



*County of Caroline*  
*Department of Fire-Rescue & Emergency Management*

**Memorandum**

To: All Career and Volunteer Fire-Rescue Providers

From: Captain Leigh Doucet

Date: July 15, 2014

Ref: Clarification of Ambulance Rotations

Caroline County Fire Rescue has standardized all equipment and supplies to be carried on each Ambulance, Countywide. In doing so, we are able to more efficiently ensure a consistent quality and level of patient care. We are also able to better manage our fleet by rotating units to ensure even distribution of mileage and workload thusly extending the operational life of the vehicles.

Quarterly, ambulances will be rotated. This memo is intended to provide clarification to staff when rotating units, particularly outlining what ambulance equipment transfers with the rotating apparatus. As a result of the standardization, it is no longer necessary to move equipment or supplies between units when they rotate. There are a few exceptions:

1. Portable radios are assigned to stations, not units and should therefore remain at the appropriate station.
2. Fuel Cards are assigned to stations for use by the ambulances and should remain at the designated station.
3. Wireless door openers should remain at the appropriate station and not transfer with the apparatus.
4. SCBA Packs are not transferred during rotation. They are pulled from the rotating unit for placement on the incoming ambulance.
5. Toughbook computers are assigned to specific Ambulances and should stay on the designated unit.
6. AutoPulses are staged at Rescue 1, 2 and 5 and should remain at those stations accordingly.
7. Zoll Data transmission phones are staged at Rescue 1, 2 and 5 and should also remain accordingly. These require configuration to the specific Zoll to which it will be paired so immediately after each rotation, a PING test should be performed to ensure configuration.

All other equipment, bags, kits, and supplies should remain on the ambulance no matter its temporary station assignment.

Thank you in advance for your assistance. Please contact my office if you have any questions.