

**LOGISTICS AND MAINTENANCE
STANDING OPERATING PROCEDURES (SOP)**

CHAPTER 1
GENERAL

402:1-1-1. GENERAL. Vehicle, personal equipment, building, and equipment maintenance is an inherent responsibility of STATION 15 personnel. This SOP explains duties, responsibilities and the STATION 15 maintenance program.

402:1-1-2. RESPONSIBILITIES.

a. Deputy Chief 15-02 is responsible for the development and implementation of the company Logistics and Maintenance Program. The program will be coordinated and approved by the Chief

b. Truck maintenance and logistics will normally be accomplished the third Tuesday of each month. Truck maintenance will be completed in accordance with approved checklists, and turned in to 15-02 at the completion of the maintenance. Truck inventories will be checked, and shortages or loss of equipment will be reported to 15-02 at the completion of the inventory.

c. The assigned Captain is responsible for the safe and efficient operations of his vehicle. The assigned crew assists him. Additionally, the senior firefighter on the crew may be designated as the Truck Leader to assist in guidance and direction when the Captain is not available.

d. Personnel are responsible to maintain their personal firefighting equipment in a safe and clean operating condition.

e. Firefighters will not play tricks or stunts on other firefighters by moving personal equipment, or disturbing it in anyway that would prevent the firefighter from donning the equipment quickly and safely,

CHAPTER 2
MAINTENANCE PROGRAM

402:2-2-1. MAINTENANCE PROGRAM. The maintenance of trucks is normally accomplished through four programs, which may be separate or combined at any time. Operators' manuals and specifications provided by the manufacturer will be used when performing maintenance checks and services.

a. **Monthly Maintenance.**

(1). Captains will develop checklists to follow in the performance of maintenance. These checklists will be completed and turned in at the conclusion of the evening.

*This SOP supersedes SOP 402, dated 23 July 2002

Repairs beyond the capabilities of the crew will be noted on the maintenance sheet, and also a work order will be completed and turned in to the Motor Officer for scheduling of repairs.

(2) Personal firefighting equipment will be checked and cleaned monthly by each member. Damage or loss will be reported to 15-02 immediately.

b. **Quarterly Maintenance.** Chassis lubrication will normally be completed quarterly, and recorded on the monthly checklist. Special checks required for the particular vehicle will be completed during this maintenance period.

c. **Annual Services.** The Chief will schedule annual services with approved maintenance companies and facilities. Some companies will provide services at the firehouse.

d. **Annual Maintenance.** Annual maintenance will be performed during the months of August and September, by the assigned crews, in preparation for the Annual Firefighters Convention and Parade in Wildwood.

402:2-2-2. EMERGENCY REPAIRS AND SERVICES. On occasions there will be the need for emergency repairs and services based on the damage to equipment during normal operations and training. It is imperative that the Chief and 15-02 are made aware immediately of any damaged equipment. Failure to do so could mean unsafe operations, could cause injury to others, or could have an effect on tactics and operations at the emergency scene.

CHAPTER 3 **UNIFORMS AND EQUIPMENT REQUIREMENTS**

402:3-3-1. EQUIPMENT REQUIREMENTS.

a. **Vehicles and Major Equipment.**

(1). Loss or serious damage to vehicle fire fighting equipment will be reported immediately to the Chief and 15-02 for repair or purchase. Failure to do so could mean unsafe operations, could cause injury to others, or could have an effect on tactics and operations at the emergency scene.

(2). Everyday new equipment is being tested, approved and sold to fire companies. Requests for the purchase of equipment or the recommendation to use equipment will be submitted through 15-02 to the Chief prior to purchase or use at the emergency scene.

b. **Individual Equipment.**

(1). Firefighters will be provided approved individual equipment for their protection during emergency operations. The following is a basic list of items supplied.

Turnout Coat and Pants
Helmet
Boots Knee Length (Leather or Rubber)

Suspenders
Nomex Hood
6 'of rope
SCBA Mask Gloves Pager and Charger

(2). Officers will be provided approved additional equipment as determined by the Chief

(3). The purchase and use of other personal items of equipment for firefighting is made at the individual's personal expense.

402:3-3-2. UNIFORMS.

a. **Dress Uniform.** The company will provide the following dress uniform items after the firefighter is a member for a period of one year. This and That Uniforms in Northfield is the approved source of uniforms for the company.

(1). Dress Coat Dark Blue

(2). Dress Shirt Blue Firefighters/White Officers, short sleeve or long sleeve

(3). Dress Pants Dark Blue

(4). Dress Black Belt

(5). Badge

(6). ID Card

(7). Card and Badge Holder

(8). Dress hats are not required, but may be purchased for special occasions. It is recommended that all officers have dress hats.

(9). Black shoes and socks will be purchased by the firefighters at no expense to the company.

b. **Casual Uniform.**

(1). The company on occasions will make arrangements for the purchase of company jackets, T-shirts, sweat pants, sweat pants, etc. The individual at their personal expense can purchase these items.

(2). The company purchased short sleeve dark blue shirts with STATION 15 logo, and khaki colored pants for the 75th Anniversary celebration. These items may be available to the rest of the members in the future.

c. **First Responder Uniform.** The First Responder uniform, purchased by the company, is only to be worn when performing duty as a First Responder in 15-12. It consists of the following:

- (1). Black pants with sufficient pockets for EMS equipment, pens, notepads, etc.
- (2). Light gray, tan, or dark blue pullover shirt or T-Shirt with First Responder and Name or MVFC Logo written in the left breast area.
- (3). Black brogan boots.
- (4). Black belt.

JAY NEWMAN
CHIEF

OFFICIAL:

JEFF PIERSON
DEPUTY CHIEF
TRAINING OFFICER