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V. APPARATUS AND APPARATUS EQUIPMENT PROCEDURES

A. Apparatus Maintenance

Refer to the San Diego Fire-Rescue Department Engineer's Manual for specific apparatus maintenance procedures applicable to the particular apparatus.

B. Minor Apparatus Repair at Stations

A duty mechanic assigned to Heavy Fire-Rescue Fleet shall be available to travel from station to station for the purpose of minor apparatus repairs. The duty mechanic will call prior to traveling to the fire station. The entire crew, including the captain, shall be available to assist the mechanic. Fire captains are encouraged to incorporate repair procedures into a training session for engineers and aspiring engineers, which should lead to a better diagnosis of future mechanical problems.

C. Apparatus Inventory

In an effort to maintain accountability of apparatus equipment, all front-line, reserve and brush fire apparatus shall be inventoried and a completed Apparatus Inventory Report (FDM-20) forwarded to the Director of Logistics, via the respective battalion chief, according to the following timeframes:

1. Quarterly, due no later than April 1st for the first quarter, July 1st for the second quarter, October 1st, for the third quarter and January 1st for the fourth quarter
2. Whenever an apparatus is out of quarters for greater than 24 hours
3. When an apparatus is released and returns from a strike team or task force assignment, if the assignment has extended beyond the initial shift and/or if a crew change has occurred
4. When a reserve apparatus is returned to its home station. The home station is defined as the fire station the reserve apparatus is assigned to when it is in reserve or out of service status.

D. Reserve Apparatus Procedures

Reserve apparatus shall be maintained in a service-ready condition and available for immediate deployment. A current and accurate apparatus inventory shall be maintained. Each company officer assigned to fire stations in which a reserve apparatus is housed shall be held accountable for ensuring the readiness of the reserve apparatus. When a

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reserve apparatus is placed into front-line service, the delivering and receiving company officers shall be responsible for the following procedures:

1. The delivering company officer shall:
 - a. Provide a current and accurate Apparatus Inventory Report (FDM-20)
 - b. Update and sign the Apparatus Tenure Record (FDM-18)
 - c. Coordinate with Heavy Fire-Rescue Fleet and SDFD FCC to ensure the electronic Reserve Apparatus Status Report reflects the updated and accurate status and location of the reserve apparatus

2. The receiving company officer shall:
 - a. Review the Apparatus Inventory Report (FDM-20)
 - b. Inspect the apparatus for readiness, complete and submit the Apparatus Acceptance Form (FDM-19)
 - c. Update and sign the Apparatus Tenure Record (FDM-18)
 - d. In the event the receiving company officer determines that the apparatus is unfit for front-line service, he/she shall immediately inform the respective battalion chief for the purpose of coordinating a resolution.

3. Upon returning a reserve apparatus to its home station or to another fire company, the same procedures shall be followed. If the reserve apparatus is not being delivered to its home station, the receiving company officer shall email or fax a copy of the Apparatus Acceptance Form and Apparatus Inventory Report to the reserve apparatus' home station. It is the responsibility of the on-duty captain at the home station to:
 - a. Immediately review the Apparatus Inventory Report and the Apparatus Acceptance Form and compare the reports against previous reports to ascertain accountability issues.
 - b. Call the captain submitting the reports to resolve any discrepancies. Any significant or unresolved discrepancies shall be reported to each company officer's battalion chief. The discrepancies will be reviewed and resolved at the battalion chief level.

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- c. In the event the reserve apparatus is picked up or dropped off while the home station crew is out or unavailable, the pick-up or delivery company officer shall follow up with a telephone call or email to insure all appropriate paperwork and procedures have been completed.
4. All reserve apparatus shall have the post fire station number prominently displayed on the Engineer's Manual cover. This will facilitate the tracking and documentation process.
5. In the event a reserve apparatus is placed into service as an additional fire unit, or for back-filling purposes, the company officer and crew shall report to Storeroom 42/A to obtain the transferable medical equipment. Once completed at Storeroom 42/A, the company officer shall report to SDFD FCC to obtain the following communications equipment:
 - a. MDC (if available)
 - b. 800 MHz Portable radios (4)
 - c. VHF Portable radio (1)
6. In the event multiple ready-reserve fire units will be put into front-line service the on-duty Shift Commander or Duty Chief shall coordinate locating and outfitting the back-filled units, utilizing the on-call Duty Medical Support person when necessary.

E. Special Events

When reserve fire unit/units is required for a special event the coordination of locating the reserve unit(s) and outfitting them with medical and communications equipment shall be handled by the Special Operations, Operations Support and EMS administration staff.

