



GALENA FIRE DEPARTMENT
Standard Operating Guideline
EQUIPMENT REPAIR

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Fire Chief Signature

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Purpose: To provide Fire Department members with safe equipment that is in a state of good repair, and to establish a policy for preventative maintenance, Officer responsibility, and ensuring that all GFD equipment is ready for use at any time.

The degree to which equipment is ready for safe use has an impact on getting the job done and doing so with minimal chance of injury to the user or failure of the equipment.

GFD members may perform equipment repairs of a minor nature when possible, provided that they understand the equipment and that they are confident their ability to make the repair(s).

The Officer-in-Charge shall perform preventative maintenance, as well as routine and major repairs on equipment.

When necessary, outside agencies may be contracted to perform equipment repairs. This process is managed and coordinated by the Fire Chief and the Fire Equipment Mechanic.

This policy pertains to all GFD equipment, and the following criteria is established:

- The Fire Chief maintains overall responsibility for managing the repair of GFD equipment
- Officers shall coordinate with the Fire Chief to schedule repairs
- Officers shall monitor the condition of the equipment assigned to them and insure that any necessary equipment repair is handled as soon as possible
- Officers shall supervise those minor equipment repairs made by GFD members
- Officers shall coordinate with their peers concerning equipment repairs
- Officers shall notify the Fire Chief when scheduled equipment repairs are necessary

Procedure

When the need for equipment repair is recognized by a member, said member shall notify an Officer

If the necessary repair work is of a minor nature and can be completed by Fire personnel, then the Officer in Charge shall delegate and supervise said repair work

If the necessary repair work will require extensive repairs (repair work of more than a minor nature) then the Officer in Charge shall notify the Fire Chief

The Fire Chief shall coordinate with the Officer(s) to schedule and pay for equipment repairs