

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 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

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
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
 - 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