

**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.

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### **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



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Last update: **09/05/2025 13:53**

