

Santa Barbara County Fire Department

POLICIES AND PROCEDURES

VOLUME III

Apparatus and Equipment

Santa Barbara County Fire Department

POLICIES AND PROCEDURES

TABLE OF CONTENTS

Volume III Apparatus and Equipment

Article 3.1	General	<u>Section</u>
	Hose	3.1.1
	Plymovent Exhaust Extraction Systems	3.1.2
	Air and Oxygen Bottles	3.1.3
	Air Fill Equipment	3.1.4
	Preventive Maintenance and Repair	3.1.5
	Apparatus Inventory.....	3.1.6
	Department Utility Vehicle Use and Drawdown	3.1.7
	Water Tenders - Staffing and Use.....	3.1.8
	Vehicle Accident Policy	3.1.9
	Individual Assigned Property Inventory	3.1.10
	Missing or Damaged Property/Equipment.....	3.1.11
	Driver and Pump Operator Certification	3.1.12
	Knox Key Accountability and Procedures	3.1.13

« Needed or Pending Policies

POLICIES AND PROCEDURES

Article 3.1

General

POLICIES AND PROCEDURES

VOLUME III – APPARATUS AND EQUIPMENT

Article 3.1 – General

Section 3.1.1 – Hose

INTRODUCTION

- A. **Purpose:** This Policy and Procedure section will describe the standard hose inventory, provide instructions for hose testing, and ensure the testing is done in a uniform and consistent manner throughout the department.
- B. **Scope:** The direction outlined in this section will apply to all engine companies and shall include all hose contained in the inventory of each fire station.
- C. **Author:** The Operations Deputy Chief shall be responsible for the content, revision and periodic review of this policy.

RESPONSIBILITY

Each engine company captain shall be responsible for completing the bi-annual hose testing and for maintaining the standard inventory of hose in a serviceable condition.

Each shift Battalion Chief shall be responsible for ensuring that each engine company in their battalion completes the bi-annual hose testing and maintains the standard inventory of hose.

POLICY

A. HOSE ALLOCATION

All stations shall be allocated a standard inventory of hose. The basic hose allocation for each station will be enough hose of each type to replenish the hose load on the type of engine assigned to that station. If there is more than one engine or a combination of different types of engines, some of the allocation will be shared, and the total allocation shall not allow for full replenishment of all assigned engines. The following are hose allocations for Type 1, Type 2 and Type 3 engines.

1. Type 1 and Type 2 Engines:

a. 2½ Inch Double-Jacketed, Rubber-Lined Hose

Hose bed	1,500 feet (maximum 2,000)
<u>Blitz line</u>	<u>200 feet</u>
Total	1,700 feet

Santa Barbara County Fire Department

POLICIES AND PROCEDURES

b. 1¾ Inch Double-Jacketed, Rubber-Lined Hose

Transverse beds	400 feet
Wye lines	200 feet
<u>Freeway line</u>	<u>100 feet</u>
Total	700 feet

c. 1½ Inch Single-Jacketed, Rubber-Lined Hose

<u>Gansner packs</u>	<u>300 feet</u>
Total	300 feet

d. 1 Inch Single-Jacketed, Rubber-Lined Hose

<u>Gansner packs</u>	<u>300 feet</u>
Total	300 feet

Type 1 and Type 2 engines shall carry 3 complete Gansner packs.

2. Type 3 Engines:

a. 2½ Inch Double-Jacketed, Rubber-Lined Hose

<u>Hose bed</u>	<u>500 feet</u>
Total	500 feet

b. 1¾ Inch Double-Jacketed, Rubber-Lined Hose

Gansner base lay	200 feet
<u>Additional</u>	<u>200 feet</u>
Total	400 feet

c. 1½ Inch Single-Jacketed, Rubber-Lined Hose

Gansner packs	600 feet
<u>Additional</u>	<u>500 feet</u>
Total	1,100 feet

d. 1 Inch Single-Jacketed, Rubber-Lined Hose

Gansner packs	600 feet
Base pack	100 feet
<u>Additional</u>	<u>300 feet</u>
Total	1,000 feet

3. Truck 11 Hose Inventory:

a. 4 Inch Double-Jacketed, Rubber-Lined Hose

Rear compartment	300 feet
<u>Rolls</u>	<u>40 feet</u> (two 20' each)
Total	340 feet

b. 2½ Inch Double-Jacketed, Rubber-Lined Hose

Santa Barbara County Fire Department

POLICIES AND PROCEDURES

Total 200 Feet

c. 1¾ Inch Double-Jacketed, Rubber-Lined Hose

Total 400 Feet

d. 1 Inch Double-Jacketed, Rubber-Lined Hose

Total 200 Feet

B. HOSE TESTING

All double jacketed hose shall be tested during a 2-year cycle.

1. All 2½ inch hose shall be tested in odd numbered years (2009, 2011, 2013, etc.).
2. All 1¾ inch hose shall be tested in even numbered years (2010, 2012, 2014, etc.).
3. All wildland hose shall be visually inspected during the even numbered years.
4. Pressure testing of single-jacket hose is not required.

PROCEDURE

A. HOSE ALLOCATION

1. 2½ Inch Hose
 - a. All engines shall have a minimum of 1500 feet in the hose beds with 750 feet on each side (equalize the amount on each side of the hose bed if the total is greater than 1500 feet). The maximum amount of hose carried will be 2000 feet.
 - b. The two beds shall be connected.
 - c. Hose load shall be flat load.
 - d. Hose shall be racked with females out.
2. 2½ Inch pump suctions shall be females.
3. 1¾ Inch Transverse Lay shall be racked in a flat load with 2 pull loops.
4. 1¾ Inch Wye Line shall be 100 feet on each leg of the wye bundle and coiled.
5. 2½ Inch Blitz Line shall be racked in a flat load with 2 pull loops.

B. HOSE TESTING

1. Testing Procedures:
 - a. Wear helmets and gloves.
 - b. Lay out hose lines in lines no longer than 300 feet. Eliminate kinks.
 - c. Connect a Fire Department pumper to a water supply source.
 - d. Connect all lines to a pumper or manifold discharge.

Santa Barbara County Fire Department

POLICIES AND PROCEDURES

Important Note: When testing hose, do not use the discharge outlets on the pump panel. For the safety of the pump operator, use the opposite side or tailboard outlets.

