

# NORTH WHATCOM FIRE AND RESCUE

## FIRE DISTRICT POLICY

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**Number:** 0700.0002.00

**Date:** 4/21/2016

**Area:** Equipment Management

**Page:** 1 of 3

**Subject:** New Equipment (Fire or EMS) In-Service Procedure

**Approved:**

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### 1.0 General

This procedure defines the pre-service period for new fire and emergency medical service equipment, hereinafter referred to as New Equipment.

### 2.0 Purpose

This process lists the requirements to be fulfilled prior to any New Equipment being placed into service.

### 3.0 Scope

The individual responsible for acceptance of the New Equipment hereinafter will be referred to as the Receiver. This person shall be responsible for affixing "Property of North Whatcom Fire & Rescue" labels on to all New Equipment as well as the initial data entry of all New Equipment in to the department inventory database. Should any New Equipment require regular preventative maintenance, the Receiver shall notify the North Whatcom Fire & Rescue lead mechanic of such requirements. Finally, the Receiver shall be responsible for department wide notification of any New Equipment including notification to the Training Division for suggested training topics related to the New Equipment.

Upon receiving notification from the Receiver, the Training Division shall be responsible creating data base training codes along with coordinating and providing any required trainings related to the New Equipment.

Prior to any New Equipment being placed into service, the Division Chief of Operations shall verify proper New Equipment inventory data entry, and equipment in-service and training are completed.

### 4.0 Process Overview

- Step 1: New Equipment is identified.
- Step 2: New Equipment inventory record is created.
- Step 3: Notice to lead mechanic if needed to establish PM timeline
- Step 4: Information to be gathered on new Equipment for entry into inventory data base and shall include:
  - Manufacturer
  - Model Number
  - Serials Number(s)
  - Location of new Equipment Apparatus/Station

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**Cancels:** New

**Revised:**

**Reviewed:**

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<b>Area:</b>	<b>Equipment Management</b>	<b>Page:</b>	<b>2 of 3</b>
<b>Subject:</b>	<b>New Equipment (Fire or EMS) In-Service Procedure</b>	<b>Approved:</b>	

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- PM data to be entered by lead mechanic
- Step 5: A Department wide announcement will be sent out advising of new Equipment and will include at a minimum the following information:
  - Email – With read receipt
  - Fire Manager
  - Notice posted in each station
  - Photo of new equipment
  - Date of arrival
  - Location of documentation, manuals etc.
  - Where the new Equipment will be placed/housed
  - What it is the new Equipment replacing or is it a new item never used by NWFR
- Step 6: Training Division will be notified of new Equipment arrival as well as:
  - A recommended timeline for review/training of new Equipment, vendor contact information if the vendor is providing training
  - Any pertinent annual training requirements
  - Training Division will coordinate any needed training to the stations as well as,
    - Provide applicable Fire House code for training entry
    - Any needed rosters for stations
- Step 7: Placing new Equipment into service will be coordinated with the Training Division upon successful completion of all required training and will include the following:
  - A notice of new equipment acknowledgement will be placed into the front of the daily apparatus log including,
    - Date of in-service
    - Location on apparatus of new equipment
    - Any pertinent maintenance or PM requirements
    - How long will the “New Equipment” notice be kept in the log book? Minimum of 30 days from in-service date.
- Step 8: Upon placement of new Equipment onto apparatus a rig check update request shall be sent by the Receiver to the Officer in charge of apparatus checks. This request shall include:
  - What the item is
  - Location of item on apparatus
  - Expiration dates, if applicable

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Approved: \_\_\_\_\_  
Chairman, Board of Fire Commissioners  
North Whatcom Fire & Rescue

Date: \_\_\_\_\_

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