The Manager shall understand the principles stated in The Career Equipment Fleet Manager. 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

The Career Equipment Fleet Manager

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) Capital 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) Legalsities
      (3) Incentives
      (4) Coverage

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
      (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
      (15) Terminations
      (16) Exit Interview
      (17) Interviewing
      (18) Pregnancy
      (19) The hiring process
      (20) Negligent Hiring
      (21) Age Discrimination
      (22) ADA
      (23) Discipline
      (24) Sexual Harassment
      (25) EEOC
      (26) Employment Law
      (27) Motivation
      (28) Performance Evaluation
      (29) Personnel Management
      (30) Fair Labor Standards Act (FLSA)
      (31) Discrimination
      (32) Quid Pro Quo
      (33) Road assignments
      (34) Training
      (35) Duty to investigate
      (36) Uniformed Service Employee Re-employment Rights Act (USERRA)
      (37) Fire Extinguishers
      (38) Lock out/Tag out
      (39) Forklift Operator
      (40) Overtime
      (41) Maintenance controls
      (42) Vehicle availability
      (43) Maintenance controls
      (44) Overtime
      (45) Work standards
      (46) Repair authority

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
      (8) Overtime
      (9) PMI / Driver / Technician
      (10) Maintenance cost
      (11) Overtime
      (12) Vehicle availability
      (13) Maintenance controls
      (14) Overtime
      (15) Work standards
      (16) Repair authority
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
   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)

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) Trait Approach
      (3) Development levels
      (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

2. Management compared to leadership
   a. Directive, supportive, participative
   b. Achievement oriented
   c. Model of servant leadership
   d. Empowering
   e. Characteristics

3. Culture & Leadership
   a. Team Processes
   b. Criticisms
   c. Model of servant leadership
   d. Empowering
   e. Characteristics

4. Servant Leadership
   a. Outcomes
   b. Characteristics

5. Transformational Approach
   a. Outcomes
   b. Characteristics

6. Leadership Ethics
   a. Team Processes
   b. Criticisms

7. Distributed Leadership
   a. Team Processes
   b. Criticisms

8. Team Leadership
   a. Team Processes
   b. Criticisms

9. Leadership Ethics
   a. Team Processes
   b. Criticisms

10. Servant Leadership
   a. Team Processes
   b. Criticisms

11. Culture & Leadership
   a. Team Processes
   b. Criticisms

12. Team Leadership
   a. Team Processes
   b. Criticisms

13. Followership