- e. Attach a shutoff type nozzle or a cap with bleed-off valve to the discharge end of each hose line.
- f. Mark the hose at the end of each coupling shank with a soft pencil. This procedure is necessary to determine if there is any slippage of the coupling during the test.
- g. Fill each hose line with water and exhaust all the air from each line by permitting a normal water flow from the nozzle or cap bleed-off valve.
- h. Use the high-pressure pump whenever possible. The main pump may be used in some apparatus as long as it does not create excessively high RPM.
- i. Check all couplings for leakage.
- j. Gradually raise pump pressure to the required psi and hold this test pressure for three minutes. Maintain water flow through the pump by either opening a discharge drain or a booster line. Tachometer and engine gauges should be watched closely. Observe all hose under pressure for any defects (see hose pressure chart for proper test pressures).
- k. After three minutes, reduce the pump pressure slowly, close the discharge valve, disengage the pump, and open each nozzle or cap bleed-off valve.
- l. Observe all marks on the hose behind the coupling shanks. If any of the couplings have moved or if any section develops leaks, that section has failed the test. If a section bursts during the test, all other sections in the line must be tested again. Tag or mark all defective sections and remove from service.
- m. Hose passing the tests should be color coded on one side of the female coupling rocker lug. A Q-tip may be used as a brush for marking hose with the yearly test color. Use the following chart to mark the hose with the color for the year in which it is tested.

2009	blue	2014	yellow	2019	blue
2010	blue	2015	green	2020	blue
2011	red	2016	green	2021	red
2012	red	2017	white	2022	red
2013	yellow	2018	white	2023	yellow

- n. Acceptance testing of fire hose will be completed at the factory with a representative from the Fire Department present during the tests. These tests must meet NFPA Pamphlet 1962 standards.

2. Testing Pressure

The following shall be tested at 250 P.S.I. for three minutes:

Santa Barbara County Fire Department

POLICIES AND PROCEDURES

- a. 1¾ inch double jacketed hose
- b. 2½ inch double jacketed hose
- c. 2½ inch bypass hose
- d. 4 inch double jacketed hose
- e. 4 inch soft suction

C. REPAIR

1. Hose needing repair will be rolled in a damaged-hose roll (male coupling out, female coupling inside).
2. A hose repair form will be filled out, and the tag section with the string hole will be attached with string to the male coupling. The tag will not be taken off until the hose is returned to its proper station.
3. If the damaged section is replaced, the hose repair station will attach the hose repair tag, with the proper notation on it, to the new section.
4. The station requesting the hose repair will place its station number on the return tag.
5. The hose repair station will keep a log of all actions taken on hose repair or replacement. Station 18 will notify the appropriate Battalion Chief when hose is ready for distribution.
6. Repaired hose will be delivered by a person designated by the appropriate Battalion Chief.

D. TRACKING

Document the quantity of hose tested and time spent testing in the FireHouse Activities module.

[END]

Santa Barbara County Fire Department

POLICIES AND PROCEDURES

VOLUME III – APPARATUS and EQUIPMENT

Article 3.1 – General

3.1.2 – Plymovent Exhaust Extraction System

INTRODUCTION

After extensive research the Fire Service has recognized and acknowledged the significance of continual exposure to diesel exhaust by its members. The installation of diesel exhaust systems in firehouses throughout the country is a commitment to mitigate these hazards in the workplace. In keeping with this commitment to safety the Department and the Local have collaborated to purchase and install Plymovent diesel exhaust systems in all Santa Barbara County Fire Stations.

- A. Purpose:** To provide Department personnel the appropriate direction for the use of the Plymovent diesel exhaust system and to direct all station personnel to implement the approved procedures set forth in this policy and procedure statement.
- B. Scope:** This policy applies to all Department personnel at all Fire Station facilities.
- C. Author:** the Deputy Chief of Operations is responsible for the content, revision, and periodic review of this policy.

RESPONSIBILITY

It is the responsibility of all personnel to be familiar with the content of this policy and adhere to the procedures where applicable.

POLICY

the Plymovent Diesel Exhaust Extraction system shall be implemented as a piece of essential safety equipment which should be used for the protection of all personnel from diesel exhaust particulates.

PROCEDURE

A. BACKING INTO THE FIRE STATION

When backing into the Fire Station, the Engineer will stop prior to the apparatus door and let the Firefighter out. The Engineer will make visual contact with the Firefighter in the right mirror before proceeding to the door opening. The Engineer will come to a complete STOP

Santa Barbara County Fire Department

POLICIES AND PROCEDURES

while the exhaust hose is being attached to the Engine. Once the exhaust hose is attached, the Engineer will wait for the Firefighter to move into position in the left mirror and make visual contact before backing into the Fire Station.

Exception: If the apparatus floor has painted travel lines or wheel markings, the Firefighter will step to the right side, out of the way of the apparatus and door area. The Engineer will make visual contact with the Firefighter before moving the apparatus into the Fire Station.

AT NO TIME WILL THE APPARATUS BE MOVED, IF THE ENGINEER CANNOT SEE THE FIREFIGHTER ON EITHER SIDE OF THE APPARATUS

B. CONNECTING THE EXHAUST HOSE

The Firefighter will bring the hose to the edge of the apparatus door. When the apparatus comes to a complete STOP, the FF will grab the black ring with one hand and the hose with the other. Place the nozzle on the tail pipe and push the pneumatic button up. Once the bladder begins to inflate, the Firefighter will proceed to the next position depending on Fire station design as noted above.

C. LEAVING THE FIRE STATION

Leave the exhaust hose connected and get on the apparatus. The exhaust hose will disconnect automatically and self re-tract into the apparatus bay.

The Engineer will proceed forward; making sure the exhaust hose has disengaged and safely cleared the apparatus door. (No stopping is required).

D. DRIVE THRU STATIONS

For those Fire Stations that have a Drive-thru apparatus bay, the Engineer will completely STOP at the rear door. The Firefighter will dismount the apparatus and connect the exhaust hose, then stand to the side out of the way of the apparatus and door area. The Engineer will make visual contact with the Firefighter before moving the apparatus into the Fire Station.

[END]

POLICIES AND PROCEDURES

VOLUME III – APPARATUS AND EQUIPMENT

Article 3.1 – General

Section 3.1.3 – Air and Oxygen Bottles

INTRODUCTION

- A. Purpose:** To provide a standardized policy for ensuring readiness levels of compressed air and portable oxygen bottles are maintained at a sufficient level and quantity to meet emergency management needs.
- B. Scope:** This policy applies to all Department personnel who provide emergency medical care and/or utilize compressed air for respiratory protection.
- C. Author:** The Deputy Chief of Operations is responsible for the content, revision, and periodic review of this policy.
- D. Authority:** 49 CFR 180.205, DOT CFFC, DOT SP11194

RESPONSIBILITY

All personnel who, as part of their normal duties, may provide emergency medical care and/or utilize compressed air for respiratory protection shall follow the policy and procedure outlined herein.

POLICY

- A. Compressed air bottles of fully-wrapped carbon-fiber reinforced aluminum will be maintained at a minimum pressure of 3500 psi.
- B. Compressed air bottles constructed of fully-wrapped carbon-fiber reinforced aluminum will be hydrostatically tested at five (5) year intervals and removed from service after fifteen (15) years of service-life.
- C. Portable oxygen bottles will be maintained at a minimum pressure of 1000 psi.
- D. Portable oxygen bottles will be tested at five (5) year intervals and removed from service after twenty (20) years of service-life.

