# *Grant County Fire Protection District 3*

*POLICY AND PROCEDURE*

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1. NUMBER: 4.4.05

2. SUBJECT: ***Equipment and Apparatus Maintenance***

3. POLICY: It is the Policy of the District to maintain all equipment in good working condition. All personnel are to work diligently to ensure that the equipment they use or is assigned to them is properly cared for and maintained in a manner that is consistent with this Policy and nationally recognized good practices.

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

5. RESPONSIBILITIES:

   A. It shall be the responsibility of the District Fire Chief or designee to enforce this Policy and Procedure.

6. PROCEDURE:

   A. All apparatus shall be cleaned, including washing of fender, wheels, and undercarriage after every run. Except, the time between 2200 and 0600 hours, or if the crew of the apparatus must return to normal work shifts, or under adverse weather conditions (at the discretion of the duty officer) it may only be necessary that mud and dirt be washed from body, fenders and wheels and that water be dried from body and wheels. Apparatus shall be thoroughly cleaned within 24 hours.

   B. An inventory will be done on all apparatus after returning to quarters from any response. Any items missing will be reported to the Station Officer, who will notify the Duty Officer.

   C. Fuel and booster tank levels will be checked upon return from any response and replenished as needed. Fuel tanks should be replenished when below 3/4 full. Booster tank should be filled as soon as possible after leaving an incident scene.

   D. Tires shall be checked. If tires show signs of damage that may make them unsafe, the Station Officer will be notified, who in turn will notify the Duty Officer. If a spare is not available, the vehicle will be put out of service until the tire is fixed or replaced.

   E. A visual check of the undercarriage shall be made if the vehicle has been used "Off the Road".

F. All apparatus shall be serviced according to District practice at least annually and more often if vehicle has been used in adverse conditions.

G. A written report will be forwarded to the District Fire Chief for ANY vehicle accident or damage. This report shall be completed by the driver of the vehicle at the time of the accident.

H. Any apparatus having mechanical or operational deficiencies that could possibly hinder operations or endanger lives will be removed from service. When an apparatus is removed from service for any reason the Station Officer and Duty Officer will be notified. A sign indicating the vehicle is out of service will be placed on the steering wheel.

I. All apparatus will receive a complete maintenance check semi-monthly, which will be forwarded to the maintenance officer or the District Fire Chief.

J. All tarps used at any incident will be washed and dried prior to folding.

K. All wood handles will be checked for tightness, sanded and linseed oiled when needed.

L. All tools will be thoroughly cleaned and inspected after each use.

M. All tools will be labeled "GCFD#3".

N. All pumps will be tested annually, and a form completed and forwarded to the District Fire Chief.

O. Routine maintenance requests shall be forwarded to the District Office via a repair ticket.

See Appendix 04_04_05