PURPOSE

The purpose of this policy is to provide members with general guidelines related to the use of Department apparatus and equipment.

POLICY

It is Department policy to use apparatus and equipment for their intended purpose and to maintain them in good working condition.

APPLICATION

This policy outlines various Department general guidelines related to the use of apparatus and equipment, as well as direction and further references for the following topics:

- Operational Procedures
- In-Service Criteria
- Routine Apparatus Maintenance
- Equipment
- Fire Hose
- Protective Clothing and Safety Equipment
- Repair Procedures
- Department Staff Vehicles
- Accidents with Department Apparatus/Vehicles
- Water Conservation
- Miscellaneous

OPERATIONAL PROCEDURES

1. Department vehicles shall be operated in accordance with applicable regulations of the California Vehicle Code. Department licensing requirements shall be strictly adhered to (see Administrative Manual, Section 105.1, Driver License Requirements).
2. Department apparatus are to be used only for authorized purposes. The carrying of civilian passengers without permission of a chief officer is not encouraged. If the company officer feels it is necessary, a memo shall be written to his/her respective battalion chief citing the details of occurrence, along with a follow-up phone call.

3. Fire apparatus shall be operated as emergency vehicles only while required warning devices are used, as provided by law.

4. Due caution shall be exercised when leaving quarters with apparatus.

5. Members who drive fire apparatus shall familiarize themselves with the practices and procedures relative to water supplies, fire streams, pump capacities, motors, and other conditions, which will enable them to efficiently perform their duties.

6. Members who drive fire apparatus shall acquaint themselves with the topography, physical conditions, and other matters affecting response in their districts.

7. In all cases, where practicable, emergency response shall be along pre-arranged routes.

8. Care shall be exercised in parking apparatus at an emergency. Unless otherwise directed, the roadway in the immediate vicinity of an emergency shall not be obstructed by apparatus, nor shall fire hydrants, apparatus, or railroad tracks be blocked unnecessarily.

9. Apparatus shall not be driven over hose lines except in case of absolute necessity.
   a. Police action shall be requested when fire hose is driven over by drivers of unauthorized vehicles.

10. All apparatus drivers shall occupy the operator’s seat on the apparatus and confirm the vehicle’s transmission is in park before starting the motor.

11. Fire apparatus shall not be backed up unless a member is stationed at the rear of the apparatus to ensure safe operation (see Standard Operating Procedures Manual, Section 207.2, Apparatus Backing Policy).

12. Any time a fire apparatus is placed in pump gear or PTO, approved Department chocks shall be utilized in addition to the apparatus air parking brakes to secure the vehicle from movement.
13. Apparatus air parking brakes and apparatus bay parking stops or approved Department chocks shall be utilized to secure all apparatus, except chiefs' vehicles, when parked in quarters.

14. Extreme caution shall be exercised while refueling apparatus. Smoking in the immediate area shall be prohibited during this time.

15. Company officers desiring to place their companies out of service for routine purposes shall contact their respective battalion chief and be guided by his/her instructions.

16. Company officers desiring to place their companies on a delay shall follow these guidelines:
   a. The use of a response delay shall be no longer than three minutes for engines and four minutes for trucks.
   b. Delays in response impact the Department’s service level; therefore, sound judgment must be used when selecting a timeframe for the delay.

17. Company officers shall notify the Communications Center when en route to training and when apparatus is available from training.

18. In order for firefighters to be trained as relief drivers, the duties of driving to and from drills and back to quarters from alarms should be alternated among these members as equally as possibly.

19. Reserve apparatus, after use, shall be returned to its assigned station in a condition of readiness for service with FD-63, Reserve Apparatus Checklist, completed. The commanding officer of the assigned station shall report any neglect of this requirement to the responsible battalion chief.

20. When practical, apparatus shall be left running at idle in order to cool the turbo charger. Company officers shall have discretion as to when the engineer will remain with the apparatus and when the apparatus is to be shut down and left unattended. Consideration shall be given to the noise created by the apparatus.

IN-SERVICE CRITERIA

1. Engines may be placed in service with a minimum of:
a. Two hundred fifty gallons of water.

b. Two hundred feet of 1-1/2-inch hose or 1-3/4-inch hose.

c. Two full compartments of 2-1/2-inch hose or one full compartment of 2-1/2-inch hose and one full compartment of large-diameter hose (LDH).

d. A chief officer may place apparatus in service whenever he/she feels it is in the best interest of the city.

2. When it is necessary to place an apparatus on a delayed response for changing hose after responding to a fire, the company officer will immediately notify the Communications Center so apparatus can be placed in service from the fire and on a delayed response status.

ROUTINE APPARATUS MAINTENANCE

1. Repairs and maintenance of Department vehicles, including light vehicles, are to be coordinated by the Repair and Maintenance Section (Fire Shop).

