

HR LF	HR HF	Massachusetts Fire District - 14 Car14 Maintenance & Repair COM 3200-21-005	Effective Date 04/01/2021
LR LF	LR HF		

I) PURPOSE/SCOPE/APPLICATION

- A) Purpose of this guideline is to ensure that all team equipment is properly maintained, and all defective equipment is repaired or replaced.
- B) This Standard Operating Guideline shall cover inspection, testing, cleaning, and maintaining a state of readiness.
- C) This SOG shall always apply.

II) REFERENCE DOCUMENTS

- A) Manufactures recommendation documents.

III) DEFINITIONS

- A) **CTL:** Communications Team Leader
- B) **ACTL:** Assistant Communications Team Leader
- C) **Equipment Checklist:** for the purpose of this Guideline the equipment checklist will include all required operational checks for both communication equipment and vehicle condition at least monthly. The CTL will be responsible for seeing this is completed.

IV) SPECIALIZED ROLES AND RESPONSIBILITIES

- A) All members shall be responsible for enforcing this SOG.

V) SAFETY

- A)

VI) ENFORCEMENT

- A) Failure to understand this Standard Operating Guideline may result in disciplinary action.

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- B) Any deviation from this Standard Operating Guideline may require a written report to the Chief overseeing the team and or the District 14 Chair.
- C) This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.

VII) STANDARD OPERATING GUIDELINE

- A) General Maintenance
 - 1) Generally, all equipment should be documented a checklist to be in good order monthly.
- B) Equipment Checklist
 - 1) The CTL will develop a checklist to document that all equipment is in good working order.
 - 2) The checklist may be executed by any team member during a deployment (time permitting), or a training.
 - 3) During periods of low activity, the CTL or ACTL may perform the equipment check.
 - 4) Each Team member should complete 1 checklist annually.
 - 5) Completed Checklist should be archived in District 14 Dropbox
- C) Damage or deficiency

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- 1) Any team member that becomes aware of equipment damage or deficiency should notify the CTL as soon as practical in writing.
- 2) The CTL or ACTL will determine how repair or replacement is to be made, within the parameters of current budget allowance.
- 3) The Chiefs Communications committee will be notified of a replacement or repairs that would exceed the budgeted allocation.
- 4) The Chiefs Communications committee will be notified if a repair exceeds 50% of the item's replacement cost.

VIII) RECORDS, REPORTS, CHARTS, FORMS

A) Car 14 Checklist

Sog Review Dates: