive train, or Accidents shall be reported to the apparatus committee.**
- 5. When the end of the life of the vehicle occurs, it will be turned into GSA or if a Municipality already has a process in place for vehicles to be disposed of. Once this is done the County will be reimbursed for the proper portion, as per the contract signed by Staff and the Individual Municipality.**
- 6. The apparatus committee and Staff will have the appropriate forms for turn-in.**
- 7. The monies from the sale of these vehicles will be placed in the Capital Vehicle Fund for future purchases of Fire Vehicles ONLY.**

8. Any changes to the current replacement schedule which will impact the budget must be reviewed by the Apparatus Committee and the Budget Committee and approved by the Fire Commission.

9. MINIMUM INSURANCE REQUIREMENTS:

- a. Comprehensive Automobile Liability Insurance – Each Department Shall procure and maintain commercial liability insurance.**
- b. Each Department shall have replacement insurance on all vehicles.**
- c. Comprehensive General Liability and Property Damage Insurance – Each Department shall procure and maintain General Liability and Property Damage Insurance.**

ADOPTED BY THE FIRE COMMISSION ON THURSDAY JANUARY 17, 2008