Santa Barbara County Fire Department

POLICIES AND PROCEDURES

PROCEDURE

Bottles that fall below stated pressures above will be taken to the appropriate air filling station as soon as possible after the bottle's condition is discovered. Station personnel assigned to an air filling station will make arrangements for the filling and delivery of bottles, and, whenever possible, shall fill all bottles on the same day the bottles are received.

Air or oxygen bottles with less than the minimum pressures stated above shall be changed as soon as possible, unless the bottle needs repair or hydrostatic testing or if air or oxygen is not available at the Battalion filling station. When this occurs, the duty Battalion Chief shall be contacted, who in turn shall notify his/her counterpart in the other Battalion to determine if their facility is operational. If so, arrangements shall be made to transport the bottles to that facility for filling. If both facilities are out of service, the air and lighting vehicle will be used to refill bottles.

Upon filling a bottle, station personnel shall ensure that the bottle has been adequately tested and is not past its service-life.

[END]

POLICIES AND PROCEDURES

VOLUME III – APPARATUS AND EQUIPMENT

Article 3.1 – General

Section 3.1.4 – Air Fill Equipment

INTRODUCTION

- A. Purpose:** To provide guidelines for Department personnel operating and/or maintaining equipment designed to fill breathing apparatus air cylinders.
- B. Scope:** This policy applies to all Department safety personnel.
- C. Author:** The Deputy Chief of Operations is responsible for the content, revision, and periodic review of this policy.

RESPONSIBILITY

All personnel who maintain and/or operate air fill equipment must understand and follow this policy and procedure.

POLICY

All personnel who operate and/or maintain air fill equipment shall adhere to the guidelines outlined in the procedure portion to ensure safe and cost effective operation of station and vehicle air compressor units.

PROCEDURE

All personnel who operate and/or maintain air fill equipment shall adhere to the following guidelines:

- At no time will a breathing apparatus bottle with a past-due hydrostatic date be filled.
- Prior to operating air fill station equipment, Department personnel must receive training from a Department or manufacturer-trained air fill station operator.
- Except for emergencies, arrangements to re-fill air bottles are to be made in advance; filling operations will be from 0800 to 1700 each day.
- Problems with a compressor will be documented on a Form 19, and the Form 19 will be sent through proper channels. Only those personnel authorized by the Department will perform repair work on compressor units.

[END]

POLICIES AND PROCEDURES

VOLUME III – APPARATUS AND EQUIPMENT

Article 3.1 – General

Section 3.1.5 – Preventive Maintenance and Repair

INTRODUCTION

- A. Purpose:** To establish guidelines for regularly scheduled maintenance and repair of Department apparatus.
- B. Scope:** This policy applies to all emergency response apparatus.
- C. Author:** The Deputy Chief of Operations is responsible for the content, revision, and periodic review of this policy.

RESPONSIBILITY

The assigned Engineer is responsible to check and service the vehicle daily, perform weekly inspections, have preventive maintenance service performed when it is due, and follow up to see that the service has been performed.

POLICY

Department apparatus shall be inspected on a regular schedule. No repairs are to be made or authorized by station personnel unless the garage supervisor has specifically directed station personnel to do so.

PROCEDURE

A. PREVENTIVE MAINTENANCE

1. Inspections and Maintenance

Preventive maintenance inspections and repair procedures are to be established and are to be performed on the following schedule:

- Daily
- Weekly
- Semiannually (performed by garage)
- Annually (performed by garage)

Santa Barbara County Fire Department

POLICIES AND PROCEDURES

Preventive maintenance service includes all of the items listed on the semiannual and annual inspection checklists, and is to be done semiannually, every 4,000 miles, or after heavy off-road use.

The annual preventive maintenance service is the most extensive. Major components of the vehicle are disassembled to inspect internal parts, and a pump test is performed on all fire pumps. The annual preventive maintenance service routinely requires three weeks to complete.

The semiannual and annual inspections and maintenance service are to be performed at the nearest county garage and are to be done by the garage mechanics. The North County garage supervisor may, at his option, perform Station 27 vehicle maintenance at Station 27.

The semiannual and annual maintenance checklists are to be followed by the garage mechanic.

When preventive maintenance service is due on vehicles assigned to fire stations, the assigned driver is to notify the Captain of the need for service on the apparatus. At the direction of the Captain, the assigned Engineer will complete the Service/Maintenance Request form via the County Vehicle Operations Customer Portal.

Fleet Services shall maintain a semi-annual and annual service schedule. Apparatus requiring service shall be scheduled as soon as reasonably possible.

Staff personnel who drive assigned vehicles are to make their own arrangements for service through the garage supervisor.

2. Oil Provision, Storage, and Disposal

Station locations will no longer be provided with 55-gallon drums of oil. Instead, oil for vehicles at each station will be provided by the county garage. The quantity will vary by station apparatus needs; oil in vehicles will be kept at operational levels.

Generation, storage or disposal of waste crankcase oil in bulk quantities at fire stations can no longer be done. To do so is in violation of federal, state, and local regulations. Individuals, as well as the county, are subject to heavy fines for violation of these regulations.

B. REPAIRS

1. Vehicle Repair Procedures

The county garage is responsible for all vehicle repairs. No repairs are to be made or authorized by station personnel unless the garage supervisor has specifically directed station personnel to do so.

2. Non-Emergency Repairs - repairs that are minor in nature and that do not affect the operation or safety of the vehicle.

- a. The station Captain, with the Battalion Chief's approval, will make the initial contact with the garage supervisor to schedule an appointment for the repairs. Scheduling of repairs or maintenance shall be done through the General Services portal. If feasible, the repairs should be scheduled in conjunction with semiannual or

