

Tempe Fire Department Policies and Procedures Tools / Equipment Inventory

605.00

Rev 7-5-05

Purpose

Accurate management of apparatus inventory is necessary for the delivery of essential services and to maximize safety for the community and our members. This is accomplished through daily inspection, documentation, weekly reporting, and biannual updates. This policy establishes inventory accountability, responsibility and procedures for fire department tools and equipment.

Responsibility

It is the Company Officers responsibility to ensure apparatus equipment inventory to be accurate daily, maintained, and updated quarterly.

Apparatus Inventory Procedure

All auxiliary equipment which is assigned to the apparatus shall bear the official inventory label of the apparatus to which it is assigned.

The member functioning in the Engineer or FIT position will inventory his/her assigned apparatus daily to ensure all equipment and supplies are accounted for. It is the responsibility of all members to maintain and care for assigned equipment and ensure the equipment is accounted for at all times. Additional inventory inspections shall be conducted when:

- A member functioning in the Engineer position is changed for the remainder of a shift
- Changing apparatus during a shift
- Placing apparatus into service for special events or other deployments
- Conducting assigned inspections on Reserve or Support Apparatus

Assigned Engineers or FIT's are responsible for maintaining a current Apparatus Inventory document for their assigned equipment. To accommodate shared access, the document shall be maintained in the assigned unit folder located in the networks "S" drive, in the "Apparatus Inventory" folder. The current inventory shall indicate the revision date on the document.

Biannually, the company officer assigned "Compartments" for Apparatus Inspections shall supervise an inventory update of all equipment. The update copy will be placed on the apparatus prior to inspection.

Apparatus inventory for reserve apparatus will be maintained by Support Services

Weekly Apparatus Inventory Reporting

Each Saturday, the Engineer or FIT shall complete and submit the "Weekly Apparatus Inventory Form" available from "On Line Forms" on the Intranet. See below for reserve apparatus

Once submitted, the “form confirmation” is to be printed and placed on the apparatus with the “Daily Apparatus Inspection Form” until the following Saturday. Use the form to assist in daily apparatus equipment inspection and tracking.

Submitted forms are received and reviewed by the Fire Service Inventory Technician. Emphasis will be placed on equipment replacement, reporting of missing equipment, repair, and retrieval of equipment.

NOTE: This policy does not replace requirements for the reporting of lost, stolen or damaged equipment.

Reserve Apparatus

Anytime a unit changes into or the department deploys reserve apparatus, inventory reporting will be as follows:

- If using your assigned inventory, reporting will continue as normal
- E279 (#37) has a complete inventory and will be reported as E279 when:
 - Placing into service
 - When in service on a Saturday
 - Immediately after changing back to assigned apparatus.
 - Immediately prior to a special event or other deployment
- E278 (#36) inventory will be inspected and reported:
 - Weekly by the station the apparatus is assigned if not in service.
 - Immediately prior to a special event or other deployment
- L278 (#23) Maintains minimal inventory

Other Equipment

The Fire Service Inventory Technician shall maintain and control the inventory of all other equipment in the warehouse and as equipment is assigned.