



RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
Original Date:
Revised Date:

PURPOSE

The purpose of this policy is to ensure the apparatus is inspected and inventoried so that equipment is consistently available for use and emergency response.

POLICY

All apparatus (frontline and reserve) will be inspected each day, with no exception to holidays or weekends. Company officers shall be responsible for ensuring that their assigned apparatus are inspected daily. Each apparatus operator shall be responsible for completing the applicable documentation after each morning apparatus check.

Inspection of fire department apparatus will begin no later than 0730 hours each day and deficiencies immediately reported to the company officer. Exceptions to these times will be made if special training sessions or emergency incidents postpone starting or finishing the inspection. All emergency repairs are to be reported to the company officer immediately so that repairs can be made or scheduled with the appropriate maintenance facility.

It will be the responsibility of the company officer on shift to see that all needed repairs are reported and that the repair is scheduled, typically through delegation to the assigned apparatus operator. The on-coming shift shall be notified as to broken or missing equipment or apparatus that is out of service by the company officer of the preceding shift.

Daily Checks

The daily inspections of apparatus shall consist of ensuring:

1. Engine Compartment -
 - a. Engine oil, radiator water, and power steering fluid are checked for the appropriate level
 - b. Visual Inspection - visually inspect the unit for fan belt condition, hoses leaking, etc.
2. Fuel Levels -
 - a. Apparatus levels - maintained at or above 3/4 level
 - b. Power equipment - maintained at full level
3. Oil Levels - check the oil levels in all power equipment and the Primer Tank - maintain both at full level
4. Tires - check tires for wear, physical damage, and inflation.
5. Lights - check all vehicle lights and warning lights for proper operation
6. Audible Warning Devices - check all horns and sirens for proper operation
7. Breathing Apparatus - check all breathing apparatus for cleanliness, air capacity, and operation. Air pressure must be maintained at 4000 psi or above

Approved

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8. Extinguishers - check extinguishers for capacity, condition, pin seals, and bracket condition
9. Operator's Panel - check all switches, gauges, and controls for proper operation
10. Inspect All Compartments - compare compartments with inventory sheets for proper equipment and for proper placement
11. Exterior Mounted Equipment - check all equipment for quantity, condition, and placement
12. Hose - check (visually) for quantity and placement
13. Miscellaneous Equipment – compare with inventory sheets for quantity, condition, and placement
14. Ladders - check for condition, quantity, and placement (If equipped with aerial device, it is operating properly)
15. General Condition of Apparatus - check for cleanliness
16. Body Condition – check for damaged portions of apparatus
17. Ice Chest – fill with ice and water bottles
18. Pump – The apparatus starts and deploys into pump gear.
19. Booster Tank Level – Ensure that it is full
20. Medical Equipment – Check equipment for proper inventory levels and function
21. Radio Equipment – Radios power on and function through self-check process
22. Accountability Tags – All tags for those assigned to the apparatus are in place

Any damaged or missing equipment shall be immediately reported to the Company Officer. Any serious problems shall be reported to the Shift Commander.

Replacement of fluids, light bulbs, or other minor repairs shall be immediately completed by the apparatus operator if the supplies are available to do so. Any such activity shall be recorded in Captains Daily Log and in records management software (RMS).

Weekly Checks

Performance of the Weekly Checks on all apparatus shall be done on Mondays.

The Weekly Check shall include all items of the Daily Check and shall also include:

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1. Operation of all motorized equipment
2. Operation of all pumps
3. Operation of aerial device
4. Reserve apparatus and rarely used apparatus shall be driven.
5. Apparatus Inventory
6. Tool Maintenance as needed
7. Scheduled task as listed by each week of the month

Reserve Apparatus

Reserve apparatus stored in the station shall be driven during their detailed inspection, allowed to come to operating temperature, and properly maintained with all tools and equipment in place. Every effort should be made to keep the apparatus ready to respond at all times.

Appearance

Each shift shall attempt to wash the apparatus as needed. At a minimum apparatus should be washed and cleaned for the oncoming shift. Apparatus should never be transferred to the oncoming shift dirty or in deplorable condition.

Apparatus Specific Check Forms

Updates to equipment locations or type in the apparatus detailed check forms should be submitted in writing to the Battalion Chief over vehicle maintenance. The most current edition of the apparatus inspection form will be available for printout via the computer network on the fire department shared folder.

Durable Medical Equipment

Durable medical equipment, such as cardiac monitors, mechanical CPR devices, and other specialty equipment shall be inspected and maintained based on the schedule of the apparatus it is located. Problems and required preventative maintenance on this equipment shall be submitted to the EMS Supplies Manager. Preventative and incidental maintenance of durable medical equipment shall be logged by the EMS Supplies Manager or designee into the records management software (RMS) for record keeping.

Medications

Medications shall be inventoried and checked for expiration on all apparatus, as outlined in policy 203.03 Drug Outdates. Expired medications shall be placed in the EMS supply room for proper disposal as needed.

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Out-of-Service Status

During the inspection of an apparatus, the apparatus operator and Captain assigned to the company are responsible for ensuring its readiness for service. Any doubt in reliability or performance shall cause the truck to be removed from service.

Return-to-Service Status

Apparatus shall also receive a detailed inspection following their return to service from any third-party maintenance facility. The company officer shall be responsible for ensuring this inspection is complete prior to placing the apparatus back in service with the dispatch center.

Approved

Fire Chief