

Yamhill Fire Protection District

District Policies, Procedures, & SOG's

MISSION

*Yamhill Fire Protection District is dedicated to
serve and protect our community*

District Procedure

OPERATIONS

OPS-GEN – 415

Maintenance and Inventory Procedures for Apparatus and
Equipment

Issued: October 27, 2014

Maintenance and Inventory Procedures for Apparatus and Equipment

PURPOSE OF THIS STANDARD

To establish a preventive maintenance program, maintenance work order system for repair of YFPD apparatus, and to establish an Inventory Control Policy which will enhance the performance and reliability of Yamhill Fire Protection District (YFPD) apparatus and equipment.

TABLE OF CONTENTS

<u>Section</u>	<u>Contents</u>	<u>Page</u>
Section 1	Applicability	4
Section 2	Responsibility	4
Section 3	Cleaning of Apparatus and Equipment	4
Section 4	Cleaning of Staff/Light Duty Vehicles	6
Section 5	Maintenance of Staff/Light Duty Vehicles	6
Section 6	Maintenance of Emergency Apparatus	6

TABLE OF CONTENTS

<u>Section</u>	<u>Contents</u>	<u>Page</u>
Section 7	Work Order System	7
Section 8	Preventive Maintenance/Apparatus Checks	8
	▪ Career Personnel Checks & Instructions	8
	▪ Volunteer Personnel Checks & Instructions	18
Section 9	Apparatus/Vehicle Modifications	23
Section 10	Apparatus/Vehicle Marking	23
Section 11	Apparatus Mileages/Hours Reporting	23
Section 12	Tire Maintenance	24
Section 13	Cascade System Operations	25
Section 14	Operational Limits	27
Section 15	Fire Records Management Apparatus Data Base	27
Section 16	Pump Testing	27
Section 17	Equipment Inspection & Maintenance	28
	▪ Self Contained Breathing Apparatus	29
	▪ Portable Fire Extinguishers	33
	▪ Hand Tools	34
	▪ Fire Hose Testing and Maintenance	35
	▪ Ground Ladders	37
	▪ Nozzles	38
	▪ Power Tools	38
Section 18	Missing/Lost Equipment	39
Section 19	Apparatus Inventory	40

TABLE OF CONTENTS

<u>Section</u>	<u>Contents</u>	<u>Page</u>
Appendix	Maintenance & Inventory Forms	43
	▪ YFPD Apparatus Work Order Request Form	44
	▪ YFPD Apparatus Work Order Request Form – Mechanic Generated	45
	▪ YFPD Property Damage/Loss Notification Form	46
	▪ YFPD Equipment Repair Tag	48
	▪ YFPD SCBA Weekly Inspection Log	49
	▪ YFPD SCBA After Each Use Inspection Log	50
	▪ Pump Service Test Log	51
	▪ Hose Test Log	52
	▪ Apparatus Mileages/Hours Report	53
	▪ YFPD Rescue Inventory Check Sheet	54
	▪ YFPD Career Engine Check-Off Sheet	56
	▪ YFPD Career Check –Off Sheet for Utility Vehicles, Brush Units, and Light Duty Vehicles	57
	▪ YFPD Rescue Check-Off Sheet	58
	▪ YFPD Volunteer Engine Check-Off Sheet	59
	▪ YFPD Volunteer Check –Off Sheet for Utility Vehicles, Brush Units, and Light Duty Vehicles	60

Section 1 – Applicability

This policy applies to all YFPD employees both career and volunteer.

Section 2 – Responsibility

1. The Fire Chief or his/her designee of Maintenance is responsible for all emergency apparatus, staff/light duty vehicles and equipment maintenance.
2. Fire/Rescue employees and volunteer members are responsible for the routine cleaning and maintenance of all staff/light duty vehicles and emergency apparatus as specified in this policy.
3. The District will furnish the necessary cleaning supplies.
4. The Station Lieutenant and Apparatus Officer will ensure that emergency apparatus, fire equipment and staff/light duty vehicles are cleaned when scheduled and inspected when completed.
5. The Station Lieutenant will be furnished with a regular cleaning schedule for all vehicles.

Section 3 – Cleaning of Apparatus and Equipment

1. After Call and Drill Cleaning/Weekly Cleaning:
 - A. All emergency apparatus and staff/light duty vehicles shall be cleaned as needed. It shall be washed with soap and water from top to bottom. Cab and jump seat interiors shall be cleaned and vacuumed. All windows are to be washed with glass cleaner inside and out.
 - B. Wheels and fenders of apparatus shall be washed no sooner than one (1) hour after the apparatus returns to quarters in order to prevent damage to apparatus brake drums.
 - C. It shall not be required that apparatus returning to quarters after 2400 hours or if it is freezing out be cleaned. All apparatus shall be returned to service and all life support and/or other essential equipment will be cleaned and placed back in service. Hose shall be left for the day staff to clean and dry.
 - D. Apparatus that returned after 2400 hours or if it was freezing shall be cleaned by 1100 by the day staff and if above freezing temperatures.
2. Monthly Cleaning:
 - A. The Station Lieutenant shall ensure that all apparatus undergoes monthly cleaning as outlined in the following paragraphs. The Station Lieutenant shall be assigned the responsibility for the cleaning duties for the station. However, the Volunteers need to clean up after each call & drill.

B. Drive Line

1) Clean drive line (engine, transmission, front and rear axles, springs and shackles).

2) Clean grease and dirt build-up around the following areas:

- Primer oil reservoir
- Battery compartments
- Engine cowling
- All door latches and hinges
- Fuel fill areas

3) Remainder of underside will be cleaned with soap and water, then rinsed well.

a) Compartments:

- Remove all equipment from compartments.
- Remove wooden slats and/or Dry Deck.
- Clean compartment bottoms with damp sponge and/or wash with soap and water.

C. Cab:

1) Remove all books, equipment, turnout gear, and medical equipment from cab. Vacuum, wash and/or wipe down all surfaces in cab.

2) Vacuum and/or wash behind jump seat area where dust paint chips accumulate. Wipe down all surfaces in jump seat area.

3) Wash all windows inside and out with window cleaner.

D. Hose Bed Cover:

1) Soft or Removable Cover: Remove and wash hose bed cover with scrub brush and soapy water. Rinse well and hang to dry. Replace cover after drying.

2) Hard cover: Wash hose bed cover as part of apparatus wash ensuring that the top and underside is washed.

E. Ground Ladders: Remove the ladders and clean slide areas with soapy water and scrub brush. Rinse well.

3. All apparatus will be waxed twice a year - once in the spring and once in the fall.

Section 4 – Cleaning of Staff/Light Duty Vehicles

1. All staff/light duty vehicles shall be shall be cleaned as needed
 - A. Rinse and sponge outside of vehicle.
 - B. Remove mats - wash, dry and replace.
 - C. Vacuum interior.
 - D. Clean vinyl seats with vinyl cleaner.
 - E. Clean windows inside and out with window cleaner.
2. All staff/light duty vehicles shall be waxed in accordance with the semi-annual schedule as mentioned above in Section 3.

Section 5 – Maintenance of Staff/Light Duty Vehicles

1. Employees permanently assigned to a staff/light duty vehicle shall monitor said vehicle's fluids, lubricants and fuel levels and shall replenish them as necessary. It is the employee's responsibility to ensure that all scheduled maintenance is completed at the intervals set forth by the District and that all appointments for said maintenance are met on time.
2. All maintenance of staff/light duty vehicles shall be completed by the District's authorized mechanic or maintenance shop, with the exception of emergency equipment (emergency lights, radios, sirens, etc). For repairs and service on emergency equipment an Apparatus Work Order Request Form shall be completed and submitted as outlined in Section 7 of this policy. Scheduling of maintenance is the responsibility of the employee to which the vehicle is assigned and approval of the Fire Chief.
3. All non-assigned staff/light duty vehicles are the responsibility of the Station Lieutenant.

Section 6 – Maintenance of Emergency Apparatus

1. Repairs and service for emergency apparatus shall be reported in accordance with Section 7 of this policy.
2. Repairs and service performed on fire emergency apparatus shall follow the following guidelines:
 - A. All repairs and service for original equipment that is part of the trucks chassis (engine, transmission, drive train, etc.) shall be assigned to the District Maintenance Division for completion.
 - B. All repairs and service for equipment that is specific to the apparatus' fire suppression or emergency functions (fire pump, emergency lights, generators, etc.) shall be assigned to the District Maintenance Division for completion.

3. Repairs and service performed on rescue units shall be assigned to the District Maintenance Division for completion.
4. Fire/Rescue personnel shall perform the preventive maintenance checks of all emergency apparatus and equipment as outlined in Section 7 of this policy.

Section 7 – Work Order System

1. A written work order shall be submitted to the Fire Chief for all repairs to YFPD emergency apparatus.
2. Routine Repairs: Defined as any problem that does not deem the apparatus inoperable or precludes it from being operated in a safe manner. The following is policy for routine repairs:
 - A. A work order is submitted via hand delivery, E-Mail or Fax to the Fire Chief. An Apparatus Work Order Request Form shall be used. All sections of the form except the last section marked for administration only must be completed or the work order request will be returned to the submitter and not entered into the Emergency Reporting System until all sections are completed correctly.
 - B. The Fire Chief or his/her designee will enter the work order into the Emergency Reporting System. A copy is printed and submitted to the Maintenance Division.
 - C. The Maintenance Division reviews the work order and assigns the work order to the proper mechanic, or proper vendor/repair shop. The Maintenance Division shall prioritize all work orders assigned in-house. All work orders assigned in-house shall be prioritized by the Fire Chief or his/her designee and repairs shall be completed within 10 calendar days, contingent on parts and personnel availability. This does not apply to work orders that go to outside vendors/repair shops.
 - D. Once a work order is completed the following information shall be listed on the work order by the mechanic or person completing the work order:
 - 1) Summary of work completed.
 - 2) Finish date.
 - 3) Mechanic Name.
 - 4) Repairs
 - E. The work order shall be returned to the Fire Chief or his/her designee and the information will then be entered into the Emergency Reporting and the work order shall be closed out. The completed work order will then be placed in the equipment maintenance file.

- F. Maintenance personnel shall generate a work order when they perform work on apparatus which has not had a work order generated through Emergency Reporting. A Mechanic Generated Apparatus Work Order Form shall complete and submit to the Fire Chief or his/her designee. At that point the Fire Chief or his/her designee will review the completed work order, verify that the work has been completed, and have the final information entered into Emergency Reporting.
3. Emergency Repairs: Defined as any problem that deems the apparatus inoperable or precludes it from being operated in a safe manner.
 - A The Fire Chief shall be contacted and the unit will be placed out of service.

Section 8 – Preventive Maintenance/Apparatus Checks

Preventive maintenance shall be performed on all Yamhill Fire Protection District emergency apparatus. Apparatus checks are separated into two (2) categories, Career Personnel and Volunteer Personnel. This section gives instructions for these two categories.

Career Personnel

1. Preventive maintenance shall be performed, on all Yamhill Fire Protection District emergency apparatus. Career apparatus checks shall be completed weekly using the instructions provided for each type apparatus later in this section. Career personnel shall perform apparatus checks on all apparatus.
2. It shall be the responsibility of the Station Lieutenant to ensure that the apparatus checks are completed as outlined in this policy. Station Lieutenant shall perform the weekly and monthly preventive maintenance.
3. Apparatus Check-Sheets: The employee completing the apparatus check shall signify its completion by signing his/her name in the appropriate line on Apparatus Maintenance Check-off. These forms, with the exception of the last form for the month, shall be filed and maintained for at least sixty (60) days at the station by the Fire Chief or his/her designee. The last form for the month that shows the weekly and monthly checks for that particular apparatus shall be forwarded to the Fire Chief or his/her designee where that will be filed for one (1) year. An Apparatus Work Order Request Form shall be completed for all routine apparatus repairs and submitted as outlined in Section 7 of this policy. A copy of all Career, Apparatus Maintenance Check-off Sheets are attached to this policy.
4. The following instructions are provided on the proceeding pages for preventive maintenance on all YFPD Fire Apparatus.

