

Suggested Reference Material:

**The Career Equipment Fleet Manager**, Association of Equipment Management Professionals. Reference that you are taking an EVT exam to be eligible for member price of \$225.00 from 970-384-0510 or [www.AEMP.org](http://www.AEMP.org)  
 NFPA reference listed below - National Fire Protection Association (800) 344-3555 or [www.nfpa.org](http://www.nfpa.org)  
 NFPA 1071, **Professional Qualification Standard for Emergency Vehicle Technicians, including Annex A-C**  
 NFPA 1911, **Standard for the Inspection, Maintenance, Testing, and Retirement of In-Service Automotive Fire Apparatus**,  
 NFPA 1917, **Standard for Automotive Ambulances**  
 NFPA 1901, **Standard for Automotive Fire Apparatus**  
**Leadership Theory and Practice**, Peter G. Northouse [www.amazon.com](http://www.amazon.com)

**LEARNING OBJECTIVES**

Section A - The Manager shall understand the principles stated in **The Career Equipment Fleet Manager**

**1. Finance**

- a. Financial Management
  - (1) Equipment economic life cycle
  - (2) Budget definition
  - (3) Budget types
    - (a) Capitol budget
  - (4) Capital equipment
  - (5) Physical improvements
  - (6) Negotiations
    - (a) Negotiation skills/guidelines
  - (7) Vehicle Replacement
  - (8) Equipment overhead costs
- b. Procurement
  - (1) Life Cycle/Cost
  - (2) Effective negotiator
  - (3) Writing effective contracts and purchase orders
- c. Risk Management
  - (1) Property insurance
  - (2) Mobile equipment
  - (3) Policy types
- d. Warranty
  - (1) Performance guarantee
  - (2) Legalities
  - (3) Incentives
  - (4) Coverage
  - (5) Factory recalls
  - (6) Types of warranties
  - (7) Purchasers responsibility
  - (8) Warranty Statement

**2. Information**

- a. Benchmarking
  - (1) Definition
  - (2) Business Practice
    - (a) Process (practice) analysis
  - (3) Resources
  - (4) Constraints
  - (5) Pareto Analysis
- b. Life Cycle Analysis
  - (1) Oil analysis
- c. Specifications
  - (1) Specification Writing
  - (2) Tires/Fuel
  - (3) Automatic Transmissions
  - (4) Diesel Engine/Gasoline Engines
  - (5) Road calls
  - (6) Air brake dryers
  - (7) Considerations for specs
- d. Technology
  - (1) Data retention
  - (2) Data management
  - (3) Data implementation
  - (4) Information resources
  - (5) Technological Improvements
  - (6) System capability
  - (7) Training
  - (8) Information Systems
    - (a) Implementation
  - (9) Telematics

**3. Policies**

- a. Training
  - (1) Repetitive motion injuries
  - (2) Fleet manager responsibilities
  - (3) Employee productivity
- b. Environmental
  - (1) Hazardous Materials
  - (2) Hazardous Waste
  - (3) EPA
  - (4) Fuel Storage Tank Regulations
    - (a) Above Ground
    - (b) Diesel
    - (c) Monitoring Equipment
  - (5) Containers
  - (6) Toxic Wastes
  - (7) Reactive Waste
  - (8) Employee Environmental Training
  - (9) Hazardous Communication Program
  - (10) Shop Ventilation
  - (11) Material Safety Data Sheets
- c. Human Resource
  - (1) ADA
  - (2) Discipline
  - (3) Sexual Harassment
  - (4) EEOC
  - (5) Employment Law
  - (6) Motivation
  - (7) Performance Evaluation
  - (8) Personnel Management
  - (9) Fair Labor Standards Act (FLSA)
  - (10) Discrimination
  - (11) Quid Pro Quo
  - (12) Training
  - (13) Duty to investigate
  - (14) Uniformed Service Employee Re-employment Rights Act (USERRA)
- d. Safety
  - (1) Emergency Evacuation Plan
  - (2) Personnel Protective Equipment
  - (3) Fire Extinguishers
  - (4) Lock out/Tag out
  - (5) Forklift Operator Training
  - (6) Alcohol concentration
  - (7) Retention of records
  - (8) Container labeling
  - (9) Inspection

