



RUSSELLVILLE FIRE DEPARTMENT  
POLICY MANUAL

Policy Number:  
Section:  
Original Date:  
Revised Date:

## PURPOSE

The purpose of this policy is to provide a methodology for establishing Apparatus Inventory Identification.

## POLICY

The Fire Chief or designee shall establish an Inventory ID number on all newly acquired apparatus, including staff and special vehicles. The Company Officer and/or those assigned as apparatus operator shall utilize the Inventory ID number for tracking of apparatus including, but not limited to, maintenance and usage.

1. Determine the Inventory ID number using the following:
  - a. Digit 1 and 2 are the apparatus year model.
  - b. Digit 3 is apparatus type code:

<u>Code</u>	<u>Type</u>
1	Pumper
2	Aerial
3	Tanker
4	Rescue
5	Brush/Quick Attack
6	Staff Car
7	Other

- c. Digit 4 and 5 are the last two numbers in the apparatus VIN.
2. Inventory ID number shall be placed conspicuously on all apparatus.
3. Inventory ID number shall be located in Firehouse Software/ESO.
4. Inventory ID number is a unique identifier and shall be attached to the apparatus for the life of that vehicle.
5. Inventory ID number shall be utilized for the purpose of record keeping during maintenance and usage of apparatus.

Approved

Fire Chief

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