Santa Barbara County Fire Department

POLICIES AND PROCEDURES

- annual service. To ensure timely repairs or maintenance, once the vehicle is taken to the garage, inquiries as to vehicle status or contact with the garage should be limited. Inquiries regarding vehicle status that are **significantly** past the expected date of completion shall be directed to the Logistics Captain via email for follow-up. Upon completion of the repairs or maintenance, the County garage will notify the affected station when a vehicle is ready for pick-up via email.
- b. Once a vehicle is taken to the garage for repairs, it will remain there until all requested repairs are completed. If, due to operational necessity, a vehicle needs to be removed from the garage prior to all repairs being completed, the on-duty Battalion Chief must authorize the request.
 - c. The person receiving the vehicle from the garage is responsible for confirming that it functions properly before it leaves the garage and prior to placing the vehicle in service.
3. Emergency Repairs - mechanical problems that adversely affect the operation or safety of the vehicle.
- a. The station Captain is to immediately notify the Battalion Chief and dispatch of the apparatus being taken out of service.
 - b. The station Captain will direct the assigned Engineer to complete the Service/Maintenance Request form via the County Vehicle Operations Customer Portal. The station Captain will identify and secure the reserve apparatus to be used, if needed.
 - c. In the event that emergency repairs are needed and a reserve apparatus is to be placed in service, a list shall be created identifying the equipment that is moved from the front line apparatus to the reserve apparatus. The assigned Engineer shall ensure that the list is accurate and accessible.
 - d. If emergency repairs are needed after normal garage working hours, on weekends, or on holidays, the duty battalion chief will contact the on-call garage representative. Together they will determine if repairs can be made immediately or if the vehicle is to be placed out of service until normal working hours.
 - e. All vehicle towing will be coordinated through the on-call garage representative. The vehicle is to be towed to a County facility unless otherwise specified by County garage personnel.
4. Non-Internal Service Funded (County Motor Pool) Apparatus
- Repairs to these apparatus are handled much the same as repairs to internal-service-funded equipment, except that arrangements must be coordinated through the Logistics Section before repairs are done.
5. General Information
- When an apparatus or piece of equipment is received following repair, the station Captain is responsible to ensure that it is in safe, operational condition. If requested repairs have not been completed in a satisfactory manner, the station Captain is to immediately contact the Battalion Chief, the Logistics Captain and the garage supervisor.

In the event that repairs are needed outside of the County garage, authorization must be

Santa Barbara County Fire Department

POLICIES AND PROCEDURES

obtained from the garage supervisor prior to starting repairs. All copies of paperwork for outside repairs are to go to the county garage that authorized the repairs.

A description of all repair work performed and parts replaced must be entered on the appropriate County form by the County garage supervisor or mechanic.

C. APPARATUS INSPECTIONS

1. Daily/Weekly Inspections

- a. Apparatus shall be inspected daily to ensure operational readiness and proper operation of all systems. Weekly inspections shall include the daily inspection and all items from the weekly inspection checklist. Daily and weekly inspections shall be documented by the on-duty Engineer.
- b. Any deficiencies or inoperable equipment shall be documented by the on-duty Engineer and notification made to the station Captain.

2. Semi-Annual/Annual Inspections

- a. Semi-Annual and Annual Inspections shall be completed by the County garage. Fleet Services shall maintain an annual maintenance schedule for all vehicles. Station personnel shall make every effort to schedule vehicles for service in the month designated by the sticker placed on apparatus by the garage.
- b. Station personnel shall compile a list of all needed repairs or vehicle issues prior to the vehicle going to the garage for service.
- c. Station personnel shall schedule the Semi-Annual or Annual through the County Vehicle Operations Customer Portal and include the list of repairs on the work order.

Santa Barbara County Fire Department

POLICIES AND PROCEDURES

Santa Barbara County Fire Department Fire Apparatus Preventive Maintenance Inspection Checklists

DAILY INSPECTION (Type 1 Engine)

AIR BRAKES		ENGINE	
	Leaks		Fuel level
AIR CLEANER			Oil level
			Leaks
AUTOMATIC TRANSMISSION			Starter operation
	Fluid level		Air pressure
BATTERY			Oil pressure
	Ensure proper operation		Voltmeter
BOOSTER TANK			Coolant temperature
	Water level		Gauge operation
	Sight Gauge intact		DEF level
BREATHING APPARATUS		MAIN/HIGH PRESSURE PUMPS	
	Air pressure		Packing gland drip
	Ensure proper operation		Pump shift operation
CAB		PARKING BRAKE	
	Horn/siren operation		Holding ability
	Siren brake		Release
	Lights	PRIMING PUMP	
	Warning lights		Ensure proper operation
	Emergency lights	RADIATOR	
	Windshield wipers		Leaks
	Windshield washer	TIRES, WHEELS, RIMS	
	EMS/Paramedic supplies		Tire pressure
	Cardiac monitor		Wheel bearing oil level
	EMS bags		Wear, cracks, foreign objects
	Portable oxygen		Excessive grease/oil from hub
	Narcotics (when applicable)		

Santa Barbara County Fire Department

POLICIES AND PROCEDURES

Daily Inspection (Proposed)

[illegible]

Santa Barbara County Fire Department

POLICIES AND PROCEDURES

WEEKLY INSPECTION (Type 1 Engine) (Also perform Daily Inspection)

AUXILIARY EQUIPMENT		IGNITION SYSTEM	
	Proper function		Misfiring
	Run for 5-10 minutes		Pre-ignition
	Cleanliness	PORTABLE EQUIPMENT	
BATTERY			Proper function
			Fluid levels
BATTERY MASTER SWITCH			Fuel levels
	Looseness		Run 5-10 minutes
	Corrosion, dirt, etc.	MAIN BOOSTER PUMPS	
BELTS			Gate valve(s) operation
	Tightness		Relief valve
	Cracks and wear		Primer pump operation
BREATHING APPARATUS			Transfer valve
	Cleanliness		Flow water
	Bottle condition	RADIO EQUIPMENT	
	Bottle hydro date		Squelch control
	Harness condition		Cleanliness
GAUGES			Public address system
	Proper function		Wiring, connections
		RESUSCITATOR	
		THROTTLE LINKAGE	
			Proper function
			Cleanliness

Santa Barbara County Fire Department

POLICIES AND PROCEDURES

(Also perform Daily and Weekly Inspections)

BOOSTER PUMP		MAIN FIRE PUMP	
			Auxiliary cooler operation
BOOSTER REELS			Electrical connections
	Hose condition		Manual override
	Rewind function		Pump gear box
	Reel, roller, chain condition		
	Electrical connections		
BOOSTER TANK			
	Leaks		
	Vent		
	Filler neck		
	Cover		
	Tubing connections		
BRAKES			

Santa Barbara County Fire Department

POLICIES AND PROCEDURES

SEMI-ANNUAL INSPECTION (Completed by garage)

COOLING		CAB	
	Hose connections		Glass
	Hose condition		Door stops
TRANSMISSION			Latch/hinges
	Mounting bolts		Mirrors
	Shift linkage		Heater/defroster
STEERING			Seats
	Cross steering tube		Hood
	Drag link		Fenders
HYDRAULIC STEERING			Running boards
	Leaks		Compartments
	Reservoir level	FAN BELTS	
PROPELLER SHAFT			Condition
	Universal joints		Tension
	Splines		Alignment
	Yokes/flange bolts	WHEELS	
	Carrier mounting		Torque rim nuts
	Axle flange screws		

