



12.0 Purpose: Establish Policies and Procedures for Use of the 1936 Ford Fire Engine

12.01 Scope: All Fire Department Personnel.

12.02 **GENERAL**

The Clovis City Council dedicated the 1936 Ford Fire Engine to the Clovis Fire Department on 19 December 1979. The Council directed that the Fire Department maintain the apparatus as a visual token of the Council's appreciation of the dedicated service performed by the past and present firefighters. The Council directed that the 1936 Ford Fire Engine be used to promote public support of the fire service by being displayed at various parades, auto shows, and other public demonstrations deemed appropriate for the occasion.

12.03 **TYPES OF USE**

Upon approval of the Fire Chief, or his/her designee, the 1936 Ford Fire Engine may be used for any of the following events:

- The apparatus may be placed as a static display during a public education event. The apparatus must be roped-off to prevent visitors from climbing on the apparatus.
- The apparatus may be displayed, or entered for competition, at an automobile show. The apparatus must be roped off to prevent the public from climbing on the apparatus.
- The apparatus may be operated in parades. Whenever people are to ride on the apparatus, all appropriate safety precautions must be followed.
- The apparatus may be used in funeral processions. The Clovis Fire Honor Guard should normally accompany / operate the apparatus at funerals.
- The Fire Department Command Team must approve all other types of use requests.



#### 12.04 **REQUESTS**

All requests to use the 1936 Ford Fire Engine must be in writing and submitted to the Fire Chief a minimum of 14 days before the event. The following information should be indicated:

1. Origin of the request, i.e. City / Fire Department business or Association business.
2. Date, time, place, specific use requested, and staffing required must be indicated.
3. The apparatus must not be operated by any organization other than a City of Clovis Fire Department or the Clovis Firefighters Association. All operators must be a Clovis Fire Department approved driver/operator.
4. An FLSA fact sheet must be completed for each individual assigned to or volunteering for the detail (driver & co-driver).
5. Apparatus requests from other jurisdictions must be reviewed by the Fire Department Command Team and will require a Clovis Fire Department driver/operator.

#### 12.05 **APPROVAL PROCESS**

The Fire Chief, or his /her designee, shall review each request and determine the following:

1. Is the request department business or a volunteer function?
2. Fair Labor Standards Act and applicable Memorandum of Understanding are used to determine employee compensation requirements. Normally, the use of the apparatus is on a voluntary basis and will not constitute compensation. On a voluntary use, the driver/operator will receive FLSA work hour credit.
3. When the activity is determined to be voluntary, and a function of the Clovis Firefighters Association, a one million dollar Certificate of Insurance covering liability shall be provided prior to the event. Property loss and property damage coverage during vehicle operation will be covered under the City's insurance policy.
4. The Fire Chief or his/her designee is responsible to notify the requesting party of the approval/denial, or the need for additional information. Every effort will be made to complete the approval process within 7 working days. Unusual requests may require a longer approval time period.
5. Any special or unusual request must be reviewed by the Fire Department Command Team and approved by the Fire Chief



12.06 **OPERATION, MAINTENANCE AND SAFETY:**

1. A qualified driver/operator will accompany the apparatus on all activities. The driver operator must be a City employee who is thoroughly familiar with the operation of this apparatus and is approved to operate it by the Training Division.
2. The daily maintenance check off inspection shall be completed before operating the apparatus.
3. All necessary maintenance, daily, weekly, and monthly services will be completed as coordinated by the 1936 Ford Program Manager.
4. Any event over thirty (30) miles from the City limits will require the apparatus to be hauled to the event on a truck or trailer. This will prevent unnecessary wear and tear on the apparatus.
5. When operating the apparatus with the passenger benches occupied, all passengers must remain seated at all times.
6. When operating with passengers in a parade, all passengers must remain seated whenever the apparatus is moving. When firefighters are riding standing up on the tailboard, they must be attached to the apparatus by a safety strap. The apparatus must not exceed five (5) miles per hour.
7. When the apparatus is static displayed, people will not be allowed to climb on the apparatus. A rope barrier shall completely encircle the apparatus to keep the public back a reasonable distance (2 to 3 feet).
8. The maximum number of passengers will not exceed 12, including the driver and co-driver. When children are on-board, there must be a one adult to five children ratio. The adult must be in addition to the driver.
9. All children must be seated in the hose bed on the bench seating or on the cab seat at all times while the apparatus is moving.
10. The apparatus will not be used to support campaigns of political candidates.
11. The apparatus will not be used to display political banners, or private organization signage.

12.07 **UNIFORM**

The driver/operator shall normally wear a department dress uniform or the department work uniform, unless otherwise approved by the Fire Chief.



12.08 **APPEARANCE**

The apparatus shall be kept clean and well serviced at all times. Whenever possible the apparatus shall be kept indoors and covered.

12.09 **APARATUS USE FEE**

The apparatus rental rate will be listed on the cost recovery fee schedule maintained by the Fire Prevention Division. The assessment of fees will be subject to review by the Command Team and approved by the Fire Chief. Reduced fee rate will be considered on an individual basis. The use of the apparatus by the Clovis Firefighters Association shall not normally constitute a fee being charged, as they actively supported the restoration process with staff hours and funding.

12.10 **EVENT EXPENSES**

All expenses to attend and register for events shall be the sole responsibility of the requesting party, i.e., Clovis Firefighters Association or City of Clovis. This includes, but is not limited to, travel expenses, fuel, fees, permits, per diem cost, etc. Sharing of expenses is subject to prior approval.