2. A pre-trip inspection report (FD-03) shall be completed daily and initiated at the start of the engineer’s tour of duty to determine the readiness of the apparatus for service. The SCBA, fuel, oil, radiator, and water tank shall be checked and maintained at required levels; verification of these conditions shall be entered in the station daybook.

   a. Under normal conditions, apparatus fuel tanks should not be allowed to have less than one-half tank of fuel. Apparatus shall be fueled, as necessary, to ensure sufficient fuel for emergency and non-emergency use.

3. All apparatus shall be maintained in a clean condition. During periods of excessive use or when subject to adverse conditions, extra effort may be required to eliminate buildup of grime and mud deposits.

4. Motors and auxiliary motors of all reserve apparatus will be started each Saturday and run continuously until the motor is warm. Motors shall be operated slightly in excess of idling speed.

5. Mobile radios shall be tested each Thursday on all duplex frequencies. This test will be initiated by the Communications Center. The test shall be conducted with members at the ARFF station and shall include the use of the emergency alert tone.
6. Air tank reservoirs of all apparatus equipped with air brakes shall be drained and refilled to operating air pressure during the weekly emergency equipment (FD-11) checks. (See *Training and Equipment Manual*, Section 310.1, Air-Brake Test.)

7. The use of discharge outlets for the purpose of refilling apparatus water tanks is strongly discouraged.

8. Regular service maintenance of fire apparatus shall be the responsibility of the Repair and Maintenance Section. Engines and trucks shall be serviced at six-month intervals.

9. Mechanical defects in apparatus or equipment shall be reported to the company officer immediately upon discovery. A repair requisition shall be completed. If the condition has not been corrected before the shift on duty has been relieved, a report must be made of the defect to the oncoming company officer.

10. Members shall not disconnect, alter, or tamper with any apparatus safety or warning devices to include, but not limited to, seatbelts buzzers, back-up alarms, open door or compartment alarms, and low air and oil pressure alarms.

11. Only headlights may be changed by fire suppression members. Up to two headlamps shall be stored at each station, along with the proper tools. If the headlamp is changed, notification to the shop shall be made using Fleet/Focus (repair request) and information shared at shift change. The shop supervisor will send replacement headlamps to stations once this notification is made.
HEADLIGHT REPLACEMENT PROCEDURES

a. Begin by turning off all vehicle exterior lighting.

b. Use a Philips screwdriver to remove the headlight bezel. (*American LaFrance use T25 Torx driver*)

c. Next, remove all four screws from the headlight retaining ring.

d. Grasp the headlight in one hand and the plastic wiring harness plug in the other. Pull the plug from the bulb until the two separate.

e. The installation of the new bulb is essentially the reverse order of the removal.

f. Always check to ensure the lettering on the front of the bulb is upright; otherwise, the light beam will be out of alignment.

g. After the headlight is plugged in and secured, always recheck the lights are operating properly.
12. Equipment or parts from a reserve apparatus should not be used to replace broken equipment or parts on front-line apparatus.

EQUIPMENT

1. Members shall not alter the permanent location of firefighting equipment on apparatus without the approval of the Operations Chief.

2. Equipment shall be replaced on assigned apparatus after use. Apparatus equipment inventories shall not be altered without permission of the Operations Chief.

3. Equipment shall not be placed or hung on apparatus in such a manner to cause damage to the equipment or to the finish of the apparatus.

4. All Department leather goods will be treated with a preservative compound on a semiannual basis during the months of January and July.

5. Dull axes shall be sent to the Repair and Maintenance Section for replacement or sharpening.

6. The valves of 2-1/2-inch nozzles shall be lubricated after each use. The 2-1/2-inch discharge gate valves and intake valve on the fire pump shall be constantly checked and grease applied when needed.

7. Whenever nozzles and similar equipment must be taken apart for maintenance purposes, they are to be sent to the Repair and Maintenance Section for service, where proper tools are available.

8. Equipment and non-disposable medical supplies contaminated with blood or bodily fluids shall be washed in the stainless steel sinks designed for such use. Washing of any contaminated items on driveways, alleys, etc., is strictly prohibited.

FIRE HOSE

1. All fire hose on apparatus, including large-diameter hose, shall be tested and changed once a year during the months of April and May, with the exception of wildland hose, which will be changed an additional time during November. When there is insufficient hose in a station to perform a complete hose change, all available hose from the station reserve shall be used to replace as much hose as possible on
the apparatus. Hose that has been on the apparatus the longest shall be rotated to the station reserve.

2. Before hose changes, replacement hose shall be properly prepared and couplings examined. Changes shall be made with as much speed as is consistent with safety. It will not be necessary to go out of service or on delay for routine hose changes. On apparatus equipped with multiple hose compartments, changes shall be made one compartment at a time.