Instructions for Career Engine Check-Off

Weekly Checks

1. **APPARATUS APPEARANCE** – Check the complete outside of the apparatus for cleanliness, scratches, dents and body damage. Check the inside of all compartments for cleanliness, neatness, missing equipment and equipment in proper place,
2. **FUEL LEVEL** – Check fuel gauges – fill if on or below $\frac{3}{4}$ tank.
3. **BATTERY VOLTAGE** – Check battery voltage gauge before starting engine. (**NOTE:** Check each set of batteries individually if pumper has rotary battery selector switch.)
4. **START ENGINE** – MOVE OUTSIDE AND ACTIVATE HI-IDLE (if equipped). Air restriction gauge will turn RED when filter needs changing.
5. **PARKING BRAKE** – With parking brake applied, place gear shift in DRIVE and accelerate to 800 rpm, if apparatus moves, contact maintenance personnel at once.
6. **EMERGENCY LIGHTS, SIREN AND AIR HORN** – Check all emergency lights, siren (electronic and Q2D), and air horns for proper operation. Do not check sirens and horns at station if in vicinity of residential areas.
7. **HEADLIGHTS AND TURN SIGNALS** – Check headlights (low and high beams) and turn signals for proper operation. Also check reverse lights, clearance lights, scene lights and reverse alarms.
8. **RADIOS** – Check all mobile and portable radios for proper operation.
9. **CAB** – CLEAN INTERIOR. Check all gauges and interior lights.
10. **SCBA** – Check air pressure in all SCBA bottles on apparatus and fill as required. Clean and inspect in accordance with SOP 601.2.
 - Check harness for wear, cuts or damage
 - Check PASS alarm for operation
 - Check face piece for clean, straps, lens, etc.
 - Check regulator for dirt and operation
11. **PORTABLE HANDLIGHTS** – Check for proper charge and operation
12. **WATER & FOAM TANK** – Check levels – fill as required
13. **PUMP ENGAGEMENT** – Engage parking brake, place pump in gear, check indicator lights in cab (PUMP IN GEAR, OK TO PUMP) Check pump panel indicator (OK to PUMP) DO NOT EXCEED 50 psi IN PUMP PRESSURE
14. **POWER SAWS** – Check fuel level. If saw is started, run for 10 minutes, check operation, RUN AT FULL THROTTLE FOR 30 SECONDS PRIOR TO SHUT DOWN. Check saw for cleanliness and proper storing.

15. **MEDICAL EQUIPMENT** – Check jump bag for complete equipment & ready for next call.

- Check glove supply & sizes
- Check oxygen pressure
- Check backboards for cleanliness, straps and stored properly

16. **TIRES** – Check for low air pressure and tread wear. (Note: Tires shall be considered for replacement when the tread depth reaches a measurement of 6/32 or less. Maintenance personnel have tire gauges and can measure the tires if they are thought to be near or below 6/32. A work order request should be submitted for tire measurements/replacement).

17. **WATER COOLER** – Replace with ice and bottled water as needed.

19. **APPARATUS INVENTORY** - Use inventory sheet to inventory all equipment. The Fire Chief shall be contacted if any equipment is found missing, is extra, or needing to be replaced

20. **WASH APPARATUS AS NEEDED.**

21. **INSPECT TIRES** – Check all tires, look for objects in tire, wear, cuts and overall condition. Check tire pressure – tires should be above 100 psi

1. **ENGINE OIL LEVEL** – Before starting engine, check oil level – DO NOT add oil unless level is at or below “ADD OIL” mark on dipstick.
2. **COOLANT LEVEL** – check coolant reservoir for coolant level – add 50/50 mix as needed.
3. **OTHER FLUID LEVELS** – Check power steering, primer oil, transmission fluid (check while engine is running), and brake fluid (if apparatus is equipped with these fluids) and fill as needed.
4. **OPEN HOOD** – CAUTION EXHAUST PIPE AND ENGINE COULD BE **HOT**. Also, check front bumper for any hose couplings or other equipment that may damage the front of the cab.
 - Check belt condition
 - Check belt tension – belts should be very tight
 - Check for oil leaks around engine, transmission and pump
 - Check Transmission fluid level
 - Check for coolant leaks and hoses.
 - Check battery terminals for corrosion and tightness

5. **CLOSE HOOD AND LOCK**

6. **DRAIN AIR TANKS** – open drains on air tanks for 5 to 10 seconds to remove water.

7. **ENGAGE PUMP** – Start engine, set parking brake, open tank-to-pump and tank fill and check primer. Run pump to 150 psi and check relief valve. (MONTHLY the relief valve should be turned to its lowest pressure and the hand throttle should quickly be pulled in and out to make relief valve travel its full stroke). Check for water leaks around hoses, piping etc. Open and Close all NON-PRECONNECTED valves
8. **FIRE EXTINGUISHERS** – Check all extinguishers for fullness and pressure
9. **PORTABLE GENERATORS** – Check oil level and fuel level. Start and run for a minimum of 10 minutes. Plug lights into outlets to check output. If equipped with a fuel shut-off valve, close valve and allow engine to burn all fuel in line prior to shut down.
10. **WINDSHIELD WIPERS** – Check for proper operation. Check blade condition. Check washer fluid level and operation
11. **COMPARTMENT DOORS** – Check each door for lock operation and for smoothness of operation
12. **PORTABLE SAWS** – Start and run for 10 minutes, check operation, RUN AT FULL THROTTLE FOR 30 SECONDS PRIOR TO SHUT DOWN
13. **RESCUE TOOLS** – Check fluid levels and operate all tools. Inspect hoses and connections. Clean as needed.
14. **HAND TOOLS/EQUIPMENT** – Check for cleanliness and inspect for any damage. Clean and repair as needed in accordance with SOP.

Monthly Checks

1. **GROUND LADDERS** – Check for cleanliness and proper operation in accordance with SOP 304, Section 12.
2. **HOSE** – Check for cleanliness and proper packing.
3. **CLEAN EQUIPMENT COMPARTMENTS** – Remove all equipment and clean interior of compartments with soapy water. Dry compartments before replacing equipment.

Preventive Maintenance Checks for Career Utility Vehicles, Brush Units, and Light Duty Vehicles

Weekly Checks

1. **VEHICLE APPEARANCE** – Check the complete outside of the vehicle for cleanliness, scratches, dents and body damage. Check the inside of all compartments for cleanliness, neatness, missing equipment and equipment in proper place,
2. **FUEL LEVEL** – Check fuel gauges – fill if on or below $\frac{3}{4}$ tank.
3. **BATTERY VOLTAGE** – Check battery voltage gauge before starting engine. (**NOTE:** Check each set of batteries individually if vehicle has more than one battery).
4. **START ENGINE** – MOVE OUTSIDE AND ACTIVATE HI-IDLE (if applicable).
5. **PARKING BRAKE** – With parking brake applied, place gear shift in DRIVE and accelerate to 800 rpm, if apparatus moves, contact maintenance personnel at once.
6. **EMERGENCY LIGHTS, SIREN AND AIR HORN** – Check all emergency lights, siren (electronic and Q2D), and air horns for proper operation. Do not check sirens and horns at station if in vicinity of residential areas.
7. **HEADLIGHTS AND TURN SIGNALS** – Check headlights (low and high beams) and turn signals for proper operation. Also check reverse lights, clearance lights, scene lights and reverse alarms.
8. **RADIOS** – Check all mobile and portable radios for proper operation.
9. **CAB** – CLEAN INTERIOR. Check all gauges and interior lights.
10. **SCBA** – Check air pressure in all SCBA bottles on apparatus and fill as required. Clean and inspect in accordance with SOP 601.2.
 - Check harness for wear, cuts or damage
 - Check PASS alarm for operation
 - Check face piece for clean, straps, lens, etc.
 - Check regulator for dirt and operation
11. **PORTABLE HANDLIGHTS** – Check for proper charge and operation
12. **POWER SAWS** – Check fuel level. If saw is started, run for 10 minutes, check operation, RUN AT FULL THROTTLE FOR 30 SECONDS PRIOR TO SHUT DOWN

13. **MEDICAL EQUIPMENT** – Check jump bag for complete equipment and readiness.

- Check glove supply & sizes
- Check oxygen pressure
- Check backboards for cleanliness, straps and stored properly

14. **TIRES** – Check for low air pressure and tread wear. (Note: Tires shall be considered for replacement when the tread depth reaches a measurement of 6/32 or less. Maintenance personnel have tire gauges and can measure the tires if they are thought to be near or below 6/32. A work order request should be submitted for tire measurements/replacement).

15. **WATER COOLER** – Replace with fresh water.

5. Apparatus Check-Sheets: The employee completing the apparatus check shall signify it's completion by signing his/her name in the appropriate line on Apparatus Maintenance Check-off. These forms, with the exception of the last form for the month, shall be filed and maintained for at least sixty (60) days at the station by the Fire Chief or his/her designee. The last form for the month that shows the weekly and monthly checks for that particular apparatus shall be forwarded to the Fire Chief or his/her designee where that will be filed for one (1) year. An Apparatus Work Order Request Form shall be completed for all routine apparatus repairs and submitted as outlined in Section 7 of this policy. A copy of all Career, Apparatus Maintenance Check-off Sheets are attached to this policy.

16. **WASH APPARATUS AS NEEDED.**

17. **FIRE EXTINGUISHERS** – Check all extinguishers for fullness and pressure.

18. **ENGINE OIL LEVEL** – Before starting engine, check oil level – DO NOT add oil unless level is at or below “ADD OIL” mark on dipstick.

19. **COOLANT LEVEL** – check coolant reservoir for coolant level – add 50/50 mix as needed.

20. **OTHER FLUID LEVELS** – Check power steering, primer oil, transmission fluid (check while engine is running), and brake fluid (if apparatus is equipped with these fluids) and fill as needed.

21. **ENGINE COMPARTMENT** – DO NOT START ENGINE WITH HOOD OPEN.
CAUTION EXHAUST PIPE AND ENGINE COULD BE HOT

- Check belt condition
- Check belt tension – belts should be very tight
- Check for oil leaks around engine, transmission and pump
- Check for coolant leaks and hoses.
- Check battery terminals for corrosion and tightness

22. **PORTABLE GENERATORS** – Check oil level and fuel level. Start and run for a minimum of 10 minutes. Plug lights into outlets to check output. If equipped with a fuel shut-off valve, close valve and allow engine to burn all fuel in line prior to shut down.

23. **WINDSHIELD WIPERS** – Check for proper operation. Check blade condition. Check washer fluid level and operation
24. **COMPARTMENT DOORS** – Check each door for lock operation and for smoothness of operation
25. **PORTABLE SAWS** – Start and run for 10 minutes, check operation, RUN AT FULL THROTTLE FOR 30 SECONDS PRIOR TO SHUT DOWN
26. **RESCUE TOOLS** - Check fluid levels and operate all tools. Inspect hoses and connections. Clean as needed.
27. **HAND TOOLS/EQUIPMENT** – Check for cleanliness and inspect for any damage. Clean and repair as needed in accordance with SOP 304, Section 12.

