

# Hiawatha Fire & Rescue

Policy 501  
Maintenance and Apparatus  
Duty Crew  
5/25/2001

## Purpose:

This procedure establishes the guidelines for weekly care and maintenance of Fire Apparatus and Auxiliary.

## Policy

All Fire Apparatus and Auxiliary Equipment shall be inspected and maintained to ensure that all assigned equipment is accounted for and functions correctly.

## Responsibility

### Firefighters-

1. Shall be responsible for the care and maintenance of all Fire Apparatus and Auxiliary Equipment for which they are assigned.
2. Shall indicate Equipment Check Sheet(s) that the care and maintenance of all Fire Apparatus and Auxiliary Equipment was completed.
3. Shall notify the Company Officer of any needed repairs, servicing, and missing equipment.

### Company Officers-

1. Shall ensure that the care and maintenance of all Fire Apparatus and Auxiliary Equipment is completed weekly.
2. Shall ensure that the appropriate check sheet(s) are completed and turned in to the Fire Chief.
3. Shall notify the Fire Chief of any needed repairs, servicing, and missing equipment.

### Fire Chief-

1. Shall make out necessary work orders for any needed repairs, servicing, and missing equipment, and make arrangements to have that work completed.
2. Shall pick up the Apparatus and Equipment Check Sheets and review for compliance with this A/R.
3. Shall maintain a maintenance file on each apparatus and equipment for review by city officials, regulatory agencies, certification agencies and others as needed.

## Procedure

### Weekly-

1. Duty crews shall complete the following weekly check on all apparatus and units.
2. No unit shall be started just for the purpose of checking to see if it will. Units that have recently been run or operated do not have to be started. Any unit that is started shall immediately be moved out of the station.
3. All vehicle lights and emergency lights shall be checked for proper operation. In lieu of weekly battery electrolyte level checks, it shall be assumed that if lights are working properly, there will be sufficient electrical charge for starting purposes.
4. Engine oil level shall be checked with the motor cold of within 20 minutes after shut down.
5. Radiator shall be checked by sight glass, or two inches below the top of the radiator tank, or full to the top of the recovery system indicator.
6. Automatic transmission and power steering levels do not need to be checked, unless a large loss of fluid has occurred.
7. Fuel level shall be maintained at three-quarters to full. Trucks, cars, etc. shall be refueled prior to returning to the station when fuel levels are below three-quarters.
8. Check booster tank levels and be sure that soluble oil is present.
9. All SCBA's shall be checked as pre SOP's.
10. Medical bags shall be checked for the presence of seals. If no seal is present, the medical bag check sheet shall be completed.
11. All Fire Apparatus and Auxiliary Apparatus that is dirty shall be cleaned. Only car wash type soap shall be used on Fire Department vehicles.

### Weekly Responsibilities

1. Duty Crews shall be assigned specific units to check on their week.

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2. The apparatus check sheet shall be completed for that apparatus. Check all Fire Apparatus and Auxiliary Equipment to ensure that it is present and in the appropriate location, and for general condition and safety.
3. All pumps shall be operated. This shall include the prime pump. Transfer valves and pressure relief valves – refer to page 5 of 5, SOP # 205.15.
4. The battery electrolyte level, cables and box shall be checked.
5. All small motors such as generators, fans, and power equipment shall be run for 5 minutes. Shake the fuel before starting.

NOTE: Rescue tools and the portable generator use regular gasoline (un-mixed). Two-cycle power tools, such as the chain saws and K-12 saw, use an oil and gasoline mixture.

6. Check tire pressure.
7. Automatic ladder pipe nozzles shall be worked and sprayed with WD-40.
8. Truck 1 shall have the ladder extended and the waterway seals shall be sprayed with silicone.

## Seasonal

1. Air brakes shall have the moisture removed from the air tank weekly from November 1<sup>st</sup> to April 1<sup>st</sup>. This shall be done by opening the petcock and allowing moisture to escape. As soon as the trapped moisture is expelled, close the petcock.
2. Coolers on all engines and aerials shall be closed from December 1<sup>st</sup> to March 1<sup>st</sup>. Operators shall watch heat gauge and coolers can be operated if needed. (See HFD Pump Winterization)
3. All pumps shall be winterized during cold weather. (See HFD Pump Winterization)

## Definitions

Fire Apparatus and Auxiliary Equipment shall refer to all Fire Department vehicles, the equipment they carry, and related equipment that is housed in the fire station.

## Pumps

### Prime pump

1. Check prime pump oil level in tank:
  - A. Fill with oil used in the vehicle engine.
  - B. Inspect siphon break oil in oil line to prime pump to make sure it is open.
2. Drain centrifugal pump:
  - A. Close all valves.
3. Run prime pump:
  - A. Use both automatic and manual methods.
  - B. The indication that a prime pump has been oiled will be a spot of oil on the ground under the pump.

### Transfer Valve

1. Pump in gear.
2. Tank outlet open.
3. Tank fill valve open.
4. Build pressure to 50#.
5. Operate transfer valve from pressure to volume several times and not operation.

### Pressure relief valves

1. Pump in gear
2. Tank outlet valve – open.
3. Tank fill valve – open.
4. Build pressure to 150#.

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5. Operate the relief valve several times.
6. Turn relief valve in until resistance is felt and then back off five (5) complete turns.

## Hiawatha Fire & Rescue Pump winterization

1. All pumpers and Truck 1.
  - A. Close
    1. Cooler valves
    2. Circulator valves.
  - B. Drain
    1. All 1 ½ preconnect plumbing.
    2. All prepped elevating waterways.
    3. Drain valves.

NOTE: Pump winterization is to be done weekly after truck maintenance.  
Pump winterization shall be done any time the centrifugal pump is placed in motion.
2. Engines equipped with tank fill valves.
  - A. Pump in motion
  - B. Tank to pump valve open.
  - C. Tank fill valve open.
  - D. Idle engine to 1000 rpm.

NOTE: This procedure shall be used when the vehicle is exposed to weather during winterization period.

### Duty Crew:

All members of Hiawatha Fire & Rescue will be assigned to a "Duty Crew". Chief Officers will not be assigned to a duty crew.

Each Duty Crew shall be considered "On Duty" every fifth week. When the Duty Crew is on "Duty" the member is expected to respond to **all** calls (emergency and non-emergency) during the member's non-working hours. If the member knows that he / she is going to be unable to respond to calls during his / her duty week, the member must notify the Duty Crew Officer and find a stand in member. A duty week shall be considered 7:00 AM on Monday morning to 7:00 AM the following Monday morning.

At the end of each week the Duty Crew is responsible for pulling station and apparatus maintenance. The officer assigned to the individual duty crew shall coordinate this. All members of the Duty Crew are required to perform maintenance. All apparatus and station maintenance will be completed between the Thursday of the Duty Week and the Monday following the Duty Week.