Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 4.4.06

2. SUBJECT: ***Equipment and Vehicle Usage***

3. POLICY: It shall be the policy of the Board of Commissioners of Grant County Fire District 3 to allow public use of certain equipment owned by the District. It shall further be the policy that vehicles be for official use only. This Policy and Procedure is established to define that process.

4. SCOPE: This Policy and Procedure is applicable to all personnel of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is adhered to.

   B. All personnel are responsible for complying with this Policy and Procedure.

6. PROCEDURE:

   A. Equipment - Only that equipment commonly used to remove, reduce or otherwise eliminate potential hazards to life and property may be loaned. This equipment may include:

      1. Chimney Brushes & Rods
      2. Water Vacuums
      3. Dewatering Pumps
      4. Excess Nozzles & Fittings
      5. Hose
      6. Tables and Chairs

      In no case shall any equipment be loaned that will adversely affect the emergency response capability of the Grant County Fire District 3. Any equipment not listed above shall not be loaned without the permission of the District Fire Chief or designee.

   B. District training equipment, training manuals and training videos may be borrowed after being properly checked out. Videos and other copyrighted materials shall not be duplicated.

C. Any person loaning equipment is responsible to:

1. Complete an entry in the loan out log for any equipment that is loaned.
2. Sign in all loaned equipment when it is returned.

D. Vehicles and Apparatus owned and operated by the District shall not be loaned without prior approval of the District Fire Chief or designee. Any unusual requests shall be authorized by the Chairman of the Board of Commissioners.

E. Any person borrowing District equipment is responsible for returning it in the same condition as when it was taken.