

**SUBJECT:** EQUIPMENT REPAIRS**SECTION:** 202.01**REVISED:** NOVEMBER 1, 2007**PAGE(S):** 2

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**PURPOSE**

To provide Fire Department members with safe equipment which is in a state of good repair.

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**POLICY**

- A. Fire Department members may perform equipment repairs of a minor nature when possible or to appropriate level as trained.
- B. The City Maintenance Division shall perform major repairs on equipment when possible.
- C. When necessary, outside agencies may be contracted with to perform equipment repairs. This process is managed and coordinated by the Fire Department.

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**PROCEDURE**

- A. When the need for equipment repair is recognized by a member, said member shall notify the shift supervisor.
- B. If the necessary repair work is of a minor nature and can be completed by Fire Personnel, then the Company Officer shall delegate and supervise said repair work.
- C. If the necessary repair work will require extensive repairs (repair work of more than a minor nature) then the shift supervisor shall refer the repair to the appropriate fire department member by using the referral form.
- D. The Maintenance Officer shall coordinate with the City Maintenance Division or outside agency to schedule equipment repairs.

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**PROCEDURE**

When emergency repairs are needed the Shift Supervisor shall have the responsibility to insure that such repairs are made.

## RESPONSIBILITY

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- A. Overall responsibility for managing the repair of Fire Department equipment rests with the Maintenance Officer.
- B. Shift Supervisors shall coordinate with the Maintenance Officer and/or Fire Chief to schedule equipment repairs.
- C. Shift Supervisors shall monitor the condition of the equipment assigned to the Station and insure that any necessary equipment repair is expedited.
- D. Shift Supervisors shall supervise those minor equipment repairs made by Fire Department members.
- E. Shift supervisors shall coordinate with their counterparts concerning equipment repair.
- F. Shift supervisors shall notify the Maintenance Officer when equipment repairs are necessary by use of the Referral form
- G. Members shall monitor the condition of Fire Department equipment and shall notify the Shift Supervisor of needed repairs. They may make minor repairs as directed, if possible.