

D Manual: Preface

Toledo Fire and Rescue Department

D Manual - Maintenance

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TO: All Members

FROM: Chief Allison Armstrong, Director Toledo Fire and Rescue Department

DATE: 09/05/2025

SUBJECT: Maintenance Manual D – Sign off

Below is a brief summary of the main revisions to the Maintenance Manual - D. These updates have been reviewed by Myself, The Operations Bureau, TFCA-3382 and Local-92.

Please note that there has been a significant change to the “Back-Flush” process, now titled “The Pump Flush Process” inside of D-5 - Pumps.

These updates encompass countless hours of work and are due in large part from the efforts of Battalion Chief Michael Nicely and Lt. Craig Ellis.

I am certifying the below procedures, to be effective immediately.

Brief Summary of Changes - 2018 vs 2025

[Maintenance Bureau Responsibilities \(link\)](#)

Old: PM program may be performed on maintenance day as needed.

New: PM program includes oil, filter, and fuel filter changes performed on maintenance day when mileage requires it.

Old: Maintenance Bureau handles PPE issuing, testing, repairing, replacement.

New: Adds bi-annual user gear inspections (Jan & July) with Gear Inspection Form on station dashboard.

[Apparatus and Motor Vehicles \(link\)](#)

Old: No after-hours mechanic instructions provided.

New: Detailed coverage: Shop 0700–1500, 2nd shift 1500–2300, after-hours/weekend via Engage Toledo

by Battalion Chiefs.

Old: DEF instructions – maintain 1/2 tank, notify shop when drums are empty.

New: Medic units must refill DEF only at shop during business hours; notify shop when drums are empty, vendor collects empty drums at exchange.

Vehicles / Driving (link)

Old: Fuel card replacement via 'City of Toledo Employee Fuel Card Form'.

New: Fuel card replacement via 'Fuel Card Form' on TFRDweb Bureau Forms; dead cards sent to shop officer.

Old: Apparatus movement reported to dispatcher.

New: Apparatus movement reported to RCOG dispatcher and Battalion Chief.

Extreme Weather Operations (link)

Old: One firefighter can break, drain, roll 2 hoses before freezing.

New: Simplified: reload one attack line at a time; frozen hose placed in LDH bed for thawing.

Old: Normal motor operating temp fixed at 195°F.

New: Clarified: 180–195°F depending on thermostat; contact shop for cooler valve issues.

Pumps (link)

Old: Relief valve check weekly on tool day.

New: Relief valve check ideally daily during rig checks (minimum weekly).

Old: Monthly back-flush procedure using hydrant water.

New: Detailed pump flush process, replacing back-flush process, required every tool day, after drafting, or dirty hydrants.

Tools and Equipment (link)

Old: Wooden handles allowed varnish/linseed oil; paint discouraged due to cracks.

New: No full paint—slippery when wet; stricter guidance.

SCBA and Related Equipment (link)

Updated for MSA G-1. Slight revisions to the 0700 check processes.

Forms (link)

New: Expanded on location of forms on TFRDweb



Permanent link:

https://www.tfrdweb.com/dokuwiki/doku.php?id=d_manual:d0

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