Monthly Checks

1. **GROUND LADDERS** – Check for cleanliness and proper operation in accordance with.
2. **HOSE** – Check for cleanliness and proper packing.
3. **CLEAN EQUIPMENT & COMPARTMENTS** – Remove all equipment and clean interior of compartments with soapy water. Dry compartments before replacing equipment.

Preventive Maintenance for Rescue

Weekly Checks

1. **VEHICLE APPEARANCE** – Check the complete outside of the vehicle for cleanliness, scratches, dents and body damage. Check the inside of all compartments for cleanliness, neatness, missing equipment and equipment in proper place,
2. **ENGINE OIL LEVEL** – Before starting engine, check oil level – DO NOT add oil unless level is at or below “ADD OIL” mark on dipstick.
3. **COOLANT LEVEL** – check coolant reservoir for coolant level – add 50/50 mix as needed.
4. **OTHER FLUID LEVELS** – Check power steering, transmission fluid, and brake fluid. Fill as needed.
5. **FUEL LEVEL** – Check fuel gauges – fill if on or below $\frac{3}{4}$ tank.
6. **BATTERY VOLTAGE** – Check battery voltage gauge before starting engine. (NOTE: Check each set of batteries individually if vehicle has more than one battery).
7. **START ENGINE** – MOVE OUTSIDE AND ACTIVATE HI-IDLE (if applicable).
8. **PARKING BRAKE** – With parking brake applied, place gear shift in DRIVE and accelerate to 800 rpm, if apparatus moves, contact maintenance personnel at once.
9. **EMERGENCY LIGHTS, SIREN AND AIR HORN** – Check all emergency lights, siren and air horns for proper operation. Do not check sirens and horns at station if in vicinity of residential areas.
10. **HEADLIGHTS AND TURN SIGNALS** – Check headlights (low and high beams) and turn signals for proper operation. Also check reverse lights, clearance lights, scene lights and reverse alarms.
11. **RADIOS** – Check all mobile and portable radios for proper operation.
12. **CAB** – CLEAN INTERIOR. Check all gauges and interior lights.
13. **INVERTER (if equipped)**: Check for proper operation.
14. **SCBA (if equipped)** – Check air pressure in all SCBA bottles on apparatus and fill as required. Clean and inspect in accordance with SOP 601.2.
 - Check harness for wear, cuts or damage
 - Check PASS alarm for operation
 - Check face piece for clean, straps, lens, etc.
 - Check regulator for dirt and operation
15. **PORTABLE HANDLIGHTS (if equipped)** – Check for proper charge and operation

16. **MEDICAL EQUIPMENT** – Check jump bag for complete equipment and readiness.

- Check Lap-top Computer and charger.
- Check glove supply & sizes
- Check oxygen pressure
- Check backboards for cleanliness, straps and stored properly

17. **TIRES** – Check for low air pressure and tread wear. (Note: Tires shall be considered for replacement when the tread depth reaches a measurement of 6/32 or less. Maintenance personnel have tire gauges and can measure the tires if they are thought to be near or below 6/32. A work order request should be submitted for tire measurements/replacement).

18. **WATER COOLER** – Replace with fresh water and ice as needed.

6. **Apparatus Check-Sheets:** The employee completing the apparatus check shall signify it's completion by signing his/her name in the appropriate line on Apparatus Maintenance Check-off. These forms, with the exception of the last form for the month, shall be filed and maintained for at least sixty (60) days at the station by the Fire Chief or his/her designee. The last form for the month that shows the weekly and monthly checks for that particular apparatus shall be forwarded to the Fire Chief or his/her designee where that will be filed for one (1) year. An Apparatus Work Order Request Form shall be completed for all routine apparatus repairs and submitted as outlined in Section 7 of this policy. A copy of all Career, Apparatus Maintenance Check-off Sheets are attached to this policy.

19. **WASH APPARATUS AS NEEDED.**

20. **Electrical Shorelines** - Ensure that both the 20 and 30 amp shorelines are function properly and that the auto eject (if equipped) is also functioning properly.

21. **ENGINE COMPARTMENT** – DO NOT START ENGINE WITH HOOD OPEN.
CAUTION EXHAUST PIPE AND ENGINE COULD BE HOT

- Check belt condition
- Check belt tension – belts should be very tight
- Check for oil leaks around engine, transmission and pump
- Check for coolant leaks and hoses.
- Check battery terminals for corrosion and tightness

22. **FIRE EXTINGUISHERS** – Check all extinguishers for fullness and pressure

23. **WINDSHIELD WIPERS** – Check for proper operation. Check blade condition. Check washer fluid level and operation

24. **COMPARTMENT DOORS** – Check each door for lock operation and for smoothness of operation

25. **CLEAN EQUIPMENT & COMPARTMENTS** – Remove all equipment and DECON equipment and interior of compartments with one percent (1%) hypochlorite solution. Make sure compartments are dry before replacing equipment.

26. **Air Ride System** – Bleed down air tanks for the Air Ride System manually. This can be accomplished by pulling the stranded cable extended from under the ambulance. This cable is usually located on the driver's side in front of the rear wheels. This will eliminate the buildup of moisture in the air tanks and help prevent rust from entering the leveling valves.

Rescue

Volunteer Personnel

1. Preventive maintenance shall be performed on all Yamhill Fire Protection District emergency apparatus. Volunteer personnel only have to perform apparatus checks on apparatus used for the call or apparatus used on drills. Volunteer apparatus checks shall be completed after every call and drill using the instructions provided for each type apparatus later in this section. It shall be the responsibility of the Officer of each vehicle on the call or drill to ensure that the apparatus checks are completed as outlined in this policy.

7. Apparatus Check-Sheets: The employee completing the apparatus check shall signify it's completion by signing his/her name in the appropriate line on Apparatus Maintenance Check-off. These forms, with the exception of the last form for the month, shall be filed and maintained for at least sixty (60) days at the station by the Fire Chief or his/her designee. The last form for the month that shows the checks for that particular apparatus shall be forwarded to the Fire Chief or his/her designee where that will be filed for one (1) year. An Apparatus Work Order Request Form shall be completed for all routine apparatus repairs and submitted as outlined in Section 7 of this policy. A copy of all Volunteer, Apparatus Maintenance Check-off Sheets are attached to this policy.

2. The following instructions are provided on the proceeding pages for preventive maintenance on all YFPD Fire Apparatus.

Instructions for Volunteer Engine Check-Off

After Call & Drill Checks

1. **APPARATUS APPEARANCE** – Check the complete outside of the apparatus for cleanliness, scratches, dents and body damage. Check the inside of all compartments for cleanliness, neatness, missing equipment and equipment in proper place,
2. **FUEL LEVEL** – Check fuel gauges – fill if on or below $\frac{3}{4}$ tank.
3. **BATTERY VOLTAGE** – Check battery voltage gauge.
4. **EMERGENCY LIGHTS, SIREN AND AIR HORN** – Check all emergency lights, siren (electronic and Q2D), and air horns for proper operation. Do not check sirens and horns at station if in vicinity of residential areas.
5. **HEADLIGHTS AND TURN SIGNALS** – Check headlights (low and high beams) and turn signals for proper operation. Also check reverse lights, clearance lights, scene lights and reverse alarms.
6. **RADIOS** – Check all mobile and portable radios for proper operation and back to CO Fire.
7. **CAB – CLEAN INTERIOR**. Check all gauges and interior lights.
8. **SCBA** – Check air pressure in all SCBA bottles on apparatus and fill as required. Clean and inspect in accordance with SOP 601.2.
 - Check harness for wear, cuts or damage
 - Check PASS alarm for operation
 - Check face piece for clean, straps, lens, etc.
 - Check regulator for dirt and operation
9. **PORTABLE HANDLIGHTS** – Check for proper charge and operation
10. **WATER & FOAM TANK** – Check levels – fill as required
11. **POWER SAWS** – Check fuel level. (If used)
12. **MEDICAL EQUIPMENT** – Check jump bag for complete equipment & ready for next call.
 - Check glove supply & sizes
 - Check oxygen pressure
 - Check backboards for cleanliness, straps and stored properly
20. **TIRES** – Check all tires, look for objects in tire, wear, cuts and overall condition. Check tire pressure – tires should be above 100 psi (Note: Tires shall be considered for replacement when the tread depth reaches a measurement of 6/32 or less. Maintenance personnel have tire gauges and can measure the tires if they are thought to be near or below 6/32. A work order request should be submitted for tire measurements/replacement).

21. **WATER COOLER** – Replace with fresh water and Ice.

8. **Apparatus Check-Sheets:** The employee completing the apparatus check shall signify it's completion by signing his/her name in the appropriate line on Apparatus Maintenance Check-off. These forms, with the exception of the last form for the month, shall be filed and maintained for at least sixty (60) days at the station by the Fire Chief or his/her designee. The last form for the month that shows the after call & drill checks for that particular apparatus shall be forwarded to the Fire Chief or his/her designee where that will be filed for one (1) year. An Apparatus Work Order Request Form shall be completed for all routine apparatus repairs and submitted as outlined in Section 7 of this policy. A copy of all Volunteer, Apparatus Maintenance Check-off Sheets are attached to this policy.

22. WASH APPARATUS AS NEEDED.

25. **FIRE EXTINGUISHERS** – Check all extinguishers for fullness and pressure

26. **PORTABLE GENERATORS** – Check oil level and fuel level.

27. **WINDSHIELD WIPERS** – Check for proper operation. Check blade condition. Check washer fluid level and operation

28. **COMPARTMENT DOORS** – Check each door for lock operation and for smoothness of operation

29. **RESCUE TOOLS** – Check fluid levels and operate all tools. Inspect hoses and connections. Clean as needed.

30. **GROUND LADDERS** – Check for cleanliness and proper operation in accordance with SOP 304, Section 12.

31. **HOSE** – Check for cleanliness and proper packing.

32. **HAND TOOLS/EQUIPMENT** – Check for cleanliness and inspect for any damage. Clean and repair as needed in accordance with SOP 304, Section 12.

33. **CLEAN EQUIPMENT COMPARTMENTS** – Clean interior of compartments.

Preventive Maintenance Checks for Volunteer Utility Vehicles, Brush Units, and Light Duty Vehicles

After Call & Drill Checks

1. **VEHICLE APPEARANCE** – Check the complete outside of the vehicle for cleanliness, scratches, dents and body damage. Check the inside of all compartments for cleanliness, neatness, missing equipment and equipment in proper place,
2. **FUEL LEVEL** – Check fuel gauges – fill if on or below $\frac{3}{4}$ tank.
3. **BATTERY VOLTAGE** – Check battery voltage gauge.
4. **EMERGENCY LIGHTS, SIREN AND AIR HORN** – Check all emergency lights, siren (electronic and Q2D), and air horns for proper operation. Do not check sirens and horns at station if in vicinity of residential areas.
5. **HEADLIGHTS AND TURN SIGNALS** – Check headlights (low and high beams) and turn signals for proper operation. Also check reverse lights, clearance lights, scene lights and reverse alarms.
6. **RADIOS** – Check all mobile and portable radios for proper operation and on CO Fire.
7. **CAB** – CLEAN INTERIOR. Check all gauges and interior lights.
8. **SCBA** – Check air pressure in all SCBA bottles on apparatus and fill as required. Clean and inspect in accordance with SOP 601.2.
 - Check harness for wear, cuts or damage
 - Check PASS alarm for operation
 - Check face piece for clean, straps, lens, etc.
 - Check regulator for dirt and operation
9. **PORTABLE HANDLIGHTS** – Check for proper charge and operation
10. **POWER SAWS** – Check fuel level and oil level if used.
11. **MEDICAL EQUIPMENT** – Check jump bag for complete equipment and readiness.
 - Check glove supply & sizes
 - Check oxygen pressure
 - Check backboards for cleanliness, straps and stored properly
18. **TIRES** – Check for low air pressure and tread wear. (Note: Tires shall be considered for replacement when the tread depth reaches a measurement of 6/32 or less. Maintenance personnel have tire gauges and can measure the tires if they are thought to be near or below 6/32. A work order request should be submitted for tire measurements/replacement).
19. **WATER COOLER** – Replace with fresh water and Ice as needed.

