

HIGH RISK/HIGH FREQUENCY

HUDSON FIRE DEPARTMENT

Standard Operating Guidelines

GUIDELINE NO: 100.12

**SUBJECT: VEHICLE AND EQUIPMENT
MAINTENANCE**

APPROVAL: Scott St. Martin, Fire Chief

Effective Date: 5-16-16

Revised Date: n/a

PURPOSE

This guideline establishes procedures for department vehicle and equipment maintenance.

RESPONSIBILITY

1. All Chief and Company Officers have the responsibility to comply with and ensure that the personnel under their command are adequately trained, fully understand, and comply with this guideline.
2. All firefighters have the responsibility to learn and follow this policy.

GUIDELINE

- A. Manufacturer's instructions shall be considered as minimum criteria for the inspection maintenance, and repair of any apparatus or equipment.
- B. All apparatus and equipment shall be inspected and operated at least once a month as detailed on the Hudson Fire Department Truck Check List.
 1. The Company Officers of each company will assign members to their respective apparatus for inspection.
 - a. When personnel are operating the Rescue Tools, cut off saws and chainsaws during this monthly check, turnout coat, pant, helmet, safety glasses and ear protection shall be worn.
 2. Thorough documentation shall be completed for each vehicle.
 - a. The Company Officer in charge of the respective group shall review and also sign the Truck Check List in addition to the firefighters completing the form.
- C. All apparatus and equipment shall be inspected and maintained and/or repaired after every use.
 1. A Post Incident Apparatus Check Sheet shall be turned in with the incident report for each responding apparatus.
 - a. When the incident is of magnitude, i.e. structure fire, the Hudson Fire Department Truck Check List shall be used to check apparatus to ensure all tools/equipment are back, clean and operational.
- D. Preventative maintenance shall be performed on all apparatus and other applicable equipment at least annually.
 1. The details of the preventative maintenance for each apparatus are listed on a check sheet and vary from year to year. The Fire Chief has the records.
- E. All repairs to apparatus and equipment shall be made by qualified personnel experienced with the type of work to be performed in accordance with the vehicle and/or equipment manufacturer instructions.
 1. Notify the Assistant Chief – Maintenance when apparatus repairs are needed.
 2. Some equipment must be certified or tested before putting it back in service. The test equipment is not available, so repairs and testing shall be conducted by a certified person.

- F. All apparatus and equipment shall be cleaned after responding to an incident or other function.
 - 1. Washing apparatus is defined as using approved soap and water.
 - 2. Based on conditions dictated by a Chief Officer, the apparatus may be left to be cleaned at a later date and time.

- G. When a piece of apparatus is in need of major repair, that vehicle shall be unloaded per the instruction of the Fire Chief or other appointed member.

- H. If a piece of apparatus or equipment is found to be defective or in need of repair for safe operation, the apparatus or equipment shall be declared unsafe, tagged and taken Out Of Service (See Out of Service Tag Procedure below).
 - 1. When a piece of apparatus is taken out of service the following notifications shall be made:
 - a. Assistant Chief – Maintenance
 - b. Company Officer for piece of equipment
 - c. Fire Chief
 - 2. When all necessary repairs and any required certification tests are complete, the apparatus or equipment will be returned to service.

- I. Tire pressure checks of apparatus shall be performed by the Assistant Fire Chief - Maintenance and one designated firefighter appointed by the Assistant Fire Chief - Maintenance.
 - 1. The appointment shall be on file with the Fire Chief.
 - 2. The Assistant Fire Chief - Maintenance and firefighter shall have documented training on this topic in their training file.
 - 3. These tire checks are to be done at least quarterly and can be done more often as scheduled by the Assistant Fire Chief - Maintenance.
 - 4. Filling of tires with air shall be done with the portable shop air compressor only.
 - a. When filling tires with air, the remote fill hose shall be used.

- J. Out of Service Tag Procedures
 - 1. Whenever a piece of equipment or apparatus is placed out of service, a two part tag shall be completed with the following information on it:
 - a. Date/Time
 - b. Item identification
 - c. Identification number if applicable
 - d. Normal stored location of the item
 - e. Problem or defect
 - f. Reported to a Chief or Company Officer
 - g. Person taking equipment or vehicle Out of Service
 - h. Date and time
 - i. The top portion of the Out of Service Tag shall be place on Out of Service Tag Clipboard
 - j. The bottom portion shall be affixed to out of service equipment
 - k. When the equipment or vehicle is returned to service the Out of Service Tag on clipboard shall be signed by the person putting equipment or vehicle back in service
 - l. The completed tag should be filed with or by the Fire Chief