Santa Barbara County Fire Department

POLICIES AND PROCEDURES

(Semi Annual per garage) Example is for Type 1

Check registration & emergency information	Check all fluid levels
Check air brake system-governor cut in/cut out	Check for any type of fluid leaks
Check for excessive exhaust smoke	
Check air pressure indicators	Inspect brake drums and rotors
Check oil levels in hubs	Inspect brake cam bushings
Check operation of all Interior/Exterior lights, switches/wire Check windshield, windows, wipers, floor mats	Inspect axle seals
Safety check/visual of body and glass	Change engine oil and filters
Check hose reel operation	Change fuel filter(s)
Check operation of auto brake adjusters	Adjust or check pump packing
Check for certification of aerial devices	Adjust or check brakes, lining, etc.
Inspect heat exchanger- valve and lines	Adjust or check clutch
Inspect engine and transmission mounts	Adjust or check engine valves
Inspect all fuel lines	Vacuum vehicle
Inspect undercarriage	Ensure emergency instructions packet is in glove box
Inspect all belts and hoses	Update service due sticker
Inspect front and rear suspension	Road test
Inspect exhaust system for leaks. Ensure all connections are secure and brackets are intact	Ensure county decals are in good condition
Inspect pump and plumbing	Drain air tanks. Service dryer
Inspect & grease driveline, u-joints, etc.	Test cooling system, replace filters as needed
Condition rate vehicle in fleetfocus	Check tire date code/replace any expired tires
Inspect A/C systems	Inspect cabin air filter

Santa Barbara County Fire Department

POLICIES AND PROCEDURES

ANNUAL INSPECTION

(Completed by garage)

ENGINE		ANTI-WHEEL LOCK	
	Mounting		System controls
	Torque cylinder head bolts		Steering gear mounting
	Adjust valves	FRONT AXLE	
	Turbocharger clearance		Toe in
FUEL SYSTEM		TRANSMISSION: AUTOMATIC OR MANUAL	
	Leaks		Mounting bolts
	Pump to engine timing		Change oil
	Rack extension		Remove/clean breather
	Priming pump operation	EXHAUST	
	Gallery pressure		Gasket leaks
	Nozzle line clamps		Muffler condition
	Fuel tank mounting		Piping
	Fuel line condition		Hanger condition
	Drain water and sediment	SPRINGS	
AIR COMPRESSOR			Leaf condition
	Governor cut in		Center bolts
	Governor cut out		Shifted axle
FIRE PUMP			Rebound clips
	Pump test		Spring clip torque
COOLING SYSTEM			Shackles/brackets
	Radiator mounting		Shock insulators
	Shutters		Shock absorbers
	Flush system; drain/refill	WHEELS	
ALTERNATOR			Clean/inspect bearings
	Clean/tighten terminals		Check wheel seals
	Charging rate		Inspect brake lining
			Rotor/drum condition
			Adjust bearing
			Wheel bearing lube levels

Santa Barbara County Fire Department

POLICIES AND PROCEDURES

(Annual per garage) Example is for Type 3

Check registration & emergency information	Check all fluid levels
Check air brake system-governor cut in/cut out	Check for any type of fluid leaks
Check for excessive exhaust smoke	Inspect axle seals
Check air pressure indicators	Inspect brake drums and rotor
Check oil levels in hubs	Inspect brake cam bushings
Check operation of all Interior/Exterior lights, switches/wire	Replace air filter
Check windshield, windows, wipers, floor mats	
Safety check/visual of body and glass	Change engine oil and filters
Check hose reel operation	Change fuel filter(s)
Check operation of auto brake adjusters	Adjust or check pump packing
Check for certification of aerial devices	Adjust or check brakes, lining, etc.
Inspect heat exchanger- valve and lines	Adjust or check clutch
Inspect engine and transmission mounts	Adjust or check engine valves
Inspect all fuel lines	Vacuum vehicle
Inspect undercarriage	Ensure emergency instructions packet is in glove box
Inspect all belts and hoses	Update service due sticker
Inspect front and rear suspension	Road test
Inspect exhaust system for leaks. Ensure all connections are secure and brackets are intact	Ensure county decals are in good condition
Inspect pump and plumbing	Check tire date code/replace any expired tires
Inspect & grease driveline, u-joints, etc.	Inspect cabin air filter
Condition rate vehicle in fleetfocus	Change transfer case fluid
Inspect and service A/C systems	Change differential fluid
Change transmission fluid & filters	
Inspect tires, pressure, rotate if necessary	
Change brake fluid	

Santa Barbara County Fire Department

POLICIES AND PROCEDURES

[END]

Santa Barbara County Fire Department

POLICIES AND PROCEDURES

VOLUME III – APPARATUS AND EQUIPMENT

Article 3.1 – General

Section 3.1.6 – Apparatus Inventory

INTRODUCTION

- A. Purpose:** to ensure all equipment on each apparatus is accurately tracked and inspected.
- B. Scope:** This Policy and Procedure applies to all Santa Barbara County Fire Department emergency response resources.
- C. Author:** The Deputy Chief of Operations is responsible for the content, revision, and periodic review of this policy.

POLICY

Each station is required to maintain a current inventory of all equipment on each apparatus at the station.

PROCEDURE

When there is a change in the inventory, whether it is a change in location, a deletion, or an addition, the inventory list will be changed appropriately. If the change is due to lost or damaged equipment, a statement of facts relative to lost/damaged equipment will be sent to the battalion chief. (Refer to P&P Section 3.1.11)

Each station will also be required to send a copy of its apparatus inventory to Services each December. (This will be done even if there has been no change from the previous year.)

The Operations Chief or his designee will review each station's inventory annually to assure that each apparatus has its required minimum inventory.

Any resource sent out of County on a mutual aid response shall have on board a current apparatus inventory signed by the company officer or chief officer.

[END]

Santa Barbara County Fire Department

POLICIES AND PROCEDURES

VOLUME III – APPARATUS AND EQUIPMENT

Article 3.1 – General

Section 3.1.7 – Department Utility Vehicle Use and Drawdown

INTRODUCTION

- A. **Purpose:** To establish guidelines for the use of Santa Barbara County Fire Department (SBCFD) utility vehicles.
- B. **Scope:** This policy applies to all SBCFD personnel who need to use a SBCFD utility vehicle.
- C. **Author:** The Deputy Chief of Operations is responsible for the content, revision, and periodic review of this policy.

POLICY

This policy establishes guidelines for SBCFD utility vehicle use and drawdown.

PROCEDURES

The SBCFD currently maintains a fleet of “assigned” utility vehicles, which are intended for various travel purposes. These purposes include, but are not limited to, emergency incidents, overhead assignments, movement of personnel and equipment, and attending meetings and mandatory classes. Utility vehicles used for overhead fire assignments are limited to Operations Section Chief, Division/Group Supervisor, Strike Team/Task Force Leader, Crew Boss (CRWB), Heavy Equipment Boss (HEQB), Safety Officer, or Field Observer assignments. Other fire overhead positions should use an incident authorized rental car or a SBCFD pool car (check with the Logistics Section).

The drawdown for utility vehicles is established at four (if a department utility vehicle is being used it is considered available in regards to drawdown), ideally retaining at least two per Battalion. In rare situations, this drawdown may be exceeded by authorization of the jurisdictional Battalion Chief, with Duty Chief approval.