9. **Apparatus Check-Sheets:** The employee completing the apparatus check shall signify it's completion by signing his/her name in the appropriate line on Apparatus Maintenance Check-off. These forms, with the exception of the last form for the month, shall be filed and maintained for at least sixty (60) days at the station by the Fire Chief or his/her designee. The last form for the month that shows the after call & drill checks for that particular apparatus shall be forwarded to the Fire Chief or his/her designee where that will be filed for one (1) year. An Apparatus Work Order Request Form shall be completed for all routine apparatus repairs and submitted as outlined in Section 7 of this policy. A copy of all Volunteer, Apparatus Maintenance Check-off Sheets are attached to this policy.

20. WASH APPARATUS AS NEEDED.

21. FIRE EXTINGUISHERS – Check all extinguishers for fullness and pressure

24. PORTABLE GENERATORS – Check oil level and fuel level. Start and run for a minimum of 10 minutes. Plug lights into outlets to check output. If equipped with a fuel shut-off valve, close valve and allow engine to burn all fuel in line prior to shut down.

25. WINDSHIELD WIPERS – Check for proper operation. Check blade condition. Check washer fluid level and operation

26. COMPARTMENT DOORS – Check each door for lock operation and for smoothness of operation

27. PORTABLE SAWS – Start and run for 10 minutes, check operation, **RUN AT FULL THROTTLE FOR 30 SECONDS PRIOR TO SHUT DOWN**

28. RESCUE TOOLS - Check fluid levels and operate all tools. Inspect hoses and connections. Clean as needed.

29. GROUND LADDERS – Check for cleanliness and proper operation in accordance with SOP 304, Section 12.

30. HOSE – Check for cleanliness and proper packing.

31. HAND TOOLS/EQUIPMENT – Check for cleanliness and inspect for any damage. Clean and repair as needed in accordance with SOP 304, Section 12.

32. CLEAN EQUIPMENT & COMPARTMENTS – Clean interior of compartments.

Section 9 – Apparatus/Vehicle Modifications

1. No one is to modify or add/delete equipment, parts, decals, lettering, etc. on any Yamhill Fire Protection District apparatus/vehicle without prior written approval from the Fire Chief or his/her designee.
2. Any and all repairs or modifications that need to be done to any YFPD apparatus/vehicle shall be performed by the YFPD Maintenance Division as outlined in Section 7 of this policy. Field personnel shall not contact any vendor directly.

Section 10 – Apparatus/Vehicle Marking

1. A standard has been developed pertaining to the marking of apparatus in the field for identification purposes.
 - A. All four sides of apparatus shall be marked with reflective unit numbers on them.
 - B. License plate holders may be used in lieu of metal plates on apparatus that are equipped with holders on the front and rear.
2. Rescue shall be marked on the tops of the units. The Oregon Health Authority Permit Number will be placed in the appropriate areas if the unit is licensed to transport. Yamhill Fire Protection District Decals will be placed on the vehicle as approved by the Fire Chief. There shall also be a 32-inch blue Star of Life on the top of the unit.
3. No other markings shall be authorized on YFPD unless written approval is obtained as outlined in Section 9 of this policy.

Section 11 - Apparatus Mileage/Hours Reporting

1. It shall be the responsibility of the Station Lieutenant to ensure that apparatus mileages/hours are reported to the Fire Chief each Monday morning using the Weekly Mileage/Hour Report shown in the Appendix of this policy. If Monday is holiday the report shall be sent to the Fire Chief on the next business day. Personnel assigned vehicles are responsible for reporting mileages/hours for their assigned vehicle.
2. Follow the instructions in the owners manual of the vehicle to determine how to check mileages/hours.

Section 12 – Tire Maintenance

1. Properly maintained tires improve the steering, stopping, traction, and load-carrying capability of apparatus. Under-inflated tires and overloaded vehicles are a major cause of tire failure. Therefore, to avoid excessive tire wear and other types of tire damage, tires should be inspected on a regular basis. It is commonly agreed that a primary cause of early tire breakdown and poor tread life is under-inflation. Maintaining proper tire pressure levels improves tread mileage as indicated below:
 - A continuous 10% over-inflation reduces tread wear by 5%
 - Tire Life will be reduced by 30% if constantly under-inflated by 20%
2. In accordance with NFPA 1911, tires shall be inspected for damage and tire pressures checked on a regular basis. Vehicles with dual tires have a hidden tire (inner tire position) behind the outside tire. They are more difficult to reach and easier to neglect. Checking the air pressure of the inside tires is an utter necessity. Even if an inside tire is completely flat, it will be supported by the outside tire, making it appear properly inflated.
3. Tires shall be inspected and maintained on all YFPD apparatus as follows:
 - A. Tires shall be inspected on a weekly, bases for damage and wear. Tires that have cuts in the sidewall that penetrate to the cord shall be taken out of service. Tires shall be considered for replacement when the tread depth reaches a measurement of 6/32. Using 6/32 as a point of notification will allow for the apparatus tires to be ordered (if needed) and scheduled for a tire change. This will still allow for safe operation of the apparatus until they reach the minimum tread depth recommended by the Department of Transportation (DOT), which is a minimum of 4/32 for the front and 2/32 for the rear. Apparatus will not be taken out of service for tread depth unless they have reached the DOT minimums or if they have noticeable defects (bulges, cuts, etc.). Maintenance personnel have tire gauges and can measure the tires if they are thought to be near or below 6/32. A work order request should be submitted for tire measurements/replacement.
 - B. Tire pressures shall be measured for all apparatus tires at least once a week. Tires shall not be allowed to drop more than 20% of their maximum pressure. For example, a tire with a maximum inflation pressure of 120 psi should not be allowed to drop below 96 psi. Maintenance personnel have air compressors and can inflate tires to the pressures when pressures near or below 20% of their maximum pressure. A work order request should be submitted for tire inflation. The station has a heavy duty tire gauge. This gauge shall be marked. The gauge shall remain at the station and not be placed on apparatus. This will ensure the availability of the gauge for all station apparatus.
 - C. When checking tire pressures, use the following steps:

Step 1: The recommended tire inflation pressure that vehicle manufacturers provide reflects the proper psi when a tire is cold. The term cold does not relate to the outside temperature. Rather, a cold tire is one that has not been driven on for at least three hours.

Step 2: Locate the recommended tire pressure on the vehicle's tire information placard, or certification label.

Step 3: Record the tire pressure of all tires.

Step 4: If the tire pressure is too high in any of the tires, slowly release air by gently pressing on the tire valve stem with the edge of your tire gauge until you get to the correct pressure.

Step 5: If the tire pressure is too low, note the difference between the measured tire pressure and the correct tire pressure. If the pressure is 20% or more below the recommended tire pressure, a work order shall be submitted.

- D. When checking tire pressures on apparatus with chrome rim simulators, the simulators shall be removed prior to checking the tire pressures. The rims on the apparatus shall be visually inspected for damage and cleaned with soap and water before the simulators are reinstalled.

Section 13 - Air Cascade System Operation

1. Only those individuals who have been trained in the operational procedures of the Air Cascade System may operate said equipment.
2. All personnel operating the Air Cascade System shall be responsible for seeing that these guidelines are followed.
3. The Training Division will be responsible for certifying personnel to operate and maintain the Air Cascade System and insuring that personnel receive periodic training.
4. Company Officers shall be responsible for seeing that the Air Cascade System is operated by qualified personnel.
5. Air Cascade System operators will be responsible for the following:
 - A. Filling pressures.
 - B. Condition of bottles as outlined in this SOP.
 - C. Maintaining air system record log.
 - D. Filling out an Apparatus Work Order Request form should the air system need repair or servicing.
6. Operational Procedures for High Pressure Storage System
 - A. Turn on valves of storage bank(s) you will need.
 - B. Use storage banks in sequence (#1 bank should be used first, the #2 bank second, etc.).
 - C. Use the storage system cascade style (i.e. lowest pressure first, saving fullest tanks to top off bottles with).
 - D. Open valves on fill station that controls air coming from corresponding storage bank(s).
 - E. Place bottle(s) in cradle in fill station.
 - F. Increase pressure and open fill valve to purge line before attaching to bottle(s).
 - G. Reduce pressure and close fill valve.

- H. Attach fill line to bottle (s).
- I. Open tank valve on bottle(s) to be filled.
- J. Open fill valve on fill station.
- K. Fill bottle(s) by increasing pressure with variable regulator.
- L. After bottle is full, shut off tank valve.
- M. Decrease pressure in line with regulator until pressure is zero before disconnecting fill line from bottle(s).
- N. Close all valves (do not over tighten).
- O. Storage banks should be checked and filled on Fridays.
- P. Anytime if 2 or more storage bottles drop below 1000 psi the storage banks should be refilled.

7. Operational and preventive maintenance procedures for Air Compressor:

- A. Check oil level in compressor.
- B. Check CO moisture indicator.
- C. Check all valves to be sure they are closed.
- D. Open by-pass valve on fill station.
- E. Start compressor by turning switch to "auto" position.
- F. Place bottle(s) in cradle in fill station.
- G. Increase pressure and open fill valve to purge line before attaching to bottle(s).
- H. Reduce pressure and close fill valve.
- I. Attach fill line to bottle (s).
- J. Open tank valve on bottle(s) to be filled.
- K. Open fill valve on fill station.
- L. Fill bottle(s) by increasing pressure with variable regulator.
- M. After bottle is full, shut off tank valve.
- N. Decrease pressure in line with regulator until pressure is zero before disconnecting fill line from bottle(s).
- O. Close all valves (do not over tighten).
- P. Return compressor switch to "off" position.
- Q. Drain fill station to zero (not to include compressor).
- R. After all bottles have been filled, wait 5 minutes and recheck CO moisture indicator. If okay, then bottles may be placed back into service.

8. Cylinder Inspection: Ensure that all cylinders have valid hydrostatic test date and are in good state of repair (visual).

9. Proper pressures must be adhered to in order to prevent over-pressurizing a cylinder. Filling pressures are as follows:

- A. High pressure storage banks - 5000 psi
- B. SCBA cylinders - 4500 psi

Section 14 – Operation Limits

1. To facilitate the proper operation of fire apparatus within specified operational limitations all Fire/Rescue apparatus shall be operated with due regard for safety and efficiency.
2. Fire/Rescue personnel who are operating apparatus shall not exceed the safe operational limitations of such apparatus.
3. Company Officers are responsible for insuring that those members under their direct supervision abide by the operational guidelines concerning apparatus operational limits.
4. Personnel who are operating fire apparatus are responsible for its safe and efficient operation within the specified operational limits.
5. When at a fire scene or other location, where the engine will be left running, it shall be set to idle at Diesel 1000 rpm, Gas 700 rpm. The parking brake will be set and wheel chocks used at all times.
6. The speed of fire apparatus shall not exceed safe limits dependent upon the following conditions:
 - Flow of traffic.
 - Amount of traffic.
 - Time of day.
 - Weather conditions.
 - Road conditions.

