

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

NFPA reference listed below - National Fire Protection Association (800) 344-3555 or www.nfpa.org

NFPA 1910: Standard for the Inspection, Maintenance, Refurbishment, Testing and Retirement of In-Service Emergency Vehicles and Marine Firefighting Vessels (**NFPA 1911 CHAPTERS**) 2024 edition

NFPA 1900: Standard for Aircraft Rescue and Firefighting Vehicles, Automotive Fire Apparatus, Wildland Fire Apparatus, and Automotive Ambulances (**NFPA 1917 and 1901 CHAPTERS**) 2024 edition

Leadership Theory and Practice, Peter G. Northouse 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) Equipment overhead costs

b. Procurement

- (1) Life Cycle/Cost
- (2) Effective negotiator

(3) Negotiations

- (a) Negotiation skills/guidelines

(4) Vehicle Replacement

- (5) 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

- (10) Customization

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

(12) Hazardous waste generator-LQG, SQG, CESQG

- (13) Used oil management
- (14) Record Keeping - Hazardous Material Disposition

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)

(15) Terminations

- (16) Exit Interview
- (17) Interviewing
- (18) Pregnancy
- (19) The hiring process
- (20) Negligent Hiring
- (21) Age Discrimination

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

(3) Failure Analysis

- (4) Roadside Inspections
- (5) Training
- (6) Reactive/Proactive maintenance
- (7) What is the future

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
- (20) Repair costs

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
 - h. EVT III Human Resource Management
 - (1) Requisite Knowledge
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
 - (9) Acceptance test/test on delivery
 - 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
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
 - 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)

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
 - (1) Types
 - (2) Power
 - (3) Coercion
 - (4) Assigned vs emergent
 - (5) Leadership & Management
 - d. Management compared to leadership
 - e. Leadership definition
 - f. Human skill
 - g. Integrity
 - h. Management skills
 - i. Situational leadership
 - (1) Cognitive ability
 - (2) Delegating, supporting & coaching
 - (3) Development levels
 2. Trait Approach
 - a. Intelligence
 - (1) Emotional intelligence
 - (2) IQ
 3. Path - Goal Theory
 - a. Directive, supportive, participative
 - b. Achievement oriented
 4. Transformational Approach
 5. Authentic Approach
 6. Team Leadership Model
 7. Adaptive Leadership
 8. Leadership Ethics
 9. Distributed Leadership
 - a. Team Processes
 10. Team Leadership
 11. Culture & Leadership
 12. Servant Leadership
 - a. Outcomes
 - b. Criticisms
 - c. Model of servant leadership
 - d. Empowering
 - e. Characteristics
 13. Followership
 14. Human Resources
 - a. Discrimination Law
 - b. Sexual Harassment
 - c. Employee Discipline & Counseling