When a utility vehicle is needed, the Duty Captain where the utility vehicle is assigned shall be notified by the person requesting its use. If utility vehicle drawdown has not been reached, the affected station Captain will note on the station calendar the requestor’s name and when it is

Santa Barbara County Fire Department

POLICIES AND PROCEDURES

needed. Tracking of utility vehicles will be the responsibility of the Battalion 1 and Battalion 2 Battalion Chiefs and will be tracked on daily staffing.

If a request is made in excess of the drawdown limit, the jurisdictional Battalion Chief may, after discussion with the Duty Chief, authorize exceeding the drawdown. When overhead assignment requests other than those listed above are made, the Dispatch Duty Officer will check to see if a rental vehicle is authorized. If a rental vehicle is not authorized, the requested overhead will obtain a pool vehicle from the Logistics Section or decline the assignment.

All personnel will complete the SBCFD vehicle check-out/check-in form (see attached and available on the Public server in the Fuel Log Sheet-Vehicle Check-Out-Check-In folder) when picking up or returning a utility vehicle.

[END]



SANTA BARBARA COUNTY FIRE DEPARTMENT

Vehicle Check Out/In Sheet

Name: _____ Voyager Card #: _____
Vehicle #: _____ Vehicle ID: _____
Start Mileage: _____ End Mileage: _____
Date Out: _____ Date In: _____

Vehicle Pre-Trip Inspection

(Complete prior to departure)

Head lights:	OK _____	Damaged _____	Horn:	OK _____	Damaged _____
Tail Lights:	OK _____	Damaged _____	Mirrors:	OK _____	Damaged _____
Turn Signals:	OK _____	Damaged _____	Wipers:	OK _____	Damaged _____
Brake Lights:	OK _____	Damaged _____	Fluids:	OK _____	Damaged _____

Body Condition:

Right side:	OK _____	Damaged _____	Front:	OK _____	Damaged _____
Left Side:	OK _____	Damaged _____	Back:	OK _____	Damaged _____
Cab:	OK _____	Damaged _____	Interior:	OK _____	Damaged _____

Please note any damage found during pre-trip inspection:

- All drivers must complete the vehicle pre-trip inspection checklist prior to leaving, and upon return of vehicle.
- Vehicles are to be used only for official and approved Santa Barbara County business only.
- Only properly licensed and certified employees may drive Santa Barbara County vehicles.
- Vehicles must be operated in accordance with all state, federal and local traffic laws.
- Driver and all passengers must have a seat belt available and wear it.
- Intoxicants may not be used by the driver of any Santa Barbara County vehicle.
- Upon return, the vehicle shall be cleaned of all trash and returned to its designated station.
- Driver must return the vehicle keys to the on-duty Captain and complete the post-trip inspection.

Vehicle Post-Trip Inspection

(Complete upon return)

Head lights:	OK _____	Damaged _____	Horn:	OK _____	Damaged _____
Tail Lights:	OK _____	Damaged _____	Mirrors:	OK _____	Damaged _____
Turn Signals:	OK _____	Damaged _____	Wipers:	OK _____	Damaged _____
Brake Lights:	OK _____	Damaged _____	Fluids:	OK _____	Damaged _____

Body Condition:

Right side:	OK _____	Damaged _____	Front:	OK _____	Damaged _____
Left Side:	OK _____	Damaged _____	Back:	OK _____	Damaged _____
Cab:	OK _____	Damaged _____	Interior:	OK _____	Damaged _____

Please note any damage found during post-trip inspection:

IN CASE OF ACCIDENT:

- Registration, insurance cards, and accident forms are located in the glove compartment.
- Follow Santa Barbara County Fire Department P&P 3.1.9 – Vehicle Accident Policy.
- Notify Supervisor.
- Upon returning vehicle, a vehicle incident report MUST be filled out.

IF VEHICLE BECOMES DISABLED:

- Notify supervisor and/or County Fleet Operations, or Dispatch if after hours.
- All major repairs must be pre-approved.

By signing below, I assume responsibility for safekeeping of this vehicle and the passengers being transported. I certify I have successfully completed all safety requirements set forth by the County of Santa Barbara and the Santa Barbara County Fire Department and agree to abide by all rules, regulations, and traffic laws.

Driver's Signature _____ Print Name _____ Date _____

Captain's Signature _____ Print Name _____ Date _____

POLICIES AND PROCEDURES

VOLUME III – APPARATUS AND EQUIPMENT

Article 3.1 – General

Section 3.1.8 – Water Tenders - Staffing and Use

INTRODUCTION

- A. Purpose:** To provide a standardized policy for staffing and utilization of Department water tenders.
- B. Scope:** This policy applies to all Department personnel who as part of their normal duties may request, utilize, deploy, or operate Department water tenders.
- C. Author:** The Deputy Chief of Operations or his/her designee shall be responsible for the content, revision, and annual review of this policy.

RESPONSIBILITY

All personnel who, as part of their normal duties, may request, utilize, deploy, or operate Department water tenders shall follow the policy and procedure outlined herein.

POLICY

A. FIRST-IN AREA RESPONSE

The Station Captain of a station where a water tender is assigned shall respond to an incident with appropriate equipment (e.g., Type I Engine/Tender for structure response, Type III Engine/Tender for brush response).

B. OUTSIDE FIRST-IN AREA RESPONSE

The response of water tenders outside their first-in response area shall only be by request of the Incident Commander. If a need is anticipated for mobile water or foam on an incident, the closest, most appropriate water tender for the incident's terrain, roads, conditions, and needs shall be requested.

Water Tenders 18, 22, 32, and 41 shall be staffed with a minimum of two personnel, one of whom must be an Engineer, for all out-of-county responses. For in-county responses, staffing will normally be one person, but may be staffed with two at the discretion of the duty Battalion Chief.

Santa Barbara County Fire Department

POLICIES AND PROCEDURES

Note: All Water Tenders have portable water tanks with the capacities noted in the following table and are capable of supplying helicopter operations or a drafting operation.

CALL SIGN	LOCATION	TANK CAPACITY	PORTABLE TANK CAPACITY
Water Tender 18	Gaviota	3000 gallons	4000 gallons
Water Tender 22	Orcutt	1500 gallons	1800 gallons
Water Tender 32	Santa Ynez	1500 gallons	1800 gallons
Water Tender 41	New Cuyama	3000 gallons	5000 gallons

[END]

Santa Barbara County Fire Department

POLICIES AND PROCEDURES

VOLUME III – APPARATUS AND EQUIPMENT

Article 3.1 – General

Section 3.1.9 – Vehicle Accident Policy

INTRODUCTION

- A. Purpose:** To establish the procedures to follow when Fire Department vehicles are involved in an accident.
- B. Scope:** This policy and procedure applies to all Fire Department personnel and vehicles.
- C. Author:** The Division Chief of Support Services is responsible for the content, revision, and periodic review of this policy.
- D. Authority:** Santa Barbara County Injury and Illness Prevention Program.

