

## Chapter III Fire Department Vehicles

## Subject 3 Maintenance and Repair

## 303.01 Objective

- A. To provide procedures to assure the readiness of Fire Department vehicles.

## 303.03 Policy

- A. The Company Commander is responsible for setting up maintenance schedules for apparatus and vehicles assigned to his company.
- B. Officers are to direct members in carrying out proper maintenance.
- C. The Fire Apparatus Operator (FAO) will perform all necessary checks and maintenance reporting defects or missing equipment to the officer. The FAO will fill out the F-298 daily.
- D. Other Company members will assist the FAO in maintaining the apparatus as directed by the Officer.
- E. Maintenance and repair work performed by Fire Department personnel shall be limited to routine maintenance and the apparatus must remain ready to respond within a reasonable time while such work is being performed.
- F. The Municipal Garage will perform all major maintenance and repair work.
  - 1. Permission to call and/or go to Fleet Services: Fire Apparatus Garage must be obtained via the apparatus supervisor's office. Permission to go the Fleet Services can be obtained by calling the apparatus office at 591-5002 between 8:00 AM and 4:00 PM. If no one answers, leave a message; it will be addressed in a timely manner. Non-business hours still require calling fleet services direct at 352-3681
  - 2. A company may only go directly to fleet services when repairs absolutely require the company to leave its first alarm area and upon orders from the company's District Chief.
  - 3. Most minor repairs will be completed in quarters by a fleet services mechanic.
  - 4. Routine maintenance, changing light bulbs, etc. will still be the responsibility of the company using the apparatus.
  - 5. In the event that an "Emergency Repair" is required, and no one is available at the apparatus office, Fleet Services may be contacted directly at 352-5460 or 352-3681.
  - 6. Emergency repairs must be documented properly including Form 40's for repairs needed and completed repairs. (An Emergency Repair is defined as a safety related, or mechanical related deficiency that requires the apparatus to be taken out of service).

7. Non-emergency repairs must be submitted electronically before repairs are scheduled. To insure prompt attention, notify the apparatus office as soon as possible when unscheduled repairs are needed.
  8. Permission to leave your designated alarm area must still be obtained from the District Chief
- G. If it is necessary to call the garage for service after 1630 hours, and there is no answer, let the phone ring ten times and your call will automatically be transferred to the Highway Maintenance Dispatcher (at line 3371). Give the dispatcher all pertinent information. The garage mechanic will get the information and call the company as soon as possible upon returning to the garage.
- If an apparatus must be towed during these hours, the mechanic will either tow it to the company quarters and leave it or tow it to the Municipal Garage. The mechanic cannot stand by while a company changes over. If the officer or member in charge wants the apparatus towed to quarters for change over, the apparatus will stay there until the next day when more help is available. Only companies that have enough space in quarters to store their broken down apparatus can have their apparatus towed to quarters, all others must go to the Municipal Garage. The District Chief must be called so arrangements can be made for a spare apparatus.
- H. The member in charge must decide if the apparatus is safe for response when experiencing mechanical problems.
- I. If an apparatus or other emergency vehicle must be taken Out of Service, the member in charge will immediately notify the Fire Alarm Dispatcher and District Chief.
- J. The District Chief shall make arrangements for spare apparatus as required.
- K. Information regarding apparatus maintenance or problems shall be exchanged with relieving officers and drivers.
- L. ALL apparatus defects shall be reported using a F-40.
- M. The display of unauthorized bumper stickers, signs, posters, etc. on City vehicles is prohibited.

#### 303.05 Apparatus, Radio, PMDC and Siren Repairs

- A. During normal working hours, 0800 to 1700 on weekdays, contact the Radio Shop (2396) and follow their instructions for repairs. Routinely they will come to your quarters. When the shop is closed, use your company-portable Radio to remain in service, and then contact the Radio Shop at the first opportunity. Routine radio repairs will not be made at night or over weekends and holidays. Your company is in service with a defective radio.
- B. A defective siren, however, will be repaired when and where needed; call the radio shop during the week or contact your District Chief, if the shop is closed.

He will make arrangements, through the Fire Tower, for the on-call technician to come to your quarters and fix the siren.

If down time is projected to be more than one hour, a spare apparatus is to be placed in service until the siren is repaired.

Your company is out of service for a defective siren.

- C. The priority is to keep fire companies in service and in their first alarm areas. Medic units, minivans and staff cars will be taken to the shop for needed repairs. Exception: When the radio shop is closed, District Chiefs should also handle staff car and Medic unit siren problems by contacting the Tower. These repairs may be handled either in quarters or at the shop.

### 303.06 Aerial Ladder Cleaning

Aerial maintenance is an important part of all ladder company operations. The supervisor of Apparatus Maintenance will establish a schedule for cleaning, and send out a notice with the schedule.

#### Schedule:

- A. All companies will clean and lube their aerial truck quarterly.
- B. Aerial ladders soiled during fire fighting operations must still be cleaned immediately following usage, as required.
- C. If a company is in a spare during the scheduled cleaning period they must contact the apparatus supervisor, on Thursday preceding the scheduled date, for instructions on which aerial to perform the cleaning and lubrication on.

#### Location:

- A. Quarterly aerial maintenance will be performed between 8:00AM and 12:00 Noon on the date designated. The primary location to be used shall be Engine 18's quarters.
- B. Other locations may be utilized, weather permitting, with the permission of your District Chief. The only restriction is that the ladder be cleaned and lubed during the specified time, on the specified date.
- C. The aerial must be cleaned and lubed before it is retracted, therefore the company will be out of service.
- D. Supplies necessary to perform this task will be stored at Engine 18's quarters.
- E. If an alternate location is selected, the company will be responsible to obtain the needed supplies. The steam cleaner (Hotsy) will be available only at Engine 18 and will remain at Engine 18's quarters.
- F. All members are reminded to respect each other's quarters, clean-up after use and do not cause any undue clutter.

Procedure:

- A. Most FAO's have been instructed on proper ladder maintenance procedures. Should additional training be required it is to be obtained via your District Chief.
- B. Weather permitting the cleaning shall be conducted outside. During inclement weather the cleaning shall be conducted inside using only WD 40, and/or mineral spirits.

The pressure washer is NOT to be used indoors

- 1. Company is to be Out of Service.
  - 2. DO NOT retract an aerial ladder that is not lubricated.
  - 3. Clean and inspect aerial device.
  - 4. Totally remove all heavy grease and dirt by wiping down with mineral spirits.
  - 5. Use pressure washer (Hotsy), only if necessary.
  - 6. Inspect cables, pulleys and metal surfaces for wear, sharp edges, loose or otherwise damaged parts.
  - 7. Lubricate aerial as necessary.
  - 8. Apply only the white lithium grease provided in tubs.
  - 9. Clean the work area, confirm cleanliness with Engine 18 Officer.
  - 10. Dirty grease towels shall be contained at Engine 18 and sent to Central Stores for cleaning.
  - 11. Email apparatus supervisor upon completion of cleaning and lubrication.
- C. Safety glasses and other protective equipment must be utilized throughout the cleaning and greasing procedure.
  - D. Ladder Company 18 shall maintain an inventory of adequate supply of mineral spirits, white lithium grease in tubs, towels, and brushes, and shall ensure the steam cleaner is available at Engine 18's quarters for use.
  - E. The day following maintenance service (Usually Monday), the ladder truck will be inspected by Fleet Services. Any issues should be reported to the mechanic and Form 40's submitted immediately.