



RUSSELLVILLE FIRE DEPARTMENT  
POLICY MANUAL

Policy Number:  
Section:  
Original Date:  
Revised Date:

## **PURPOSE**

This policy establishes the guidelines for weekly checks, monthly maintenance, charging, calibrating, and battery maintenance of the Russellville Fire Department Special Operations monitors and sensors.

## **POLICY**

The Company Officers are responsible for assuring that all atmospheric and matter monitoring equipment is properly checked and operationally ready.

### **Training:**

All Members will be trained in the application, use, operation, testing, field maintenance, record keeping and other pertinent aspects of all monitors. New members to the department shall be specifically trained in the complexities and operational methodology of the monitors. Annual monitor training will be accomplished for existing team members.

Certain advanced monitors will be put in a separate category with advanced training for operation and interpretation of results required. These monitors include, but are not limited to: photo ionization detector (PID) and colorimetric tubes.

### **Weekly Repair and Maintenance:**

Weekly check out will include a check of operability, and recharge of the battery. The Monday checklist will be completed by the members on duty that shift. The name of the member doing the check as well all pertinent information is to be recorded on the appropriate documentation.

If a multi-gas monitor fails calibration because of a single sensor, and the supervising officer determines that it still can be of limited use in the field, the monitor may remain in "partial service" status.

When a unit is out of calibration, is in need of repair, or its proper function is in question, it must be taken out of service. A description of the problem will be submitted by emailing the monitor technician; the unit will be taken off the response vehicle. The Company Officer and the on duty Battalion Chief must be alerted anytime a monitor is placed out of Service or "partial service" status, as well as the dedicated monitor maintenance person(s).

Limiting the number of people who serve this function streamlines the process and allows for good quality control. An adequate supply of calibration gas will be kept for each monitor unit and used to verify proper function of the monitor. Sensors can be ordered and kept in stock if deemed prudent. Shelf life and storage problems are to be considered and keeping certain spare parts or sensors may not be recommended. When qualified monitor maintenance/repair person(s) deem it necessary that a monitor be sent to an outside facility for maintenance or repair, they will contact the Division Chief for approval. When such repairs are approved, the Company Officers will be notified by the maintenance/repair person responsible for the monitor.

Approved

Fire Chief

1 of 2



RUSSELLVILLE FIRE DEPARTMENT  
POLICY MANUAL

Policy Number:  
Section:  
Original Date:  
Revised Date:

**Record Keeping:**

Records will be kept for each monitor. Records will include initial acceptance, periodic maintenance, sensor response to known calibration gas, run and recharge cycles when applicable, any and all repairs and replacement parts ordered and installed. Entries will include the date, condition, readings recorded, and any anomalies, comments and the legible name and/or initial, and employee number of the person doing the entry.

All weekly and monthly checks will be recorded on the appropriate forms to be stored in a notebook kept on the apparatus with the appropriate monitor. The findings also need to be logged on the RFD computer system. Care should be taken to keep detailed and accurate records. Also, all pre and post bump testing done on scene, readings taken during an incident, and time exposed shall be recorded in the proper documentation. This documentation will be kept in a notebook that is maintained by the individual responsible for gas monitor maintenance and repair. This allows the gas monitor maintenance personnel to gauge how much time may be remaining on the sensors and will aid in keeping the monitors reliable and in a state of constant readiness.

Members shall document entry mission readings and confined space readings on all calls when the monitors are placed in use.

Each monitor will have a legible and well maintained copy, or original manual, kept on the apparatus it is carried on so that a detailed and immediate reference can be made in the event information is needed. The name of the team member doing the weekly check as well all pertinent information is to be recorded

Quarterly, all monitors are to be calibrated using appropriate gas and equipment and according to manufacturer's recommendations. This will be completed by the Monitor Technician. The name of the member doing the check as well all pertinent information is to be recorded on checklists.

Approved

Fire Chief

2 of 2