



Jackson Hole Fire/EMS Operations Manual

Approved by: H.L. "Rusty" Palmer
H.L. "Rusty" Palmer, Chief

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PURPOSE

The purpose of this policy is to ensure department compliance with the Town of Jackson and Teton County Fleet Principles, Practices & Procedures, as adopted by the Jackson Town Council and the Teton County Board of County Commissioners. Furthermore, is it important to our community that Jackson Hole Fire/EMS be efficient stewards of public funds that support our organization, as well of the environment in which we live. Adherence to this policy will ensure all three objectives are met.

SECTION I – POLICY

It is the policy of Jackson Hole Fire/EMS that:

1. All members shall reduce idling of vehicles whenever possible.
2. All members shall use efficient vehicle operating techniques.
3. All members shall reduce vehicle trips and consolidate trips whenever possible.
4. All members shall maintain department vehicles so as to increase fuel efficiency and decrease emissions.
5. All members shall attend periodic training in vehicle fuel efficiency.
6. A lifecycle cost analysis shall be performed for all new vehicles purchased by the department.
7. All new vehicles purchased by the department shall be chosen based upon the intended function and operational requirements, as well as the highest fuel efficiency and lowest emissions.
8. All members shall adhere to this policy whenever a department vehicle is used, regardless of the location.
9. When traveling out of the area, members shall carpool as much as possible and shall use the most energy efficient vehicle available.

SECTION II – VEHICLE IDLING

All members of the department shall take steps to reduce vehicle idling as follows:

Non-Emergency Use

1. Department members shall adhere to the State of Wyoming requirements for unattended

vehicles.

Wyoming §31-5-509. Requirements before leaving motor vehicle unattended.

No person driving or in charge of a motor vehicle shall permit it to stand unattended without first stopping the engine, locking the ignition, removing the key from the ignition, effectively setting the brake thereon and, when standing upon any grade, turning the front wheels to the curb or side of the highway.

2. Department vehicles used for inspections, errands, etc. shall be turned off and locked whenever stopped at a site.
3. Department vehicles parked within the “no idle” zones at the stations shall be off.

Emergency Use

1. Department vehicles at emergency scenes shall be turned off whenever possible.
2. Vehicles in staging shall be parked in a ready-to-respond position with the ignition off and vehicle electrical system shut down.

Exception: When ambient temperatures are 32°F or less, and the vehicle contains water, the vehicle shall be idled and water circulated through the pump to prevent freezing.

Exception: When ambient temperatures are -30°F or less all department vehicles on an emergency scene shall be idled. It is the responsibility of the Incident Commander to release vehicles from the scene as soon as possible to avoid prolonged idling while not in use.

3. Vehicles operating at roadway incidents, and staged within the blocking vehicles, shall be turned off and electrical system shut down, unless in use.
4. Vehicles operating at roadway incidents used as blocking vehicles shall be idled with all emergency lighting active.

SECTION III – EFFICIENT VEHICLE OPERATING TECHNIQUES

Each operator of a department vehicle chooses whether or not to drive in a manner that maximizes its fuel efficiency. Each member shall maximize vehicle efficiency as follows:

1. Members shall not drive department vehicles in an aggressive manner (speeding, rapid acceleration and quick stops).
2. Members should drive in the highest gear you can, at the lowest possible speed as appropriate for traffic and conditions.
3. Members should anticipate stops and accelerate slowly when leaving a stop.
4. When traveling on the highway for long distances members should use cruise control to help maintain a constant speed.
5. Members shall operate department vehicles within the posted speed limits.
6. Department vehicles shall not be overloaded. Furthermore, members should avoid keeping unnecessary items in the vehicle to reduce the overall weight of the vehicle.

SECTION IV – REDUCING VEHICLE TRIPS AND CONSOLIDATING TRIPS

Trip Reduction

All members will reduce vehicle trips whenever possible as follows:

1. Members shall walk or use the county bicycles when conducting business within 4 blocks of the Administration building and Station 1.
2. Members shall consolidate errands to minimize multiple trips.
3. The use of Public Transportation should be used whenever feasible.
4. Chief Officers or department Inspectors, to whom a vehicle is assigned, shall limit the use of department vehicles to department business. Private use of the vehicle is prohibited.
5. While serving as the Duty Officer, Chief Officers shall limit the use of vehicles to that necessary to be in a response ready mode at all times.

Trip Consolidation

Opportunities to consolidate trips will be used whenever possible as follows:

1. Members of the Fire & Injury Prevention Bureau shall coordinate inspections when possible and carpool to those inspections.
2. Administrative staff shall coordinate outside of office trips whenever possible.
3. Whenever possible, members traveling out of area shall carpool with other members.
4. When traveling out of the area, the most fuel efficient vehicle available shall be used.

Exception: Occupant safety must be considered for any travel where road and weather conditions are severe. In those cases, consideration for cancelling the trip should be given and if not feasible, the safest vehicle available should be utilized.

SECTION V – VEHICLE MAINTENANCE TO ENSURE ENERGY EFFICIENCY

All department vehicles shall be maintained to maximize fuel efficiency. Any member of the department who recognizes a maintenance issue with a department vehicle shall bring it to the attention of the department Mechanic.

Each member to whom a vehicle is assigned shall ensure that the vehicle is maintained in a manner that uses fuel at the most efficient level. Each member to whom a vehicle is assigned shall ensure that:

1. The vehicle tire pressure is at the recommended PSI according to the manufacturer's specifications.
2. The vehicle receives its regularly scheduled maintenance as close to its schedule as possible.

SECTION VI – TRAINING

Each member of the department shall attend an Emergency Vehicle Operator's Course (EVOC). A component of this course will address energy efficient operations.

Each member will attend periodic training, as deemed necessary by the Chief, to ensure that energy efficiency strategies are understood by members.

SECTION VII – VEHICLE PURCHASING

Specifications developed for vehicles purchased by the department shall incorporate the following:

1. Minimum size and/or load rating needed for the tasks identified.
2. Highest miles per gallon available.
3. Lowest emissions.
4. Alternative power sources, such as electric, CNG, biofuels, propane, and solar for electrical systems.
5. Conditions under which the vehicle will be used.
6. Price of the vehicle vs. the life cycle cost.

When assessing the need to replace an existing vehicle, the following criteria shall be used in the life cycle cost analysis:

1. Current fuel usage vs. the fuel efficiency of a replacement.
2. Repair and maintenance history.
3. Return on investment when compared to replacement.
4. Compatibility with the current task to which it is assigned.
5. Mileage.
6. Price of the replacement vehicle.