



FRESNO COUNTY FIRE

PROTECTION DISTRICT

PAID-CALL FIREFIGHTER POLICY & PROCEDURE HANDBOOK

POLICY NO.: 200-15

SUBJECT: EQUIPMENT ISSUANCE
PROPERTY MANAGEMENT

EFFECTIVE DATE: November 1, 2009

REVISION DATE: October 1, 2013

RESPONSIBILITY: Fresno County Fire Protection District
Paid-Call Firefighter

POLICY/PROCEDURE:

PURPOSE:

To provide basic information to all Paid-Call Firefighter (PCF) Company members regarding the established procedures to be followed for issuance of equipment and other property owned by the Fire District.

POLICY:

It is the policy of the Fresno County Fire Protection District to provide all PCF Company members with the required emergency response equipment necessary for them to perform their duties. Equipment issued by the Fire District will include, but may not be limited to; personal protective equipment (PPE), portable radio pagers and charging equipment, badges, identification cards, etc.

It shall be the responsibility of the individual to ensure that all equipment is maintained in a fully serviceable condition at all times.

In the event District property becomes damaged or otherwise unserviceable, the station Captain will follow established protocols for repair or replacement of the item, as deemed necessary by the appropriate manager (i.e., Radio pagers – ECC Chief or designee).

The use of PPE issued by the Fire District shall be limited to firefighting and training activities delivered by, or on behalf of, the District's Training Bureau. PCF Company members shall not use PPE issued by the Fire District for purposes of attending an outside agency or institution "Fire Academy" or emergency medical (EMT) training course.

Procedure

The safety and well-being of all PCF Company members is predicated upon the overall management of property belonging to the Fire District. This will include, but may not be limited to, the issuance and the proper care and maintenance of PPE and telecommunications equipment. It is important that all members take a proactive approach towards protecting this equipment from theft and/or naturally caused events which may cause damage or the otherwise premature removal of any issued equipment from service.

Issuance of Personal Protective Equipment (PPE) to new PCF Company members:

1. PPE will be issued prior to the beginning of the firefighter trainee curriculum.
2. After receipt of their letter of acceptance, the newly appointed PCF Company member Trainee Status will contact the PCF Program Administrator at Sanger Headquarters to schedule an appointment at the Service Center to obtain their personal protective safety equipment and the Fire Prevention office to obtain an ID card.
3. All new PCF members are required to bring his/her PCF Recruit Check-Off sheet with them to the appointment.
4. An equipment loan slip will be completed and signed by the PCF member and Service Center staff.
5. The original of the loan slip will remain on file at the Service Center, a copy placed in the member's personnel file, and a copy provided to the PCF member.
6. PCF members may be held financially responsible for loss and/or damages to equipment which was lost or damaged due to personal negligence.

Replacement and/or Repair of PPE:

Replacement of lost, stolen or damaged PPE will be handled under the following procedure:

1. Station Captains will assist PCF Company members in completing form FCO-116, Personal Protective Equipment-Property Lost or Damaged, prior to the issuance of any replacement equipment by the Service Center. All forms must be signed by the appropriate station Captain before any equipment will be reissued. (see Exhibit 200-15)
2. Damaged equipment must be provided to Service Center staff before any like replacement gear will be issued.
3. In the event equipment is stolen, a police report is to be obtained and submitted with the FCO-116.
4. Members may be held financially responsible for equipment that is lost, stolen, or damaged due to a member's negligence.

PPE Inspections:

1. PPE is to be inspected by the appropriate station Captain twice per year. Preferably these inspections should occur on or near April 15 and October 15.
2. All inspections are to be documented on form FCO-41 and records maintained in the station files.
3. Any deficiencies in PPE will be noted and repairs or replacement will be initiated following established District protocols.

Care and Maintenance of PPE:

1. All clothing will be maintained in the greatest state of cleanliness at all times.
2. All PPE will be carried in a gear bag and stored out of direct sunlight when not in use. Unnecessary exposure to sunlight and dirt and grime will degrade the garments, thus lessening the designed safety element and life span.
3. PPE garments will be laundered using a mild liquid detergent at an appropriate laundry facility. Garments should be laundered by themselves, using care not to mix with street clothing. The use of house hold laundry machines is not recommended. **No bleach products are to be used for cleaning. Doing so will compromise the integrity of the garment.** Complete instructions may be found in the IIPP.
4. Helmets, gloves and boots, etc. will be cleaned using a mild soap.
5. All PPE items are to be air dried. Mechanized forms of drying shall not be utilized.
6. All PPE should be inspected for damage on a regular basis. Any notable damages are to be reported to the appropriate station Captain. Any repairs or replacement will occur following established District protocols.
7. PCF Company members will be held financially responsible for all evident damage which occurs to PPE due to improper care or storage.