Section 15 - Fire Records Management Apparatus Data Base

1. During normal administration office hours, personnel can contact the Fire Chief or his/her designee to update apparatus in Emergency Reporting and at YCOM. Apparatus cannot be taken out of service unless the Fire Chief is notified. When calling the Fire Chief to change the status of a unit you must have the following information available:
 - Apparatus Number of unit being place out of service
 - Brief description of maintenance problem
 - The location for where the work will be done.
2. During non-office hours, the Fire Chief or his/her designee will ensure that Emergency Reporting and YCOM is updated.

Section 16 - Pump Testing

1. All Fire/Rescue apparatus pumps shall be tested once each year and after any major repairs. This testing of pumps shall be the "Annual Service Test."

2. It shall be the responsibility of the Maintenance Division to insure that the Annual Service Tests are performed on all pumping apparatus. He/she shall schedule the testing of pumping apparatus and coordinate with the vendor.
3. All tests shall be performed at a suitable drafting location and all tests shall be performed at draft.
4. All tests shall be performed in accordance to specifications and procedures set forth in NFPA 1901.
5. All main pumps on fire apparatus shall be tested.
6. Minimum Annual Service Test shall consist of:
 - A. A dry vacuum test for ten (10) minutes.
 - B. A capacity test at 150 psi net pump pressure for twenty (20) minutes.
 - C. A 70% capacity test at 200-psi net pump pressure for ten (10) minutes.
 - D. A 50% capacity test at 250-psi net pump pressure for ten (10) minutes.
 - E. A pump capacity test at a maximum of 165 psi net pump pressure for five (5) minutes.
7. Relief valves shall be tested during each test period.
8. The entire Annual Service Test shall be re-instituted should a failure occur on any one test resulting in repairs to the pump or pumping system.
9. A written record shall be maintained of all Annual Service Tests using the Pump Service Test Results Log shown in the Appendix of this policy or one provided by the vendor performing the test.

Section 17 - Equipment Inspection and Maintenance

1. The term "equipment" as used does not include department vehicles or fire apparatus.
2. All equipment assigned to a particular piece of apparatus will be marked with an Asset Identification Tag that assigns the equipment to the apparatus by the asset number. The Fire Chief or his/her designee shall be contacted if any equipment is found with an Asset Identification Tag for another apparatus or if the equipment does not have an Asset Identification Tag.
3. Fire/Rescue equipment may be placed out of service for replacement, repairs, safety or routine service reasons by the Company Officer, at their discretion as the immediate need may arise.
4. The YFPD Maintenance Division shall be responsible for repairs on equipment.
5. Fire/Rescue personnel may perform equipment repairs of a minor nature when possible. Company officers shall supervise those minor equipment repairs made by Fire/Rescue personnel.

6. Fire/Rescue personnel may be assigned to perform maintenance on specific equipment, as long as they meet the following qualifications:
 - They have received proper training and any required certifications for maintenance and repair on the equipment in question.
 - They have been assigned maintenance and repair responsibility for the equipment in question by the Fire Chief.
7. When necessary, outside agencies may be used to perform equipment repairs. This process is managed and coordinated by the Maintenance Division.
8. When any piece of equipment, which is critical to emergency operations, is placed out of service, notification of the Fire Chief shall be made. This equipment shall then be tagged as outlined in paragraph 8 of this section and the Fire Chief shall make arrangements for immediate pick-up and replacement of this equipment.
9. Company Officers shall communicate and coordinate with others concerning out of service equipment.
10. When equipment needs repair a Red Repair Tag shall be filled out and attached to the defective equipment. The Company Officer shall complete repair tag itself.
11. Once the defective piece of equipment has been tagged, the equipment shall be placed in the maintenance bay.
12. The equipment shall be repaired or replaced and returned when repaired or when a replacement item is available.
13. Station Lieutenant shall monitor the condition of the equipment in the station and insure that any necessary equipment repair is expedited.

Self Contained Breathing Apparatus

1. Self Contained Breathing Apparatus shall be maintained as outlined in YFPD SOP 601.2, Respiratory Protection Program, Section 2, paragraphs 2.03 through 2.06. Those paragraphs have also been incorporated into this section for YFPD personnel to review.
 - A. SCBA Cleaning and Disinfecting:
 - 1) The procedure for cleaning and disinfecting the Face Mounted Regulator is as follows:
 - a) Remove mask from regulator.
 - b) The regulator may be cleaned by damp-sponging the exterior of the regulator. Scott Multi-Wash may be used on the exterior surfaces of the regulator to remove stubborn buildups.

- c) To clean the inside of the regulator depress the donning/air saver switch, close the purge knob by turning fully clockwise and spray a minimum of 6 full pumps of Scott Multi-Wash into the regulator opening. Make sure to also wet the immediate area around the opening. Swirl to completely cover internal components. Turn regulator opening face down and shake excess liquid out.
 - d) Wait 10 minutes and rinse regulator with water using a spray bottle or softly running water.
 - e) Shake excess water out of regulator and then completely air dry before use.
- 2) The procedure for cleaning and disinfecting the face piece is as follows:
- a) Wash the face piece with Scott Multi-Wash and thoroughly rinse in clean water. Disinfect the face piece by spraying 3 full pumps of Scott Multi-Wash on the regulator side of the mask and 3 full pumps on the face side of the mask, wetting entire mask including all rubber and plastic areas. Wait 10 minutes before rinsing the mask with clean water.
 - b) Dry any remaining moisture with a clean, lint-free cloth.
- 3) The procedure for cleaning the rest of the Scott Air-Pack are as follows:
- a) Damp-sponge dirt accumulations from the rest of the Air-Pack. A mild soap solution may be used to clean tough areas.
 - b) Let Air-Pack air dry.
 - c) Inspect the cleaned Air-Pack for damage or deterioration. If there is any noted, remove Air-Pack from service, tag the Air-Pack for repair with the problem listed, and forward the Air-Pack to the repair shop.

B. Storage:

- 1) All respirators shall be stored to protect them from damage, contamination, dust, sunlight, extreme temperature, excessive moisture, and damaging chemicals.
- 2) YFPD shall issue members a clean, re-sealable protective storage bag for their mask.
- 3) DO NOT STORE FACE PIECE UNTIL COMPLETELY DRY.
- 4) The employee shall, while on duty, keep their emergency and rescue use respirator (SCBA) in an area that is easily accessible.
- 5) Any cabinet or container maintained for the storage of a spare face piece shall be clearly marked.

C. Inspection and Maintenance:

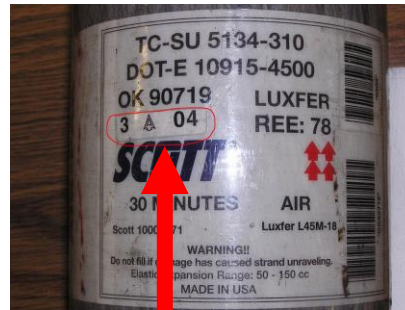
- 1) The employee shall check all parts for wear and damage, paying special attention to rubber or plastic parts that may deteriorate. Inspect the face piece for cracks, tears, distortion and loose lens. Check head straps for ease of adjustment, tears and broken fasteners.
- 2) REPLACE ANY WORN OR DAMAGED PARTS RIGHT AWAY. NOTIFY COMPANY OFFICER. TAKE OUT OF SERVICE IMMEDIATELY.
- 3) A written maintenance and inspection log sheet shall be kept on each SCBA, recording date of inspection and any findings. SCBA for emergency use shall be inspected weekly and after each use.. Weekly SCBA Inspection Logs and After Each Use SCBA Inspection Logs shall be used to document the inspections. Copies of these logs are shown in the Appendix of this policy.
 - a) The respirator shall be returned to the manufacturer or a designated department appointed, manufacturer-trained technician for adjustment and/or repair.
 - b) A replacement respirator shall be issued immediately.
 - c) The damaged respirator will be taken out of service, and tagged for repair.
 - d) The Station Lieutenant shall be notified. Damage shall be noted on monthly inspection sheet long with the date.
- 4) Annual Inspection and servicing of SCBA shall include at least the following components and the manufacturers recommendations. This testing shall be performed by a third party vendor under contract with the department.
 - a) Disassembly and cleaning of the regulator.
 - b) Flow test of the regulator
 - c) Replacement of worn parts or as suggested by manufacturer.
 - d) Disassembly of low air alarm, cleaning and replacement of necessary components.
 - e) Cleaning and replacement of the face piece and harness assembly as needed, scheduled or recommended by manufacturer.
 - f) Reassembly of entire SCBA and testing of proper operations of all components.
 - g) All SCBA cylinders shall be hydro-statically tested within the period specified by the manufacturer (3 years for composite cylinders). DO NOT refill any cylinder that is not within the prescribed test date.
 - h) If a cylinder is due for hydrostatic testing, it shall be performed ONLY at registered hydrostatic test facilities, using prescribed DOT methods and by procedures specific to the cylinder being tested.
 - i) NO maintenance shall be carried out on an SCBA beyond routine cleaning, EXCEPT by an authorized factory trained department designated repair technician.

D. Record Keeping and Documentation:

- 1) YFPD shall maintain a complete inventory record of all SCBA.
 - 2) Each SCBA and cylinder shall be individually identified by serial or inventory number.
 - 3) An individual record of each SCBA regulator and harness assembly shall be maintained. This record shall include inventory or serial number, date of purchase, date of manufacture, date placed in service, location, maintenance and repairs, any replacement parts used, and upgrading procedures and test performance.
 - 4) A record shall be maintained for each SCBA cylinder. This record shall include inventory or serial number, the date of purchase, date of manufacture, date placed in service, hydrostatic test pressure and the date and location of such test, and inspection and repairs. Hydrostatic test dates shall be placed on each cylinder according to the manufacturer instructions and OSHA.
 - 5) A record shall be maintained for each SCBA face piece. The record shall include inventory or serial number, date of purchase, location and maintenance and repairs, replacement parts used, upgrading and test performance.
 - 6) The YFPD SCBA Inspection Log Forms used by YFPD personnel to document weekly inspections and inspections after each shall be forward to the YFPD Compliance Officer. The YFPD Compliance Officer shall be responsible for maintaining these logs for at least three (3) years.
2. All SCBA cylinders require hydrostatic testing as required by 49 CFR 180.205. To determine if an SCBA cylinder is due for testing, inspect the Hydrostatic Testing Label located on the cylinder. If the cylinder does not have a Hydrostatic Testing Label then the cylinders manufacture date shall be used to determine if testing is warranted.



Hydrostatic Testing Label



Manufacture Date of Cylinder (March 2004)



The frequency of the testing depends upon the cylinder material as described in the paragraphs below:

← Fully wrapped carbon fiber cylinders should be tested **every five (5) years**. They have a 15-year service life. Color: Grey

3. In order to determine if a cylinder requires hydrostatic testing simply add three (3) years from last test date for fiberglass and kevlar wrapped cylinders, and five (5) years to the last test date for carbon wrapped cylinders. Personnel should notify warehouse personnel at least **30 days** prior to expiration of hydrostatic testing dates. This will allow for cylinder exchanges before the hydrostatic date expires. Cylinders shall be taken out of service if the hydrostatic test date has expired. **NO EXCEPTIONS.**
4. Cylinders should not be filled or used if they have exceeded their valid service life or re-test dates. Cylinders which show evidence of exposure to high heat or flames (paint turned to a brown or black color, decals missing or gauge lens melted, need to be removed from service and re-hydrostatic tested prior to recharging. If there is any doubt about the suitability of the cylinder for recharge, it should be immediately taken out of service for testing.