RESPONSIBILITY

The Fire Department Safety Officer is responsible for the Department's safety program and will participate in all accident investigations.

All Department personnel shall adhere to this policy and procedure relative to reporting, documenting and cooperation in the investigation of any accident or injury.

DEFINITIONS

Avoidable Accident: The driver failed to do everything reasonably possible to avoid the accident.

Non-Avoidable Accident: The driver did everything reasonably possible to avoid the accident.

POLICY

All accidents involving Fire Department vehicles will be investigated. The on-duty Battalion Chief will immediately be notified and will initiate the investigation. All accidents involving Fire Department vehicles must be reported to the appropriate law enforcement agency, no matter how minor the accident may appear.

Santa Barbara County Fire Department

POLICIES AND PROCEDURES

If the Battalion Chief believes that the incident warrants an Accident Investigation Team, he/she will notify the Duty Chief and may appoint a team. The team shall be comprised of at least three department members, one of those being a Chief Officer (Training BC) who does not supervise the member(s) involved in the accident, a Local 2046 representative and the Logistics Captain. The team will compile the facts and reconstruct the incident. The information will be formulated into a report, complete with photo documentation, and submitted to the Deputy Fire Chief within **30** calendar days of the incident. The investigating law enforcement agency's report, when available, will be included in the review of the accident and will be attached to the Accident Investigation Team's report. The Deputy Fire Chief will review all reports generated by the Accident Investigation Team and determine whether the accident was avoidable or non-avoidable.

PROCEDURE

A. IMMEDIATELY AFTER THE ACCIDENT

1. Determine the health and safety of all persons involved in the accident and provide care, as necessary.
2. If practical, do not move the vehicle unless the accident is minor and traffic flow is adversely impacted. The vehicles shall not be moved until a law enforcement officer arrives or an investigating officer orders the vehicle moved.
3. Do not admit any fault or liability to anyone at the scene of the accident.
4. The driver shall notify his or her supervisor of the accident.
5. The on-duty Battalion Chief will be notified and will initiate an investigation. The Battalion Chief may appoint an Accident Investigation Team if damage or injuries warrant an in-depth investigation.
6. The Battalion Chief or on-scene supervisor will notify Dispatch and request the response of the law enforcement agency having jurisdiction.
7. The driver will complete a Santa Barbara County Vehicle Accident Report Form GSD/RM-56 and submit the form along with any other documentation describing the accident to the Battalion Chief or investigation team within 24 hours. (A packet including a blank form is kept in all County vehicles.)
8. The original Vehicle Accident Report, along with all documentation, will be submitted to the Logistics Captain within 24 hours. The Logistics Captain will review the report for completeness and forward it to Risk Management's General Liability Claims Assistant within 24 hours of receipt. A copy of the report will be sent to the Support Services Division Chief for review and comment. Following review and comment, the Support Services Division Chief will return the report to Logistics for archiving. The Support Services Division Chief, as a result of his/her review, may recommend follow-up action to the Deputy Fire Chief.

Santa Barbara County Fire Department

POLICIES AND PROCEDURES

9. If a police report was filed, a copy will be obtained and submitted through the Battalion Chief to the Support Services Division Chief, the Deputy Fire Chief, and the Accident Investigation Team, as appropriate. This report, which may take up to several weeks to receive, will then be forwarded as soon as possible to the Logistics Captain so it can be filed with the original accident report documentation.

B. REVIEW OF THE ACCIDENT INVESTIGATION TEAM'S REPORT

1. The Deputy Fire Chief will review all accident reports generated by an Accident Investigation Team. The Deputy Fire Chief will determine if the accident was avoidable or non-avoidable.
2. If the accident is determined to have been non-avoidable, no disciplinary action will be taken.
3. If the accident is determined to have been avoidable, all factors involved in the accident will be taken into account to determine what disciplinary actions or follow-up training should be administered.
4. Factors that may be used to determine disciplinary actions will include:
 - a) Facts of the accident
 - b) Previous driver history, including warnings, citations, accidents and training
 - c) Any carelessness, negligence or disregard for Fire Department policies, standards or California driving laws
 - d) Any impairment due to drug or alcohol use
5. Any disciplinary actions taken will be determined by the Fire Chief and administered according to Departmental Policies and Procedures and Santa Barbara County Civil Service Rules.
6. Company officers may also be held accountable if it is determined that proper training, discipline or other actions by the company officer could have helped to prevent the accident.
7. A copy of the accident report will be forwarded to the Training Section and the Department Safety Committee for review.

[END]

Santa Barbara County Fire Department

POLICIES AND PROCEDURES

VOLUME III – APPARATUS AND EQUIPMENT

Article 3.1 – General

Section 3.1.10 – Individual Assigned Property Inventory

INTRODUCTION

- A. Purpose:** To ensure that individually assigned Department property is accurately tracked and accounted for.
- B. Author:** The Division Chief of Support Services is responsible for the content, revision, and periodic review of this policy.

POLICY

Individual Assigned Property Inventory (F-21) forms are to be used to record the assignment of property to individuals.

PROCEDURE

A new employee, after signing the employment forms, shall be directed to the services officer for issuance of equipment and keys. The hiring process will not be final until the Individual Assigned Property Inventory (F-21) form is completed and filed. A copy of the inventory form is to be given to the employee; the original is to be retained at the warehouse.

Upon termination, an employee will be sent to the warehouse for clearance before completing the termination papers. The inventory form must show that all assigned items have been returned or otherwise accounted for.

[END]

Santa Barbara County Fire Department

POLICIES AND PROCEDURES

VOLUME III – APPARATUS AND EQUIPMENT

Article 3.1 – General

Section 3.1.11 – Missing or Damaged Property/Equipment

INTRODUCTION

- A. Purpose:** To establish guidelines for personnel to report missing or damaged Department equipment or property.
- B. Scope:** This policy applies to all Department personnel and property/equipment.
- C. Author:** The Division Chief of Support Services is responsible for the content, revision, and periodic review of this policy.

RESPONSIBILITY

County property that has been assigned to a department employee will be the responsibility of that employee.

POLICY

Missing or damaged Department property/equipment shall be reported within 24 hours of discovery or occurrence.

PROCEDURE

A. INDIVIDUAL ASSIGNED PROPERTY

If equipment is lost or damaged, the employee shall submit a letter describing the circumstances related to the lost or damaged equipment to his/her supervisor within 24 hours. The letter shall be reviewed by a chief officer and forwarded to Administration with any recommendations within 72 hours. After a review of the facts and of the chief officer's comments, appropriate action will be determined.

If the loss or damage is the employee's fault or due to his or her negligence, the employee may be required to pay for repair or replacement of the equipment.

B. DEPARTMENT EQUIPMENT

Santa Barbara County Fire Department

POLICIES AND PROCEDURES

When department equipment is lost or stolen a letter explaining the circumstances shall be submitted to the employee's supervisor within 24 hours. The letter shall be reviewed by a chief officer and forwarded to Administration with any recommendations within 72 hours.