3. Routine hose changes shall be performed as necessary by shift and as the work schedule dictates.

4. An accurate numerical record of the hose load carried on individual apparatus shall, at all times, be maintained on the apparatus. Any time hose is changed, rearranged or rotated, proper entries shall be made in the Apparatus Primary Inventory (API) located in the Apparatus Information Book.

5. As a protective measure when handling hose, the hose shall be carried, not dragged (when possible) to points of concentration.

6. Care should be exercised in breaking hose lines inside buildings to ensure water damage is kept to an absolute minimum.

7. Hose carried on apparatus shall be securely coupled and orderly in arrangement.

8. Unless unavoidable, hose shall not be allowed to remain on apparatus in a damp or dirty condition in excess of 24 hours.

9. After emergencies and drills, hose shall be replaced on apparatus in readiness for immediate use, if possible, and the Communications Center shall be informed of availability for fire duty.

10. Special care should be exercised to ensure fitted gaskets are in the hose; and gaskets, which have become deteriorated, are replaced.

11. Dirty hose, suctions, and bypasses shall be washed with cold water only. No other cleaning agent will be used for this purpose.

12. Hose jackets badly contaminated with oil, tar, or other foreign material shall be sent to Station No. 14.

13. Any hose used to discharge foam solutions shall be flushed with water after each use.
14. After being dried, all synthetic/cotton-jacketed hose shall be rolled and placed on hose racks ready for immediate loading on apparatus.

15. Hose sent to Station No. 14 for repairs or replacement shall be cleaned, dried, and rolled with the male coupling inside.

16. No attempt will be made by members in quarters to repair damaged threads or swivels on hose. Repairs will be done at Station No. 14, where proper tools are available.

17. The use of oil on hose threads and swivels is prohibited.

18. All synthetic/cotton-jacketed hose shall be tested annually during the months of April and May. Results of the hose test shall be forwarded through normal channels.

19. An inventory of all fire hose and tarps shall be taken during the months of April and May and recorded on the FD-29, Hose and Salvage Cover Inventory.

PROTECTIVE CLOTHING AND SAFETY EQUIPMENT

1. All members whose duty is to engage in firefighting operations shall wear appropriate personal protective clothing and equipment when responding to alarms of fire.

2. Special firefighter protective clothing is available for activities requiring special protection and shall be worn as required.

3. Members assigned as pump operators shall wear ear protection devices when operating pumps for periods exceeding 15 minutes.

4. No person shall ride on fire apparatus while it is in motion without the use of a seatbelt.

5. Company officers shall govern wearing apparel while returning from fire alarms.

REPAIR PROCEDURES

1. Unless otherwise ordered by a chief officer or exceptions noted in this policy, the responsibility of repairs to apparatus shall be held by the Repair and Maintenance Section.
2. Company officers shall place apparatus out of service for repairs when conditions, in their judgment or that of a fire mechanic, warrant such action. They shall immediately notify the Communications Center and appropriate battalion chief stating the particulars.

3. When calling for assistance with disabled apparatus, the problem should be thoroughly explained so the Repair and Maintenance Section will know what equipment is needed.
   a. The crew of the disabled company will render all possible assistance to the Repair and Maintenance Section.

4. The Fleet Focus computer program, FFD Shop Requests, shall be used to request repairs to apparatus and equipment carried on apparatus.

5. A Service and Repair Requisition shall be submitted through the Supply and Facility Requests program, located in the Department’s Document Management System (DMS), for all repairs to Department equipment that the Shop does not repair or require the services of an outside agency (e.g., medical equipment).

6. Small items such as extinguishers, axes, etc., shall be tagged with an FD-37 prior to dispersal to the Repair and Maintenance Section or the Supply Section.
   a. The battalion chief will be notified when equipment is not properly tagged or accompanied by a Service and Repair Requisition.

7. Should a company’s mobile or portable radio, MDT, or cell phone fail, the company officer in charge shall contact the Communications Team to arrange for repair or replacement. (See Training and Equipment Manual, Section 305.03, Repair and Maintenance.)

8. Apparatus taken to off-site, non-Fire Department locations for service shall have all equipment removed, when practical. If not practical, the shop supervisor shall be asked to take an inventory and provide a receipt for the items.

9. Apparatus left at off-site, non-Fire Department service facilities during weekends, overnight, or unattended during regular business hours shall be locked.
10. The Repair and Maintenance Section will make the final determination on the operational safety of an apparatus and/or its equipment. However, vehicle operators and company officers may defer to their battalion chief if, in their opinion, the apparatus is unsafe to operate.