Portable Fire Extinguisher Maintenance

1. General Maintenance:
2. To provide proper care and maintenance of the portable fire extinguishers used by Fire/Rescue, portable fire extinguishers shall be maintained in accordance with the manufacturer's recommendations, NFPA guidelines and departmental guidelines.
3. Company Officers shall insure that proper care and procedures are utilized during the use of portable fire extinguishers.
4. Portable fire extinguishers shall be hydrostatic tested in accordance with those guidelines contained within this policy.
5. Portable fire extinguishers shall be thoroughly inspected every day during morning equipment checks.

- A. Water pressure type and the dry chemical type portable fire extinguishers, which are carried on fire apparatus, located in Fire Station, and/or used in extinguisher demonstrations and training, shall be sent out for service to an approved private contract agency.
 - B. Overall responsibility for the management of portable fire extinguisher maintenance shall rest with the Maintenance Division.
6. Testing:
- A. Portable fire extinguishers shall be hydrostatic tested in accordance with the following time table, in accordance with NFPA 10:
 - 1) Dry chemical extinguishers (pressure cartridge), steel, brass or aluminum shell construction - every twelve (12) years.
 - 2) Dry chemical extinguishers (pressure cartridge), stainless construction - every five (5) years.
 - 3) Water pressure extinguishers - every five (5) years.
 - B. Hydrostatic testing of extinguishers shall be completed by an approved, outside agency.
 - 1) The Maintenance Division shall make necessary arrangements for hydrostatic testing of extinguishers.
 - 2) All repairs and testing shall be completed by a third party vendor under contract with the department.
 - C. When portable fire extinguishers need repair, refilling or testing, they shall be removed from service and scheduled for repair or replacement.

Hand Tool Maintenance

- 1. Hand tools shall be inspected, cleaned and maintained in such a manner so as to insure their constant readiness for emergency service.
- 2. Hand tools which are found to be defective, broken or damaged shall be removed from service and scheduled for repair or replacement.
- 3. Apparatus Officers are responsible for the proper cleaning, inspection and maintenance of the hand tools after each call and drill.
- 4. Hand tools used for cutting such as saws, axes, etc., shall be kept clean and free of defects, dirt and rust. Such tools shall be kept in a sharpened condition in accordance with the type of tool. Cutting edges and other bare metal areas of the tool shall be painted/oiled to prevent rust and facilitate cleaning.

5. Hand tools with wooden handles shall be kept clean and free of dirt and rust. Wooden handles shall be kept smooth and free of defects. Wooden handles shall be treated with Linseed Oil to preserve the wood. Varnish or shellac shall not be used.
6. Hand tools of all metal construction shall be kept clean and free of defects, dirt and rust. Such tools shall be painted/oiled, according to the type of tool.
7. Mechanical type hand tools such as bolt cutters should be lubricated and painted/oiled according to the type of tool. They should be free of defects, dirt and rust. The mechanical mechanism must operate correctly in accordance with the type of tool.
8. All tools shall be cleaned and inspected following each use.
9. All tools shall be inspected regularly, at least once a week during apparatus check.

Fire Hose Testing and Maintenance

1. The purpose of annual hose testing is to provide a reasonable level of safety as well as a reasonable degree of assurance that hose and associated parts will perform as desired. The elements of this procedure are compliant as much as possible with NFPA 1962, Standard for the Care, Use, and Service Testing of Fire Hose Including Couplings and Nozzles.
2. Record Keeping
 - A. The District shall maintain a complete hose test record of each piece of hose and a master copy shall be maintained by the Maintenance Division.
 - B. Hose Test Log shown in the Appendix of this policy shall be used to record all hose testing.
3. Testing Procedures
 - A. The Station Lieutenant shall be responsible to conduct an annual inspection for each piece of hose. All inspections shall be completed no later than Oct 30th of each year.
 - B. All hose shall be tested in accordance with NFPA Standard 1962, Chapter 5, Section 5-2. In addition, personnel shall:
 1. Maintain a safe area of a minimum of 25' to the outside of any test hose.
 2. Wear, as a minimum, helmet and gloves when required to enter the safe area when hose is pressurized.
 - C. No hose shall be tested at pressures exceeding **250 psig**.
 - D. An annual report shall be forwarded to the Maintenance Division upon completion of the annual test.

4. Fire hose shall be maintained according to manufacturer's recommendations and District guidelines.
5. All jacketed rubber-lined hose shall be tested annually.
6. Records shall be kept on each piece of fire hose used by the District.
7. Any fire hose left after 1800 hours to be cleaned, will be cleaned the following day.
8. The Officers-In-Charge shall insure that proper care and procedures are utilized during the maintenance, testing and use of fire hose.
9. All members shall utilize the proper procedures and provide the proper care when maintaining, testing and utilizing fire hose.
10. Care of fire hose shall be as follows:
 - A. Cleaning Hose
 - 1) Use plain water.
 - 2) A mild soap solution may be used if necessary.
 - 3) A stiff brush may be used to scrub hose.
 - 4) Avoid using oil products or harsh cleansers.
 - B. Drying Hose
 - 1) Hang hose or accordion fold hose on a clean surface after cleaning.
 - 2) Hose shall be fully dried to avoid mildew.
 - 3) Avoid loading wet hose on fire apparatus whenever possible.
 - C. Storing Hose
 - 1) Hose shall be stored using the street roll.
 - 2) Hose shall be fully dry before storing.
 - 3) Hose shall be stored in the station in the area designed for that purpose.
1. Damaged hose shall be tagged with a Red Repair Tag and all procedures followed as outlined for repairing or replacement.

Ground Ladder Maintenance

1. Ground ladders shall be visually inspected and cleaned monthly.
2. Ground ladders shall be visually inspected and if needed, cleaned after each use.
3. All aerial devices and ground ladders shall be tested in accordance to the manufacture's recommendations and the NFPA annually by a qualified outside ladder-testing agency under contract by YFPD. The Maintenance Division is responsible for scheduling ground ladder testing.
4. Ground ladders, which have been found to have defects, shall be removed from service for repair and/or replacement. Ground ladders needing repair or service shall be tagged with a Red Repair Tag and all procedures followed.
5. It is the responsibility of the Maintenance Division to provide overall management of the maintenance, repair, testing and replacement of ground ladders.
6. It is the responsibility of the Company Officers to insure that proper care and maintenance procedures are followed by Fire/Rescue employees/members working with ladders.
7. Fire/Rescue employees/members shall utilize the proper procedures and provide the proper care when maintaining and utilizing ground ladders.
8. District personnel shall use the following procedures when inspecting and cleaning ground ladders.
 - A. Remove dirt from the ladder with a brush and running water. A solvent cleaner may be used to remove any oily or greasy residues.
 - B. After rinsing or any time a ladders is wet, wipe it dry.
 - C. Check for obvious defects (bends, tweaks, cracks, etc.).
 - D. Check for broken or cracked welds.
 - E. Check for cracked metal parts.
 - F. Check for loose runs and/or rivets.
 - G. All braces, slides, stops, locks, rivets, pulleys and other movable parts should be examined.
 - H. Movable parts should be lubricated at least every six months.
 - I. Check the halyard for wear and decay.
 - J. Check proper action of extension ladders.

Nozzle Maintenance

1. All nozzles shall be inspected and cleaned after each use.
2. Nozzles shall be inspected and cleaned as follows:
 - A. Check for obvious cracks, breaks or other defects.
 - B. Check all rubber and Teflon parts.
 - C. Check for proper movements of all moving parts.
 - D. Check for foreign objects inside nozzle.
 - E. Insure that nozzle is clean.
4. The following is a list of precautions that should be utilized when using nozzles:
 - A. Avoid dropping nozzle.
 - B. Avoid using nozzle as forcible entry tool.
 - C. Shut off and open nozzle slowly to avoid water surge, which may damage nozzle.
 - D. Use no tools on nozzle, except spanner wrench to tighten nozzle on to hose.
 - E. Adjust water pattern carefully and slowly to avoid damage to nozzle.
 - F. When completed with use, clean and flush nozzle.
5. Nozzle needing repair shall be tagged with a Red Repair Tag and all procedures followed as outlined.

Power Tool Maintenance

1. Power tools shall be inspected, cleaned and maintained in such a manner so as to insure their constant readiness for emergency service.
2. Power saws shall be inspected and cleaned as follows:
 - A. Check visually on a weekly basis.
 - B. After each use clean and inspect the saw. Check chain/blade and sharpen or replace as needed. Fill fuel tank with proper mixture as per manufacturer's specifications and fill bar oil tank on chain saws.
 - C. Once each week start and operate for 10 minutes.
3. Generators shall be inspected and cleaned as outlined in Section 8; of this policy.
4. Gasoline powered ventilation fans shall be inspected and cleaned as follows:
 - A. Check visually on a weekly basis.
 - B. After each use clean, inspect and refill fuel and oil as needed.

- C. Operate for 5 minutes during weekly apparatus checks.
- 5. Power tools needing repair shall be tagged with a Red Repair Tag and all procedures followed as outlined.

Section 19 – Missing/Lost Equipment

1. Fire/Rescue personnel who become aware of lost or damaged Fire/Rescue equipment shall promptly report such conditions in accordance with the procedures contained within this policy.
2. Any member who becomes aware of lost or damaged Fire/Rescue equipment shall notify his/her supervisor immediately.
3. If equipment is thought to have been stolen or vandalized, the Fire Chief shall be notified immediately. The Fire Chief will make an assessment as to whether or not theft or vandalism has occurred and, if necessary, notify the Police Department. A Police Incident Report must be obtained for any theft of district property.
4. The Company Officer responsible for the lost or damage to the equipment in question must complete a Property Damage/Loss Notification Form and forward it to his/her supervisor for their signature.
5. The Property Damage/Loss Notification Form must be completed for all lost or damaged property and must be submitted to the Fire Chief within twenty-four (24) hours of the incident.
6. Once the Property Loss Notice Form is received by the Fire Chief, he/she will make arrangements if repairs need to be made or if the equipment needs to be replaced.
7. The Fire Chief or his/her designee shall be responsible for investigating the incident. He/she will forward all findings of the investigation to the Fire Chief if investigation has been assigned to someone else. If the Fire Chief is responsible for the investigation he/she will submit their report to the Fire Board.
8. If the Fire Chief determines that the loss or damage to the equipment was **preventable**, the responsible employee(s) shall be levied an assessment of either 2 or 4 points. The Fire Chief will also determined if the responsible employee(s) shall receive an oral or written disciplinary action.
9. Points shall be levied based on one of the following criteria:
 - A. **Zero (0) points:** Non-preventable or Questionable.
 - B. **Two (2) points:** Loss or damage to equipment could have been prevented by the employee(s) through normal awareness and attention to detail.

- C. **Four (4) points:** Employee(s) contributed to the loss or damage to the equipment through direct disregard of county or department safety policies and/or operating procedures for the equipment as directed by the county, department or manufacturer.
10. Any employee who accumulates six (6) points within a 12 month period shall:
- A. Career Employee: Be suspended without pay in accordance to Yamhill Fire Protection District Personnel Policies.
 - B. Volunteer Employees: Be suspended for a minimum of two (2) weeks, maximum of sixty (60) days.
 - C. Accumulation process starts on the accident date of the first chargeable accident. Two (2) points will be dropped for each consecutive 12 months period that an employee goes without contributing to a preventable loss or damage to equipment.
11. The appeals process shall be to the Fire Chief.
12. The Fire Chief shall maintain a record of points accumulated by employees.
13. This policy does not apply to apparatus/equipment damaged in a vehicle accident.

