

**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: January 2011

Review Date: January 2012

**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 specifications prepared and approved by the Board of Fire Commissioners.
- C. Any repairs not performed by the District's contract vendor shall be approved by the Board or 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.
- B. The Chief may designate one 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 follow up 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.
  - 1) The Chief shall be able to reconcile all invoices or reports with each request for repair form prepared.
- 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) The commissioner shall consult with other commissioners to obtain a consensus on a course of action to remediate an emergency condition.
  - 2) Emergency repairs are subject to the test of best service and best cost and are subject to audit review.
  - 3) Should a district owned vehicle have a bona fide safety issue, it shall be placed out of service 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 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

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Chairman Board of Fire Commissioners