



# TOLEDO FIRE & RESCUE DEPARTMENT



## D-1 MAINTENANCE BUREAU RESPONSIBILITIES

### Maintenance Manual

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### General

The Toledo Fire Maintenance Bureau is a working combination of Fire Department technicians supervised by the Fire Maintenance Officer and Fleet mechanics and service workers supervised by a Fleet Supervisor.

The Maintenance Bureau is responsible for the mechanical condition, repair, maintenance, and replacement of department vehicles, apparatus, tools, and other equipment. In addition, the Maintenance Bureau is responsible for the testing for safety, performance, and reliability of such equipment as directed by TFRD procedures and NFPA standards.

This bureau participates in the writing of specifications and evaluation of new apparatus and equipment.

### Apparatus, Vehicles, Tools and Equipment

The Maintenance Bureau along with fleet mechanics and service workers are responsible for the maintenance and repair of all vehicles assigned to the Fire Department. The Bureau-assigned firefighters are responsible for maintaining tools and equipment assigned to those vehicles.

In an effort to keep the number of vehicle repairs to a minimum, a "maintenance day" schedule is in place Monday through Friday. This schedule allows each rig to cycle through the shop for inspection and minor repairs every 6-8 weeks, except for the aerial trucks and heavy rescues that are scheduled monthly. This allows for a high level of apparatus reliability. Also, in place is a PM program that can be performed on the same day, when called for by the vehicle mileage. This includes changing of the oil,

filter and fuel filter.

## **Ladders**

The Maintenance Bureau ensures that ground ladders meet or exceed NFPA 1932 (Standard on Use, Maintenance, and Service Testing of In-Service Fire Department Ground Ladders). The tests are conducted to meet NFPA 1932 standards and are performed for the annual testing requirement, after any ladder repair, when heat stickers indicate excessive heat or if the ladder is under any suspicion of being unsafe. Ground ladders and aerial ladders are tested and certified annually by an independent contractor.

## **High Pressure Breathing Air and Related Equipment**

The Maintenance Bureau is responsible for the inspection, repair and general maintenance of the department's SCBA's, including facepiece, harnesses and the air bottles used with the SCBA.

To evaluate effective performance and correct any deficiencies, the Bureau performs annual flow tests on all SCBA's, individual facepieces, along with facepiece fit testing in accordance with NFPA 1852 (standard on selection, care and maintenance of self-contained breathing apparatus).

## **Inventories**

The Maintenance Bureau maintains an inventory of firefighting equipment, parts for repairs, station supplies and personal protective equipment. These inventories are maintained on an excel spreadsheet and submitted yearly to the Chief Financial Officer.

## **Supplies**

The Maintenance Bureau provides all the stations and bureaus with many types of requested supplies. The supply request form includes over sixty (60) items, from ant spray to wax applicators. The request forms (300-4) are found on the Station Dashboard, within the TFRD website, and shall be utilized through the dashboard to ensure your requests are received, filled and delivered monthly.

## Personal Protective Equipment

An additional responsibility of the Maintenance Bureau is testing, repairing and replacement of turnout gear. A bi-annual inspection is completed by the user of the gear, usually in January and July. The GEAR INSPECTION FORM is located on the station dashboard, within the TFRD website, and submitted accordingly. Fire gear is also tested and repaired by fire maintenance personnel at the shop when necessary.

## Miscellaneous Items

Other duties include the repair and custom fabrication of hoses, nozzles, and other specialty tools and equipment when necessary.

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See Also:

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