Section 20 – Apparatus Inventory

1. Fire Apparatus:
- A. Inventory checks shall be performed on all Yamhill Fire Protection District Apparatus each week, or after a working emergency incident. A working emergency incident is defined as any emergency response requiring pump operations or removal of apparatus equipment. The driver/operator of the unit will complete the inventory check. It shall be the responsibility of the Apparatus Officer to ensure that the inventory checks are completed as outlined in this policy.
 - B. Station Lieutenant shall prepare an inventory check sheet for all fire apparatus (engines, ladder trucks, squads, brush trucks, etc) in the station. Personnel shall use these inventory check sheets to inventory assigned fire apparatus as directed in paragraph 1a.
 - C. All equipment assigned to a particular piece of apparatus has been marked with an Asset Identification Tag that assigns the equipment to the apparatus by the asset number. The Fire Chief shall be contacted if any equipment is found with an Asset Identification Tag for another apparatus or if the equipment does not have an Asset Identification Tag.

2. Rescue:

- A. Inventory checks shall be performed on Yamhill Fire Protection District Rescue at the beginning of each week, or after a working a incident. All Crew Members on to the rescue shall signify the completion of the inventory check by signing his/her name in the appropriate line on Inventory Check-off Sheet. These forms shall be filed and maintained for at least sixty (60) days at the station by the Station Lieutenant.
- B. The Apparatus Officer shall be responsible to ensure that the inventory check is completed. When a discrepancy is discovered, the apparatus officer and/or driver operator should notify his or her supervisor.
- C. The Station Lieutenant, driver operator, and Rescue Officer are responsible to ensure that the appropriate equipment is on the Rescue. Rescue crews are required to contact the Fire Chief concerning equipment.
- D. On the last day of each month all medications are to be checked by the Station Lieutenant for expiration dates. When found, expired medications are to be sent to the Fire Chief.
- E. Each apparatus shall be stocked with durable and non-durable supplies to conform to Governmental Regulations.
- F. Weekly the Rescue will be checked by the Station Lieutenant to ensure that all medical supplies, tools, and other equipment are on the Rescue and are in operational condition.
- G. Each Monday, the Station Lieutenant is responsible for completing an inventory of supplies. If this cannot be completed before 12:00 noon, the employee is to notify his/her supervisor.
- H. Equipment is not to be moved from one apparatus to another without the approval of the Fire Chief. The staff is to document what equipment was removed from an apparatus and to which apparatus it was placed. This list must be communicated to the Fire Chief no later than the next business day. The following shall maybe moved from the primary unit to the back-up unit when the primary unit is taken out of service:
 - 1) Jump Kit
 - 2) Cardiac Monitor/Defibrillator and batteries
 - 3) Airway Kit
 - 4) Paperwork
 - 5) Spare Medication
 - 6) Pulse Ox
 - 7) Map Books
 - 8) Portable Radios and Pagers
 - 9) Garage Door Opener
 - 10) Knox Box Keys
 - 11) Gate Keys

- I. Any overstock equipment or supplies shall be placed back in the EMS cabinet so it can be redistributed or returned.
3. Inventory lists that show the minimum fire equipment that shall be stocked on YFPD Fire Apparatus. These list are not inclusive of all equipment stocked on units. Some units due to their specialized functions may carry specialized equipment that not all apparatus of the same type carry. Station Lieutenant shall prepare an inventory check sheet for all fire apparatus (engines, ladder trucks, squads, brush trucks, etc) in the station. Personnel shall use these inventory check sheets to inventory assigned fire apparatus as directed in paragraph 1. Inventory Check Sheets can be obtained from the Fire Chief or Station Lieutenant or found on the Yamhill Fire Protection District Website. To access these you need to go the Yamhill Fire Protection District web page at www.yamhillfpd.org. Once on the District web page you will need a login and password. Double click on “Files” which is located on the left menu and then select “District Forms”. You can review the Inventory Check Sheets on-line or print a copy.

APPENDIX

MAINTENANCE & INVENTORY CONTROL FORMS

<u>Contents</u>	<u>Page</u>
▪ YFPD Apparatus Work Order Request Form	62
▪ YFPD Apparatus Work Order Request Form – Mechanic Generated	63
▪ YFPD Property Damage/Loss Notification Form	64
▪ YFPD Equipment Repair Tag	66
▪ YFPD SCBA Weekly Inspection Log	67
▪ YFPD SCBA After Each Use Inspection Log	68
▪ Pump Service Test Log	69
▪ Hose Test Log	70
▪ Apparatus Mileages/Hours Report	71
▪ YFPD Rescue Inventory Check Sheet	72
▪ YFPD Career Engine Check-Off Sheet	74
▪ YFPD Career Check –Off Sheet for Utility Vehicles, Brush Units, Mobile Air Units and Light Duty Squads	76
▪ YFPD Rescue Check-Off Sheet	77
▪ YFPD Volunteer Engine Check-Off Sheet	78
▪ YFPD Volunteer Check –Off Sheet for Utility Vehicles, Brush Units, Mobile Air Units and Light Duty Squads	80



YAMHILL FIRE PROTECTION DISTRICT

APPARATUS WORK ORDER REQUEST

Date: _____

Status of unit (Check One)	Out of Service: _____ Time: _____ Date: _____	In Service: _____
--------------------------------------	---	--------------------------

Unit Placed Out of Service in Equipment Inventory by:
 YES NO **Name:** _____

Mileage: _____ **Hours:** _____ **Station:** _____

State Problem(s) in Detail:

Reported By: _____ **Phone No.:** _____
 Type Full Name

Administration Only

Work order #: _____
Date Work order Entered: _____
Entered By: _____



YAMHILL FIRE PROTECTION DISTRICT

APPARATUS WORK ORDER REQUEST Mechanic Generated

Date: _____

Status of unit (Check One)	Out of Service: _____ Time: _____ Date: _____	In Service: _____
-------------------------------	--	-------------------

Mileage: _____ Hours: _____ Station: _____

State Problem(s) in Detail:

Mechanic	Activity	Hours	Mechanic	Activity	Hours
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Mechanic: _____
Print Full Name

Mechanic No.: _____

YAMHILL FIRE PROTECTION DISTRICT

Property Damage/Loss Notification Form

1. Type of Report – Circle One

a. Missing Equipment	b. Damaged Equipment	c. Stolen Equipment (Attach Police Report)
----------------------	----------------------	---

2. Reporting Employee Information

Last Name	First Name	MI
Position Title	Status (Circle One):	Career Volunteer
Station	Shift	Supervisor's Name

3. Responsible Employee Information (If unknown, explain in detail in Comment Section)

Last Name	First Name	MI
Position Title	Status (Circle One):	Career Volunteer
Station	Shift	Supervisor's Name

4. Damaged/Lost Equipment Information

Date/Time of Loss/Damaged	Status Circle One: In-Service Out-of-Service
Incident Location	
Date Loss/Damage Discovered	Time Loss/Damage Discovered
Description of Equipment	Serial Number (If Applicable)
Briefly Describe Damage(s)	
Date/Time Fire Chief Notified (If Applicable)	

4. **Comment Section:** Description of How the Property Was Lost or Damaged (Print or Type and Attach Additional Statements if Needed).

5. Signatures

Reporting Employee Signature	Date
------------------------------	------

Reporting Employee Supervisor Signature	Date
---	------

Fire Chief Signature (If Applicable)	Date
--------------------------------------	------

The Property Damage/Loss Notification Form must be completed for all lost or damaged property and must be submitted to the Fire Chief within twenty-four (24) hours of the incident.



YAMHILL FIRE PROTECTION DISTRICT

Weekly SCBA Inspection Log

Date Inspected: _____ Inspected By: _____

Station: _____ Shift: _____ Apparatus/Fleet #: _____

SCBA Apparatus Number	Manufacture Date	Regulator		Facepiece		Pass Alarm		Condition/Cleanliness		Comments
		OK	BAD	OK	BAD	OK	BAD	OK	BAD	
1										
2										
3										
4										
5										
6										

Cylinder Number	Manufacture Date	Hydro Test Date	Cylinder Pressure	Condition/Cleanliness		Comments
				OK	BAD	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						



YAMHILL FIRE PROTECTION DISTRICT

After Each Use SCBA Inspection Log

SCBA Serial Number: _____

Station: _____

Shift: _____

Apparatus/Fleet #: _____

Date Used	Cylinder Pressure	Cylinder Changed		Facepiece Condition		Connections		SCBA Apparatus Condition		Cleaned/Sanitized		Inspected By	Date Inspected
		Yes	No	Okay	Bad	Okay	Bad	Okay	Bad	Okay	Bad		



Yamhill Fire Protection District

Pump Service Test Results

Asset # _____ Apparatus # _____ Date: _____

Test Site Location: _____

Manufacture: _____ Serial #: _____

Make: _____ Model: _____

Year: _____ Rated Capacity of Pump (GPM): _____

Pump Make: _____ Pump Model: _____

Suction Hose Size: _____ Suction Hose Length: _____

Atmospheric Pressure					
Air Temperature					
Water Temperature					
Elevation of Test Site					
Lift					
	Vacuum Test	100% Capacity Test	70% Capacity Test	50% Capacity Test	Overload Test
Required Duration (Minutes)	5	20	10	10	5
Pump Pressure (PSI)		150	200	250	165 @ 100% Capacity
Pass/Fail					
Time Started					
Time Ended					
Vacuum Attained (@least 22 in. Hg)					
Drop Inches Hg (no more than 10 in. Hg)					
Lift in Feet					
Tip Size					
Nozzle Pressure					
Engine RPM					
Pump RPM (if available)					
Engine Temperature					
Oil Pressure					
Test Discharge Gauge Reading					
Apparatus Discharge Gauge Reading					
Test Suction Gauge Reading					
Apparatus Suction Gauge Reading					
Flow (GPM)					



Yamhill Fire Protection District
 PO Box 249 – 275 South Olive St.
 Yamhill, Oregon 97148-0249
 Phone: (503) 662-4653
 Fax: (503) 662-3740
<http://www.yamhillfire.org>

Serving the people of the Yamhill Fire Protection District since 1896

ANNUAL HOSE TEST

Test Date: ___ / ___ / ___ Test Supervisor: _____

Hose ID Number	Hose Location	Hose Size	Hose Condition	Purchase Date	Last Test Date	Pass / Fail	Remarks

LEGEND

- Hose ID number:** This is the identification number provided by the fire department for each section of hose.
- Hose location:** Define location of the hose; crosslay 1, preconnect 1, hose bed, storage, etc.
- Hose size:** list the size of the hose by diameter
- Hose condition:** Use poor, fair, good, replace, etc.
- Purchase date:** write in the date of purchase
- Last test date:** write in the last known test date
- Made by:** who manufactured the hose
- Remarks:** remarks pertaining to the section of hose, e.g., stained, abrasion, coupling damaged, etc.

YAMHILL FIRE PROTECTION DISTRICT

WEEKLY MILEAGE/HOUR REPORT

Turn In Every Monday.