**4. Controls**

- a. Outsourcing
  - (1) Reasons outsourcing fails
  - (2) Control
  - (3) Rules/Resistance to change
- b. Parts Management
  - (1) Vendor managed inventory (VMI)
  - (2) Just In Time (JIT)
  - (3) Carrying costs
  - (4) Stocking Levels
  - (5) Re-manufactured parts
- c. Preventive Maintenance
  - (1) Scheduled Maintenance
  - (2) Unscheduled Maintenance
- d. Shop/Facilities Management
  - (1) Diagnosing Problems
  - (2) Empowering
  - (3) Ethics
  - (4) Failure Analysis
  - (5) Job Assignments
  - (6) On-the-Job Training
  - (7) Scheduling
  - (8) Serving Customers
- (9) Task Assignment
- (10) PMI / Driver / Technician
- (11) Road calls
- (12) Reports
- (13) Re-Manufactured parts
- (14) Unscheduled maintenance cost
- (15) Vehicle availability
- (16) Maintenance controls
- (17) Overtime
- (18) Work standards
- (19) Repair authorization

## Section B

The Manager shall understand the requirements for Fire Apparatus and Automotive Ambulances as stated by **NFPA**.

1. **NFPA 1071** including Annex A-C
  - a. Administration and Definitions
  - b. Emergency Vehicle Technician I
  - c. Emergency Vehicle Technician II
  - d. Emergency Vehicle Technician III
  - e. Qualifications and Certifications
  - f. Annex A - Explanatory Material
  - g. Annex C - JPR
    - (1) Certification
2. **NFPA 1911**
  - a. Administration
    - (1) Scope
    - (2) Application
  - b. Definitions
    - (1) In service fire apparatus
    - (2) Leakage
    - (3) Qualified Person
    - (4) Operational checks
    - (5) Diagnostic check
  - c. General Requirements
    - (1) Inspections and Diagnostic tests
  - d. Retirement of Apparatus
  - e. Out of service criteria
  - f. Inspections and Maintenance
  - g. Performance Testing
    - (1) Major repairs
    - (2) Water gauge
    - (3) Test results
  - h. Inspecting & testing aerial ladders
    - (1) Rotation bearing mounting bolts
  - i. Road Test
3. **NFPA 1917**
  - a. Definitions
    - (1) Approved
    - (2) Contractor
    - (3) Types of ambulances
  - b. General Requirements
    - (1) Contractor responsibility
    - (2) Third party certifications/test results
    - (3) Effective date
    - (4) Generator specifications
    - (5) Exceptions
    - (6) Payload
    - (7) Serviceability
    - (8) Documentation
  - c. Annex A
    - (1) Explanatory material
    - (2) AHJ
    - (3) Gross vehicle weight rating (GVWR)
  - d. Fuel system
    - (1) Chafe protection
  - e. Chassis
    - (1) Stepping surface
    - (2) Wheels and tires
  - f. Low voltage electrical systems and warning devices
    - (1) Performance testing
    - (2) Wiring and wire harness construction
    - (3) Compartment lighting
    - (4) Alternator performance tests at full load
  - g. Aerial Devices
    - (1) Aerial ladder requirements
      - (a) Rated capacity
      - (b) Heat shield
      - (c) Stability
  - h. Line voltage electrical systems
    - (1) Stability
    - (2) Grounding & bonding
  - i. Air systems
    - (1) Breathing air quality
  - j. Winches
    - (1) Winch wire or synthetic rope
  - k. Diesel Engines
    - (1) Diesel particulate filter
    - (2) High Exhaust System Temperature (HEST) Icon
    - (3) Diesel Emission Fluid (DEF)
4. **NFPA 1901**
  - a. General requirements
    - (1) Rollover stability
    - (2) Weight distribution
    - (3) Vehicle date recorder
    - (4) Responsibility of the purchaser
    - (5) Responsibility of the contractor
    - (6) Roadability
  - b. Driver and Crew Areas
    - (1) Equipment mounting
  - c. Administration
    - (1) Equivalency
  - d. Annex D - Guidelines for first line & reserve fire apparatus
  - e. Foam systems
    - (1) CAFS - Compressed air foam system
    - (2) Foam proportioning system

Section C Leadership - The manager shall understand leadership qualities as stated in **Leadership Theory and Practice**

1. Basic Leadership Qualities
  - a. Ethics definition
  - b. Ethical theories
  - c. Leadership types
    - (1) Power
  - d. Management compared to leadership
  - e. Leadership definition
  - f. Human skill
  - g. Integrity
  - h. Management skills
- i. Situational leadership
- j. Cognitive ability
2. Trait Approach
  - a. Intelligence
    - (1) Emotional intelligence
    - (2) IQ
3. Psychodynamic Approach
4. Transformational Approach
5. Authentic Approach
6. Team Leadership Model

