

	 <b>STANDARD ADMINISTRATIVE POLICY</b>	
	<b>Subject:</b>	Volunteer PPE Purchase & Replacement
	<b>Reference Number:</b>	SAP-DEP-039
	<b>Effective Date:</b>	1 January 2008
	<b>Last Revision Date:</b>	N/A
	<b>Signature of Approval:</b>	 <b>J. Dan Eggleston, Chief</b>

**Purpose:**

The purpose of this policy is to outline the process for procurement and replacement of personal protective equipment, including turn-out gear, for volunteer personnel.

**Background:**

From 2004 through 2007, County funds were established for the replacement of volunteer turnout gear and related PPE. Additionally, a process was implemented for development of a common County specification for the gear, as well as procurement and distribution. Equipment orders were based upon meeting the needs for qualified new members and replacement of gear deemed necessary (by committee inspection). The development of standard specifications promoted quality in construction and economy of purchase. The process of system-wide record keeping, annual gear inspection, member fitting, purchasing, receiving, and distribution proved to be an intensive task for the ACFR quartermaster. Delays and shortages of necessary gear were cited as a growing area of concern among the stations.

In order to improve the process of gear ordering and replacement, the selection of qualified personnel for gear replacement, fitting, ordering, receiving, and distribution shall be transferred to each individual volunteer agency. The County shall continue to coordinate the development and utilization of standard specifications for gear, and promote economy of scale for pricing. County funds for gear replacement shall be determined by the number of qualified personnel of record and the estimated life cycle of the gear. These funds are subject to annual approval through the County budget process.

This SAP was adopted at the 19 December 2007 meeting of the Albemarle County Fire Rescue Advisory Board.

**This SAP supersedes and replaces SAP-DEP-019 (PPE Inspection, Replacement & Distribution).**

**Scope:**

This policy applies to all Albemarle County Fire Rescue volunteer personnel and components.

**Definitions:**

Qualified Personnel – Active volunteer fire/rescue members who are certified at a minimum level of Fire Attack and/or are released Heavy Squad Operators.

Personal Protective Equipment – Hereafter referred to as PPE, this includes a complement of NFPA 1971 and 1999 compliant equipment issued to personnel for emergency incident mitigation. Other standards and certifications apply such as OSHA, ANSI, DOT, etc. as appropriate. This includes:

- Structural Coat
- Hood
- Structural Pants
- Gloves
- Suspenders
- Eye Protection
- Helmet
- Hearing Protection
- Boots

Standing Purchase Order (SPO) – A purchasing agreement with a vendor (or vendors) to provide specific PPE items, up to a specific dollar amount annually, coordinated by ACFR staff and Purchasing Office staff.

**Policy:****A. Funding**

1. Annual County funding for PPE shall be determined by the number of qualified personnel as identified in FireRMS personnel records and the estimated life cycle of the gear.
  - a. Each station shall ensure that all member records are maintained accurately in accordance with SAP-DEP-029, to include each member's certification and release status, as well as active or inactive status.
  - b. A factor for new members shall be determined included each year. This factor shall be based upon each station's number of new members who are certified as firefighters or released as squad operators.
  - c. The estimated life cycle for turnout gear is six (6) years. This includes an allowance for damage or total loss from incident related use.
2. Funds shall be used to establish standing purchase orders with a vendor. Each station will have a unique SPO number for accounting purposes.
3. Each year's vendor SPOs shall be valid from 1 July through 30 June. Information concerning the approved amounts and authorized items for purchase shall be provided to each volunteer station prior to 1 July every year.
4. Each volunteer station's quartermaster (or designate) can place gear orders with the vendor utilizing their department SPO. If the limit of the SPO is exceeded, the volunteer department is responsible for *all* additional charges.
5. Only items that have been established with the vendor in advance as meeting County specifications can be funded with the SPO. Any modifications must be approved, and additional costs shall be the responsibility of the volunteer station.
6. Each station's quartermaster (or designate) shall be responsible for fitting information, ordering, receiving, and distribution of new PPE items.
7. SPO funds not utilized by the end of the budget year shall revert to the County.
8. PPE that is replaced on schedule and may have some useful life can be utilized for non-certified or non-released personnel or provided to the Training Division for appropriate training purposes.
9. PPE that is clearly damaged and potentially defective shall be destroyed or returned to the County for proper disposal.
10. Each station quartermaster shall maintain detailed records to account for the purchase, distribution, collection, and disposition of all County-funded turn-out gear items.
11. In the event that any station experiences a major loss of PPE, surplus gear or uncommitted SPO funds from other stations may be utilized to help cover the loss.
12. It is each station's responsibility to ensure the return/reclamation of issued PPE when members become inactive or leave the organization.