1. Stolen Equipment

The reporting employee is responsible for contacting the local law enforcement agency. A copy of the agency's stolen property report is to be attached to the letter that is forwarded to Administration.

2. Damaged Equipment

If damage is due to a vehicle accident, a County Vehicle Accident Report form is to be completed and filed. (Instructions are given in the section of this manual entitled "Automobiles [Vehicles]").) A copy of the report is to be attached to the letter that is forwarded to Administration.

[END]

POLICIES AND PROCEDURES

VOLUME III – APPARATUS AND EQUIPMENT

Article 3.1 – General

Section 3.1.12 – Driver and Pump Operator Certification

INTRODUCTION

- A. Purpose:** To establish a Driver/Operator Training Program. This policy will set the minimum criteria required for members to drive and/or operate fire department vehicles in both emergency and non-emergency modes.
- B. Scope:** This policy applies to all department members at the ranks of Firefighter, Engineer/Inspector and Captain.
- C. Author:** The Support Services Division Chief is responsible for the implementation and revisions of this policy. This will be accomplished through the Training Section and in coordination with the Operations Division.
- D. Authority:** Federal Code of Regulations, California Vehicle Code, CA DMV, CA SFT requirements, NFPA 1451 (Standard for Fire Service Vehicle Operations Training Program), NFPA 1002 (Standard for Fire Apparatus Driver/Operator), and NFPA 1500 (Standard on Fire Department Occupational Safety and Health Programs).

RESPONSIBILITY

- A. Supervisors:** Shall ensure required training on driving and operating department vehicles is completed by all subordinate personnel as stated in this policy and procedure.
- B. All Drivers/Operators:** Driver/operators shall adhere to the content of this policy and procedure.
- C. Training Section:** Develop, maintain, and administer all related training programs.

POLICY

All members at the rank of Firefighter are required to complete the driver portion of this program before completing their probationary period. Additionally, all members at the rank of Firefighter are required to complete the pump operator portion of this program by the completion of their JAC Firefighter EMT Apprenticeship.

Santa Barbara County Fire Department

POLICIES AND PROCEDURES

PROCEDURE

DRIVING

Types of driver's training:

- Initial and CA DMV licensing
- Continuing education
- Driver enrichment training

Initial and CA DMV Licensing

Effective 2011, all members new to the department have been trained to the State Fire Training Fire Apparatus Driver/Operator 1A course in the academy. Per P&P 1.1.20 – Driver License, new Firefighters will obtain their Class C with Firefighter endorsement/restriction 50, before the end of their probationary period. Members that do not possess the Firefighter endorsement can drive for training purposes in preparation of their endorsement only under the following criteria (note: this does not apply to class C vehicles):

- Training purposes, **and**
- During a non-emergency, **and**
- While under the direct supervision of a fire department employee who is properly licensed to operate the equipment.
-

New members will be issued a Task Book with specific tasks for each apparatus type in the SBC fleet.

Grandfathering: Any SBC member certified to drive or operate before January 1, 2018 will be understood to have completed an initial driver's training associated with a past program previously used by the DMV and the fire department. Previously certified members who are grandfathered will still be required to meet all other portions of this policy, including but not limited to, the on-going training requirements and any enhancement training, as appropriate.

Continuing Education

Driver's training will be required on an biannual basis, minimally. This training will be assigned as a monthly Core Competency topic and should include P&P review, a manipulative portion and a didactic portion. The Training Section will be responsible for administering this training.

Santa Barbara County Fire Department

POLICIES AND PROCEDURES

Enrichment Training

Some members of the department will be required at times to participate in driver enrichment training. Two of the most common reasons for this type of training will be:

- Returning from an extended time off duty
- Involved in an at-fault vehicle accident
- Deemed necessary by the Operations Deputy Chief

This training may involve course work, driving of a fire apparatus and logging of the required number of hours behind the wheel, or both.

OPERATING

Types of operator training:

- Basic
- Advanced

Basic

The Basic Pump Operator Certification allows Firefighters to gain the general knowledge and operational ability to safely operate a fire pump. The Basic Pump Operator can work up as an operator for a short period of time. The Basic Pump Operator cannot work up in a constant staffing position as an Engineer. Firefighters in the second year of their Firefighter EMT Apprenticeship shall become Basic Pump Operator certified. This requires recertification every four years for the rank of Firefighter. The requirements for Basic Pump Operator are:

- Off probation,
- Completion of SFT Fire Apparatus Driver/Operator 1A,
- Pass a written exam,
- Pass a manipulative exam, and
- Complete the required tasks in the Driver/Operator Task Book.

Advanced

The Advanced Pump Operator Certification allows Firefighters to work up, in the capacity of the Engineer during extenuating circumstances. Firefighters in their third year apprenticeship shall become Advanced Pump Operator certified. In addition, Pump Operator will be added to the Advanced Pump Operator Firefighter's red card qualifications. This requires recertification every four years for the rank of Firefighter. The requirements for Advanced Pump Operator are:

Santa Barbara County Fire Department

POLICIES AND PROCEDURES

- Current Basic Pump Operator Certification,
- Fire Apparatus Driver/Operator 1B, and
- Complete the required tasks in the Driver/Operator Task Book.

SPECIALIZED APPARATUS:

Some apparatus require specific training to drive and operate. When applicable, a specialized training program will be in place for these apparatus. The Driver/Operator Task Book will also require sign-offs of those specific tasks, prior to certification on that apparatus.

[END]

Santa Barbara County Fire Department

POLICIES AND PROCEDURES

VOLUME III – APPARATUS AND EQUIPMENT

Article 3.1 – General

Section 3.1.13 – Knox Key Accountability and Procedures

INTRODUCTION

- A. Purpose:** To establish guidelines for Company Officers to maintain accountability of the Knox Keys.
- B. Scope:** This policy applies to all Company Officers.
- C. Author:** The Deputy Chief of Operations is responsible for the content, revision, and review of this policy.

RESPONSIBILITY

The Knox Key that has been assigned to each apparatus will be the responsibility of the Company Officer during their scheduled shift.

POLICY

Inventory of the Knox Keys shall take place at the beginning of the shift exchange, or whenever a new Company Officer is in charge of that apparatus, along with daily checks and maintenance.

PROCEDURE

Knox Key

A Knox Master Key will be installed in a combination key box on all essential apparatus. The combination to this key box will be supplied to all safety personnel, as needed. Knox Box access is permitted for Fire Department purposes only.

Use of Knox Key

The Knox Key shall not be removed from the secure combination box, unless it is being used to open a Knox Box or lock, and shall be returned to the combination key box immediately after use. Its presence shall be checked daily during apparatus checks with notification to the Company Officer, and shall be documented in the Company Officer's daily journal, i.e. Red Book.

(END)