DATE: _____

Mileage: _____	Rescue 4:	Fuel Level: _____
-----------------------	------------------	--------------------------

Mileage: _____	Engine 42:	Fuel Level: _____
-----------------------	-------------------	--------------------------

Mileage: _____	Engine 41:	Fuel Level: _____
-----------------------	-------------------	--------------------------

Mileage: _____	Engine 43:	Fuel Level: _____
-----------------------	-------------------	--------------------------

Mileage: _____	Brush 4:	Fuel Level: _____
-----------------------	-----------------	--------------------------

Mileage: _____	Brush 41:	Fuel Level: _____
-----------------------	------------------	--------------------------

Mileage: _____	Car 4:	Fuel Level: _____
-----------------------	---------------	--------------------------

Mileage: _____	Car41:	Fuel Level: _____
-----------------------	---------------	--------------------------

STATION PROPANE LEVEL: _____

Employee Name: _____ **Signature:** _____
(Print)

YAMHILL FIRE PROTECTION DISTRICT

Rescue 4 Inventory Check Sheet

Date: _____

Time: _____

Fuel Level: _____

Washed & Clean ___ Yes or ___ No

Oxygen Level: _____

2 – 460 Portable Radio’s				PEDIATRIC SUPPLIES	
2 – 800 Portable Radio’s					
1 – ODF Portable Radio					
GPS					
TOOLS					
				ALS SUPPLIES	
				EQUIPMENT	
SUPPLIES					
				MISC EQUIPMENT	

Red Jump Kit		MAIN COMPARTMENT		ALS KIT	
RIGHT OUTSIDE		1 – Adult BVM w/mask			
OPA’s		1 – Pediatric BVM w/			
1 – 110 mm		1 – Neonate Mask			
1 – 100 mm		1 – Infant Mask			
1 – 90 mm		1 – Child Mask			
1 – 80 mm		1 – Stethoscope			
1 – 70 mm		1 – Adult BP Cuff			
1 – 60 mm		1 – Child BP Cuff			
1 – 50 mm		1 - small Sharps container			
NPA’s		1 – Glucometer			
1 – 26fr		10 – Test Strips			
1 – 28fr		5 - Lancets			
1 – 32fr		5 – Alcohol Pads			
2 – Surgilube		5 – Band-aids			
King Airways		1 – Oxygen Tank w/Regulator			
1 – size 3		1 – Pulse Oximeter			
1 – size 4		2 – Nasal Cannulas			
1 – size 5		2 – Adult Non-Re-breather Masks			
2 – N95 Hepa Masks		1 – Pediatric Non-Re-Breather Mask			
2 Mask with Eye Shields		2 – Emesis Bags			
15 Lancets		1 – Pen Light			
		2 – Large Bio-hazard Bags			
LEFT OUTSIDE		1 – Small Bio-hazard Bag			
3 – 8x10 Abdominal Pads					
1 – Trauma Shears		PEDIATRIC KIT			
3 – Rolls of Kling					
10 – Band-aids					
10 – Alcohol Pads					
1 – Coban					
1 – 1” Tape					
1 – 2” Tape					
2 – Occlusive Dressings					
10 – 4x4’s					
2 – Cold Packs					
1 – Hot Pack					
2 – Triangular Bandages					
1 – 250ml Sterile Water					
1 – SAM Splint					
TOP					
1 – Tube Oral Glucose					
1 – Bottle Baby Aspirin					
1 – Epinephrine Auto Injector					
1 – Epinephrine JR Auto Injector					
2 – pair Safety Glasses					
1 – Pen Light					
Bag of Gloves					

YAMHILL FIRE PROTECTION DISTRICT
Engine Maintenance Check-Off Sheet
CAREER PERSONNEL

APPARATUS: _____ MILEAGE: _____ DATE: _____ TIME: _____

Weekly Checks		Good	Bad	Comments	Weekly Checks		Good	Bad	Comments
1	Apparatus Appearance				18	Power Saws			
2	Engine Oil Level				19	Medical Equipment			
3	Coolant Level				20	Tires			
4	Other Fluid Levels				21	Water Cooler			
	Power Steering Fluid				22	Apparatus Inventory			
	Primer Oil					Use Inventory Sheet			
	Transmission Fluid				23	Wash Apparatus			
	Brake Fluid				24	Clutch/Transmission Performance			
5	Fuel Level				25	Tilt Cab			
6	Battery Voltage					Check Belt Condition			
7	Start Engine					Check Belt Tension			
8	Parking Brake					Check Fluid Leaks			
9	Emergency Equipment					Check Battery Condition			
	Emergency Lights				26	Lower Cab & Lock			
	Siren (Electronic)				27	Drain Air Tanks			
	Siren (Mechanical)				28	Engage Pump			
	Air Horns				29	Fire Extinguishers			
10	Headlights & Turn Signals				30	Portable Generators			
11	Radios				31	Windshield Wipers			
	Mobiles				32	Compartment Doors			
	Portables				33	Portable Saws			
12	Cab				34	Rescue Tools			
13	Generator				35	Back-up Alarm			
	Floodlights (Preconnected)								
	Floodlights (Portable)								
	Battery Charging								
14	SCBA				1	Ground Ladders			
15	Portable Handlights				2	Hose			
16	Water & Foam Tank Levels				3	Hand Tools/Equipment			
17	Pump Engagement				4	Clean Equip Compartments			

Name: _____ Signature: _____

YAMHILL FIRE PROTECTION DISTRICT

Utility, Brush & Light Vehicle Maintenance Check-Off Sheet

CAREER PERSONNEL

APPARATUS: _____ MILEAGE: _____ DATE: _____ TIME: _____

	Weekly Checks	Good	Bad	Comments		Weekly Checks	Good	Bad	Comments
1	Apparatus Appearance				17	Pump Engagement			
2	Engine Oil Level				18	Power Saws			
3	Coolant Level				19	Medical Equipment			
4	Other Fluid Levels				20	Tires			
	-Power Steering Fluid				21	Water Cooler			
	-Primer Oil				22	Apparatus Inventory			
	-Transmission Fluid					-Use Inventory Sheet			
	-Brake Fluid				23	Wash Apparatus			
5	Fuel Level								
6	Battery Voltage					Weekly Checks			
7	Start Engine				1	Inspect Tires			
8	Parking Brake				2	Engine Compartment			
9	Emergency Equipment					-Check Belt Condition			
	-Emergency Lights					-Check Belt Tension			
	-Siren (Electronic)					-Check Fluid Leaks			
	-Siren (Mechanical)					-Check Battery Condition			
	-Air Horns				3	Fire Extinguishers			
10	Headlights & Turn Signals				4	Portable Generators			
11	Radios				5	Windshield Wipers			
	-Mobiles				6	Compartment Doors			
	-Portables				7	Portable Saws			
12	Cab				8	Rescue Tools			
13	Generator								
	-Floodlights (Preconnected)					Monthly Checks			
	-Floodlights (Portable)				1	Ground Ladders			
	-Battery Charging				2	Hose			
14	SCBA				3	Hand Tools/Equipment			
15	Portable Handlights				4	Clean Equip Compartments			
16	Water Tank Level								

Name: _____ Signature: _____ Date: _____

YAMHILL FIRE PROTECTION DISTRICT
Rescue Maintenance Check-Off Sheet
CAREER PERSONNEL

APPARATUS: _____ MILEAGE _____ DATE: _____ TIME: _____

	Weekly Checks	Good	Bad	Comments		Weekly Checks	Good	Bad	Comments
1	Apparatus Appearance				14	SCBA			
2	Engine Oil Level				15	Portable Handlights			
3	Coolant Level				16	Medical Equipment			
4	Other Fluid Levels				17	Tires			
	-Power Steering Fluid				18	Water Cooler			
	-Transmission Fluid				19	Apparatus Inventory			
	-Brake Fluid					-Use Inventory Sheet			
5	Fuel Level				20	Wash Apparatus			
6	Battery Voltage								
7	Start Engine					Weekly Checks			
8	Parking Brake				1	Engine Compartment			
9	Emergency Equipment					-Check Belt Condition			
	-Emergency Lights					-Check Belt Tension			
	-Siren (Electronic)					-Check Fluid Leaks			
	-Air Horns					-Check Battery Condition			
10	Headlights & Turn Signals				2	Fire Extinguishers			
11	Radios				3	Windshield Wipers			
	-Mobiles				4	Compartment Doors			
	-Portables				6	Decon/Clean Equipment & Supply			
12	Cab					Compartments			
13	Inverter								

Printed: _____

Signature: _____ Date: _____

YAMHILL FIRE PROTECTION DISTRICT
Rescue Maintenance Check-Off Sheet
VOLUNTEER PERSONNEL

APPARATUS: _____ MILEAGE _____ DATE: _____ TIME: _____

	After Calls & Drill Checks	Good	Bad	Comments		After Calls & Drill Checks	Good	Bad	Comments
1	Apparatus Appearance				14	Portable Handlights			
2	Fuel Level				15	Medical Equipment			
3	Battery Voltage				16	Tires			
4	Emergency Equipment				17	Water Cooler			
	-Emergency Lights				18	Apparatus Inventory			
	-Siren (Electronic)					-Use Inventory Sheet			
	-Air Horns				19	Wash Apparatus			
5	Headlights & Turn Signals				20	Fire Extinguishers			
6	Radios				21	Windshield Wipers			
	-Mobiles				22	Compartment Doors			
	-Portables				23	Decon/Clean Equipment & Supply			
7	Cab					Compartments			
8	Inverter								
9	SCBA								

Operator Signature: _____

Apparatus Officer Signature: _____ **Date:** _____

YAMHILL FIRE PROTECTION DISTRICT

Engine Maintenance Check-Off Sheet

VOLUNTEER PERSONNEL

APPARATUS: _____ MILEAGE: _____ DATE: _____ TIME: _____

	After Calls & Drill Checks	Good	Bad	Comments		After Calls & Drill Checks	Good	Bad	Comments
1	Apparatus Appearance				14	Power Saws			
2	Fuel Level				15	Medical Equipment			
3	Battery Voltage				16	Inspect Tires			
4	Emergency Equipment				17	Water Cooler			
	Emergency Lights				18	Apparatus Inventory			
	Siren (Electronic)					Use Inventory Sheet			
	Siren (Mechanical)				19	Wash Apparatus			
	Air Horns				20	Fire Extinguishers			
5	Headlights & Turn Signals				21	Portable Generators			
6	Radios				22	Windshield Wipers			
7	Mobiles				23	Compartment Doors			
8	Portables				24	Portable Saws			
9	Cab				25	Rescue Tools			
10	Generator				26	Ground Ladders			
	Floodlights (Preconnected)				27	Hose			
	Floodlights (Portable)				28	Hand Tools/Equipment			
	Battery Charging				29	Clean Equip Compartments			
11	SCBA								
12	Portable Handlights								
13	Water & Foam Tank Levels								

Driver/Operator Signature: _____ Apparatus Officer Signature: _____ Date: _____

YAMHILL FIRE PROTECTION DISTRICT

Utility, Brush, Maintenance Check-Off Sheet

VOLUNTEER PERSONNEL

APPARATUS NUMBER: _____ MILEAGE: _____ DATE: _____ TIME: _____

	After Calls & Drill Checks	Good	Bad	Comments		After Calls & Drill Checks	Good	Bad	Comments
1	Apparatus Appearance				10	Portable Handlights			
2	Fuel Level				11	Water & Foam Tank Level			
3	Battery Voltage				12	Power Saws			
4	Emergency Equipment				13	Medical Equipment			
	-Emergency Lights				14	Water Cooler			
	-Siren (Electronic)				15	Apparatus Inventory			
	-Siren (Mechanical)					-Use Inventory Sheet			
	-Air Horns				16	Wash Apparatus			
5	Headlights & Turn Signals				17	Inspect Tires			
6	Radios				18	Fire Extinguishers			
	-Mobiles				19	Portable Generators			
	-Portables				20	Windshield Wipers			
7	Cab				21	Compartment Doors			
8	Generator				22	Portable Saws			
	-Floodlights (Preconnected)				23	Rescue Tools			
	-Floodlights (Portable)				24	Ground Ladders			
	-Battery Charging				25	Hose			
9	SCBA				26	Hand Tools/Equipment			
					27	Clean Equip Compartments			

Driver/Operator Signature: _____ Apparatus Officer Signature: _____ Date: _____