Issuance of Telecommunications Equipment:

1. All pagers and accessory items will be issued to each PCF Company member by the station Captain charged with the administrative responsibility at the facility.
2. All property numbers will be recorded on the PCF Company member's loan slip.
3. Pagers and equipment in need of repair will be returned to the appropriate station Captain for processing.

Care and Maintenance of Telecommunications Equipment:

1. Every effort will be made to exercise proper care for all radio pagers and associated accessories.
2. Care will be taken to see that pagers are kept out of severe weather conditions and fire environments.
3. Pagers will not be carried when members have traveled out of the area for an extended period, where an emergency incident response will be improbable.
4. Extra care will be taken by a member to ensure the correct pager batteries are utilized. The use of non-rechargeable batteries in a charging device may result in full or partial damage to the pager.
5. Members will be financially liable for any damages found due to negligence.

All equipment will be returned to the Service Center after being cleaned and inventoried.

No equipment will be held at the fire station, to be re-issued at a later date, with the exception of those members who have been placed on the Inactive Roster, as identified in item #2 below.

Equipment will be collected and returned to the appropriate program manager for the following reasons:

1. Removal from the Active Roster for any reason.

2. Placement onto the Inactive Roster for an absence of two (2) months. (i.e., minor injury, etc; PPE and Pager will be held at station to be re-issued upon a member's return to the Active Roster)
3. Leave of Absence
4. Separation of membership due to other employment.
5. Dismissal for a failure to meet and/or maintain established requirements as outlined in the District's rules and regulations and/or policy and procedures.
6. Badges and I.D. cards will be collected by the Station Captain and returned to the Service Center upon a member's termination from service for any reason.
7. All pagers and charging equipment will be collected by the Station Captain and returned to inventory at the station, upon a member's termination, at the earliest possible convenience. All equipment overages will be returned to the ECC.
8. All equipment must be returned to the appropriate Station Captain within 14 days of a member's termination. If all equipment has not been returned after 14 days, a letter will be drafted by the District Administrative Officer requesting the member's prompt return of the District owned property. This letter will be mailed to the last known address of the PCF member.
9. Failure of a PCF member to return, and/or the display of willful disregard for the timely return of, all or any portion of the Fire District owned equipment will result in activation of the District Law Enforcement staff recovery process.
10. Former members will be subject to a billing for replacement of any equipment item not returned to Fire District career staff upon their termination.

District Issued Personal Protective Equipment:

The proper fit of all PPE garments is essential for personal safety. For that reason, PCF Company members will be required to come to the Service Center for a personal fitting of all protective equipment. All PPE, both structural and wildland, will be issued to members as a package. Every effort will be made to provide for each item which makes up the ensemble. In the event an item is out of stock, arrangements will be made to deliver the item as soon as it becomes available. Appointments for fitting and issuance must be made in advance by the appropriate Station Captain.

The following list represents the PPE issued to each PCF Firefighter:

<u>Wildland Issue</u>	<u>Structural Issue</u>
1 ea Wildland Helmet **	1 ea Structural Helmet **
1 ea Nomex Helmet Shroud	1 ea Nomex Hood
1 ea Yellow Nomex Shirt	1 ea Turnout Coat
1 pr Yellow Nomex Pants	1 pr Turnout Pants
1 pr Wildland Gloves	1 pr Structural Gloves
1 pr Goggles w/Retaining Ring	1 pr Suspenders
1 ea Web Belt	1 pr Turnout Boots
1 ea Fire Shelter	1 ea Gear Bag (for all PPE)
1 ea Canteen w/Holder	2 ea Passport Tags

**All PCF Company members will be issued a Wildland and Structural helmet. Helmets will, at all times, remain compliant with the Fire District's adopted standard and CAL FIRE policy, including helmet color and marking. All PCF helmets will have the letters PCF affixed to each side, immediately above the magnetic station identification/passport system. The letters will be black in color, will measure 1" tall, and be spaced at ½" intervals.

POLICY RESPONSIBILITY:

Board of Directors, Fire Chief, District Administrative Officer, Division Chiefs, Battalion Chiefs, Station Captains, Paid-Call Company Officers, Paid-Call Fire Apparatus Operators, Paid-Call Firefighters.