

Purpose: To establish procedures/policy for the performance of routine vehicle and equipment maintenance by department personnel.

Administration: The Fire Chief, Assistant Fire Chief, Deputy Chief of Operations and Station Captains will have primary responsibility for administration of this policy with respect to volunteer personnel within the scope of their job descriptions. The Fire Chief will have responsibility for administering this policy with respect to career staff and coordinating career staff station duties with volunteer personnel station duties.

Policy: All CTFD personnel shall assist in routine daily/monthly vehicle and equipment maintenance checks to ensure operational readiness and minimize the likelihood of damage to fire vehicles and equipment assigned to each of the three CTFD stations. Minimum participation in monthly maintenance activities will be required of all volunteer personnel. Station Captains will oversee maintenance check details, develop and post monthly duty schedules, and monitor compliance with duty assignments for volunteer staff. Career staff will carry out daily/monthly maintenance check duties under the direction of the Fire Chief.

Definitions:

Assigned Station: station to which personnel are assigned for primary emergency response and other duties by the Deputy Chief of Operations.

Daily-Vehicle Checks: routine checks of fluids, tire pressures, electrical systems and devices, pumps, generators, and other integral components of the fire vehicle to be used by the career personnel during the day. (See Appendix: Vehicle Daily Maintenance Check Sheet).

Monthly Vehicle Checks: routine checks of fluids, tire pressures, electrical systems and devices, pumps, generators, and other integral components of fire vehicles. (See Appendix: Vehicle Monthly Maintenance Check Sheet)

Monthly Equipment Checks: routine checks of loose firefighting equipment and tools carried on fire vehicles or assigned to stations. (See Appendix: Vehicle Monthly Maintenance Check Sheet).

Station Captain: Those CTFD Captains that are assign station responsibilities.

Station 1: Rescue Captain

Station 2: Engine Captain

Station 3: Truck Captain

Procedures

- The first Monday of each month will be set aside for monthly vehicle and equipment checks to be performed by volunteer personnel at each station. Personnel shall report to their assigned station to participate in these details under the direction of the Station Captain.
- Each Station Captain shall ensure monthly vehicle and equipment checks are completed properly and in a timely fashion utilizing personnel in a way that best facilitates vehicle familiarity among all CTFD personnel.
- Vehicle and equipment checks shall be carried out in accordance with standard vehicle and equipment check sheets developed under the direction of the Deputy Chief of Operations and the Captains. (See Appendix)
- Station Captains will have responsibility for monitoring personnel compliance with vehicle and equipment maintenance duty requirements. Specific refusal to comply or repeated non-compliance by volunteer personnel or unsatisfactory execution of housekeeping duties by career staff should be reported to the Fire Chief and/or Assistant Fire Chief for further action.
- Volunteer personnel shall participate in a minimum of one half of monthly vehicle and equipment check details annually.

- Captains will perform weekly general readiness surveys of their assigned vehicle and equipment, noting any need for general cleanup, remediation of safety problems, or need for repairs which present themselves during the periods between routine vehicle check details. These surveys should focus on the readiness of the vehicle and equipment for service, missing or broken equipment and general upkeep of vehicle and equipment. During these surveys, it is not necessary to do a full vehicle maintenance check (fluids, tires, etc.) unless a problem is noted which suggests the need for more detailed investigation (e.g., oil on the floor under the vehicle).
- Station Captains shall ensure all forms, reference materials and similar supplies needed for general operations are kept in stock in the appropriate locations on the apparatus in their assigned station. These supplies include, but are not limited to, incident report forms, driver log forms, CO incident forms, ERGs, map books, etc.
- Any reports of problems with vehicles or equipment by any personnel should be made to the Station Captain assigned to the station where the vehicle is housed using CTFD forms for this purpose. (See Appendix: Repair/ Maintenance Request). **NOTE: An email can be sent to Career Staff.** The Station Captain may assign CTFD personnel to rectify the problem. If the problem requires further attention, the Station Captain shall then notify the appropriate functional Captain for that vehicle.
- If problems are noted by Career Staff, they will be responsible for notifications of the affected functional Captains in a timely fashion prior to vehicles or equipment going out of service for repairs, if possible.
- Station Captains shall develop and submit any orders for supplies needed to maintain vehicle and equipment at their assigned station.
- The Station Captain shall arrange for training of any new personnel detailed to their assigned station in their vehicle and equipment maintenance responsibilities.
- In the event any Station Captain is unable to carry out assigned monthly duties outlined in this policy due to vacation, illness, or similar short-term conflict or difficulty, the Station Captain shall arrange with the Captain (Rural/Water) for coverage or coordinate with Deputy Chief of Operations to assign an individual to complete those duties at that Station.

References:

- 8.7A Vehicle Daily Maintenance Check Sheet
- 8.7B Vehicle Monthly Maintenance Check Sheet
- 8.7C Repair/Maintenance Request