

Stillwater Fire District
Stillwater, New York

Fire District Policy and Procedure

Policy Number: 7 of 2007

Policy Name: Apparatus repair policy

Date Issued: March 12, 2007

Effective: March 12, 2007

Revised: April 2016

Review Date: January 2020

I. PURPOSE

A. The purpose of this policy is to outline the procedures to be followed for the reporting, repair and follow up on repairs to District owned vehicles.

II. DEFINITIONS

A. District Owned Vehicles

- 1) All of the vehicles purchased and maintained by the Stillwater Fire District to include aerial apparatus, engines, rescue apparatus, utility vehicles, support vehicles, boats and chief's or command vehicles.
- 2) The Board of Fire Commissioners shall be here after referred to as "The Board"

III. POLICY

- A. The Chief shall be responsible to see that District owned vehicles and equipment shall be reviewed and inspected upon each use and at minimum, weekly for defects and adjustments.
- B. The Fire District shall contract with a vendor to perform preventative maintenance and repairs on District owned vehicles.
 - 1) The contractor shall be provided with a set of repair specifications prepared and approved by the Board of Fire Commissioners.
- C. Any repairs not performed by the District's contract vendor shall be emergency repairs or shall be approved by the Board and procured in accordance with the District's purchasing policy.

IV. PROCEDURE

- A. Upon discovery of defects with District owned vehicles or equipment a written request for repair form shall be prepared and transmitted to the Chief or designee, a repair form mail receptacle is located at the Station 1 radio room.
- B. The Chief may designate a senior officer to be responsible for reporting or transmitting repair forms or requests for repair to the Board of Fire Commissioners or their designee.
- C. Repair forms shall be coordinated with the Board of Fire Commissioners who will determine the course of action to be taken and assign a responsible party to see

- that the repairs are made with the appropriate vendor according to the purchasing policy.
- D. The Chief shall be responsible for coordination so that the apparatus or equipment to be repaired is delivered on time at the location required for repair.
 - E. The person assigned the responsibility for the execution of the repair to the apparatus or equipment shall inspect or test the equipment to insure that the repairs were properly made.
 - F. Any invoices or charges shall be made in the name of the Fire District and shall be sent to the attention of the Fire District Treasurer at PO Box 28.
 - 1) The Board shall be able to reconcile all invoices or reports with each request for repair form prepared in accordance with internal control measures.
 - G. Any reports or forms generated as a result of repairs shall be filed with the Fire District, with access by the Chief, in a file created specifically for each vehicle owned by the District.
 - H. Repairs that are considered to be an emergency or safety related shall be reported to a Commissioner immediately upon discovery.
 - 1) *An “emergency” condition is defined as a condition where a critical piece of equipment is out of service and will have an impact on critical service delivery, essential to the mission of the fire department.*
 - 2) The commissioner shall consult with other commissioners to obtain a consensus on a course of action to remediate an “emergency” condition.
 - 3) Emergency repairs are subject to the test of best service at the best cost and are subject to audit review.
 - 4) Should a district owned vehicle have a bona fide safety issue, it shall be placed out of service immediately until a determination of the extent of repairs is made.
 - I. Members of the fire company shall not interfere with or give direction to contract repair employees or modify the condition, extent or intent of any work that has been contracted for the maintenance or repair of vehicles owned by the Board.
 - 1) Any repairs or modifications to district owned vehicles not expressly approved by the Board shall be the financial and legal responsibility of the person directing the repair or modification.
 - 2) Any issues relating to the quality of any contract work or the conduct of any contract employees shall be brought to the attention of the Board in writing and shall include specific dates, locations, names and circumstances.

By Order of Board of Fire Commissioners – Stillwater Fire District

Chairman Board of Fire Commissioners

Persons Authorized to approve repairs by the Stillwater Fire District/Arvin Hart Fire Company

Beginning: January 1, 2016

Ending: December 31, 2018

Commissioners:

Bill Ritter	Cell	470-3848	Home	664-4365
Tom Rinaldi	Cell	944-5263	Home	664-6538
Anthony Ponzillo	Cell	857-7924	Home	664-5802

Chief Officers:

Zach Zendran	Cell	857-9949	Home	583-9118
Bob Wood	Cell	857-7963	Home	664-4611
Dave Dunn	Cell	669-5064	Home	587-7612