F. Reserve Apparatus Unit Numbers

1. In an effort to provide safer and more effective fire ground command coordination, a system for applying a unit number to a reserve apparatus shall be followed. The system includes two basic components: First, metal plates have been mounted on all ready-reserve apparatus. These plates are designed to hold magnetic signs. Second, magnetic unit designation signs have been manufactured for each unit on the Department.
2. Company officers shall operate under the following procedures when designating ready-reserve apparatus unit numbers:

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- a. Magnetic unit designation signs are to be stored flat and protected from unnecessary damage in the assigned station when not in use
- b. When a company changes into a ready-reserve apparatus, the unit numbers shall be applied to the four designated locations on the ready-reserve apparatus
- c. Care should be taken to ensure the numbers are retrieved upon change-out
- d. Numbers inadvertently left on an apparatus shall be returned to the designated station as soon as possible
- e. Back staffed units (filling for strike teams) shall use the magnetic signs to identify their apparatus if the signs are available
- f. FCC may assign the engine remaining at a fire station a modified unit number (i.e. If Engine 47 apparatus remains at fire station 47 and is back-filled by a relief crew it may be designated Engine 147)

G. Reserve Apparatus Medical Equipment

1. All ready-reserve apparatus shall be equipped with a standard medical inventory consisting of the following:
 - a. Suction unit
 - b. Backboard(s)
 - c. Frac Pak
 - d. Ked Sled
 - e. Emergency Childbirth Kit.
2. When a reserve apparatus is placed into front-line service, the following medical equipment shall be transferred from the original front-line apparatus to the reserve apparatus:
 - a. Monitor/Defibrillator
 - b. ALS Drug Box

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- c. ALS Airway Bag
- d. Trauma Bag
- e. C-Collar Bag
- f. Controlled Medications (including Mark I Auto Injectors and Drug Log)
- g. Patient Care Electronic Documentation Device

H. Request for Apparatus Equipment

All requests for fire fighting equipment that would be carried on an apparatus shall be channeled through the chain of command to the respective battalion chief and the Director of Logistics for approval.

I. Removing/Modification of Apparatus Equipment

There shall be no transfer, removal or modification of equipment from any apparatus without authorization from the Director of Logistics. Approval may be obtained via telephone, to be followed by a written or electronic request.

J. Apparatus Security

1. All SDFD apparatus (ambulances, BC vehicles, fire engines, hazmat, rescue, fire trucks and utility) parked out of quarters and not on an emergency response, shall be monitored by at least one crewmember when the apparatus is not locked/secured. This shall include all out of station activities (i.e. Code 9, shopping, FCIP, etc.) and when the apparatus is parked on the apron at the fire station. At emergency scenes, unsecured/unlocked apparatus should be monitored if possible. Incident Commanders may need to assign fire personnel for apparatus security. Ambulances shall be locked/secured when not attended, including during off-loads at hospitals.
2. Apparatus with locking mechanisms to the crew area and compartments shall be locked/secured whenever the apparatus is parked out of quarters, unattended and not on an emergency response. Four (4) key sets shall be issued to each engine and truck company with locking mechanisms. Two (2) key sets shall be issued to each ambulance. Keys for engine and truck companies shall be stored on the apparatus, as close to the radios as possible when not being carried. Engine and truck company keys shall be assigned by the company officer to each crew member and shall be inventoried at each shift change and/or any time a crew change occurs.

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3. While the company officer has overall responsibility for the keys and all assigned equipment, each crew member is directly responsible for their assigned key. The battalion chief shall be notified, through the chain of command, in the event of missing or damaged keys. At a minimum, all locking mechanisms shall be checked as a part of the end of the month checks. Whenever the crew area and compartments are locked, each crew member shall carry a key.

K. Fire Apparatus Identity Placards and Flags

The Department supports the practice of placing customized unit/crew identity placards or flags on the apparatus. This practice helps the station identify with their respective community and increase pride in the department and unit esprit de corps. Station personnel shall follow the below listed procedures when requesting approval of customized identity placards and flags:

1. The station captain shall coordinate any request for a unit identity placard or flag. This coordination shall include an inter-department correspondence (FD-7), written to the Director of Operations, with confirmation of the support of a majority of the permanently assigned personnel to the station.
2. Written approval from the Director of Operations must be obtained prior to any modifications to the apparatus and/or before the placard or flag is applied.
3. The placard or flag shall have a professional quality appearance:
 - a. Artwork must be in good taste. It must reflect the norms and values of the City of San Diego and the San Diego Fire-Rescue Department.
 - b. The placard/flag shall not be larger than 75% the size of the logo/branding on the doors of the apparatus.
 - c. The placards or flags must be able to be removed without causing unsightly damage to the apparatus.
 - d. A maximum of two placards and/or one flag per apparatus is permissible with approval.
 - e. The mounting location and method shall not impair any functional elements of the apparatus.
4. Request for a unit identity placard or flag shall include:

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- a. A sample of the final artwork
 - b. A description of the mounting location, method, size and material
 - c. An explanation of any symbolism used
 - d. The written confirmation of the support of the majority of assigned personnel
5. The proposal must have no financial impact to the Department.
 6. Any changes to the logo on the placard or flag must be approved.
 7. Crews shall be responsible for the upkeep of the placard or flag. In order to maintain a professional appearance, crews shall repair/replace a flag or placard when it is damaged, or when it is subject to wear.
 8. In the event a flag or placard is not maintained or has not been replaced when damaged, within a reasonable time, the battalion chief responsible for the station may order the flag or placard to be removed.
 9. The current crews at any station may vote to remove or change a flag or placard only if it has been 18 months or greater from the time of the original approval. The station captain and lead battalion chief shall be responsible to insure a fair vote is taken. A majority of all permanently assigned personnel will be the minimum required to remove or change a flag or placard.
 10. The Department may require the removal of any previously approved flag or placard at anytime.