11. In the event a repair does not meet minimum safety standards, is improperly completed, or the interaction between Department members (Suppression and Shop) is unprofessional, any member may submit an Apparatus Repair Quality Improvement Form (FD-77) directly to the chief officer responsible for the Support Services Division and the Support Services Manager.

DEPARTMENT STAFF VEHICLES

1. Department vehicles regularly housed at fire stations shall be washed and serviced on weekends by on-duty members.

   a. It shall be the responsibility of the assigned driver to advise the company officer of the need for washing and/or servicing vehicles temporarily housed at a station.

2. The use of private car wash services/facilities shall be limited to those vehicles assigned to Headquarters or housed at private residences on evenings and weekends, except for unusual circumstances.

3. Department vehicles housed at fire stations on weekends and holidays are available for business and emergency use. Authorization for use shall be obtained from the battalion chief.

4. At no time will vehicles be parked at the end of the day with less than one-half tank of fuel. Vehicles shall be refueled, as necessary, to ensure sufficient fuel for business or emergency use.

5. Members who are assigned a vehicle shall be responsible to notify the Repair and Maintenance Section whenever regular maintenance is due.

   a. Posted on the dash or speedometer is the mileage at which service is due. If this information is not posted, the member shall contact the Repair and Maintenance Section to obtain the appropriate mileage.

6. Members who are assigned a vehicle shall adhere to all vehicle laws. Unless the member’s assignment/position places him/her on-call,
vehicles shall be restricted to driving to and from work or as approved by the Fire Chief.

ACCIDENTS WITH DEPARTMENT APPARATUS/VEHICLES

1. Battalion chiefs shall respond to major injury and/or property damage accidents or whenever requested by a field unit. Battalion chiefs shall direct and coordinate Department activities and shall be responsible to ensure all required reports and/or photographs are submitted.

2. Fire companies or other members involved in a vehicle accident will notify and advise the Communications Center of the pertinent information. If they have no medical issues secondary to the accident, they shall remain at the scene to render assistance and obtain necessary information for submittal of required reports.

3. Upon notification of an accident involving Department vehicles, the Communications Center shall:

   a. Place the company out of service and dispatch a fill-in company, if necessary.

   b. Notify the Police Department and request an officer respond to the scene to complete a police report.

   c. The Police Identification Bureau shall be dispatched to take photographs if there is a civilian injury and/or the accident involves damage to private property.

   d. Notify the chief officer responsible for the members who are assigned to the apparatus involved in the accident. The chief officer will take photographs when no injuries exist and the accident only involves City-owned property.

   e. Members shall not furnish any information, either verbal or written, concerning accidents, which occur while operating City-owned vehicles or privately-owned vehicles driven by City employees on City business to anyone except investigators from the Fire Department, Police Department, or City adjustors bearing proper credentials.
WATER CONSERVATION

1. The use of water for general station and equipment maintenance shall be in accordance with the provisions of the Fresno Municipal Code, Section 6-520.

2. When necessary to clean fire apparatus and/or equipment prior to placing it back in service after an emergency incident, company officers shall exercise good judgment in the use of water for cleaning purposes.

3. Annual hose test activities may be scheduled at any time during the daily work period. However, discretion should be used to avoid legitimate criticism for wastage of water.

4. There are no restrictions on the use of water for scheduled fire training activities. However, when it is practical, application of water through fire appliances should be reduced to a minimum.

MISCELLANEOUS

1. Persons desiring to purchase obsolete Department equipment, i.e., discarded fire hose, etc., shall be referred to the City of Fresno Purchasing Division.

2. Department equipment and/or apparatus shall not be used other than for Department purposes without permission from the Fire Chief.

3. Equipment or material shall not be removed from the Repair and Maintenance Section without permission of the Fire Equipment Supervisor. Proper entry shall be made in the book provided for this purpose.

4. All Department equipment not on the station or apparatus inventory shall be sent to the Repair and Maintenance Section for disposal.

5. Department members and/or equipment shall not be used for the purpose of pumping out basements, streets, subways, etc., unless authorized by a chief officer.

CROSS REFERENCES

Fresno Municipal Code, Section 6-520
Administrative Manual
  Section 101.3, Transfer Policy
  Section 105.1, Driver’s License Requirements
  Section 106.23, Pre-Trip Inspection Report (FD-03)
  Section 106.44, Hose and Salvage Cover Inventory (FD-29)
  Section 106.48, Wired Repair Tag (FD-37)
  Section 106.135, Apparatus Repair Quality Improvement Form (FD-77)

Standard Operating Procedures Manual
  Section 207.2, Apparatus Backing Policy
  Section 208.2, Department Response Procedures

Training and Equipment Manual
  Section 305.03, Repair and Maintenance
  Section 310.1, Air Brake Test
  Section 310.3a, Apparatus Primary Inventory (API) Program