



Northeast Fire Department Association

Operations

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NEFDA Asset Responsibilities & Maintenance

Approved by: Chief Wes Rhodes

I.

Purpose

The purpose of this procedure is to identify the responsibilities of all member Cities who house and operate NEFDA assets and the minimum vehicle maintenance standards to which NEFDA assets must be maintained.

II.

NEFDA Asset Responsibilities

As NEFDA assets are housed and operated from multiple departments across the area, it is necessary to provide a clear list of expectations as what responsibilities a member City has regarding the housing and operating of a NEFDA asset. The following is a list of minimum responsibilities for all Cities:

1. Provide vehicle insurance at the same level as all other fire department assets within the hosting organization.
2. Provide all preventative maintenance as outlined by this policy including, but not limited to: tires, oil changes, brakes, windshield wipers, replacement of lights and bulbs, etc.
3. Provide the same preventative maintenance and testing of all equipment and supplies as other host City fire apparatus as well as those required by NFPA standard or state law.
4. Maintain both safety inspection and state vehicle licensing in accordance with state laws.
5. Written or electronic recordkeeping of all maintenance, testing, and repairs must be maintained by the host City throughout the life of the vehicle.
6. In the event a vehicle is transferred between host Cities, all maintenance, inspection, and testing records should be transferred to the new host City as well.

Any vehicle maintenance concern beyond general and preventative maintenance outlined in this policy should be brought forward to the NEFDA Chief's for consideration of payment or reimbursement to the host City.

Failure of mechanical components or damage to the vehicle and the subsequent repairs incurred because of poor maintenance practice will be the sole responsibility of the host City.

**III.
Minimum Vehicle Maintenance Standard**

The goal of the preventive maintenance program is to maintain the NEFDA apparatus according to manufacturer recommendations, industry standards, and applicable laws and regulations. We also aim to maintain a safe, operational, and efficient fleet with a reduced maintenance cost while attempting to meet expected unit life cycles.

A. Preventative Maintenance:

- Preventive Maintenance (PM) will consist of routine daily inspections and operational checks performed by assigned shift personnel.
- Preventative Maintenance service should be completed a minimum of annually and consistently with all host City fire apparatus.
- All preventive maintenance will be documented in written or electronic format by the host City and records should be maintained throughout the life of the vehicle.

B. Annual Inspections/Testing:

- All NEFDA vehicles will be inspected as required by the State of Texas.
- It is the responsibility of the host City to incorporate the assigned NEFDA asset into its tracking process for all vehicle inspections.
- If any deficiency causes the unit to fail the inspection, it will be taken out of service immediately until repaired.
- All vehicle inspection records will be documented in written or electronic format by the host City and maintained throughout the life of the vehicle.

C. Vehicle Repairs:

- Minor issues and repairs should be reported to the host City vehicle maintenance staff.
- Repairs should be documented in written or electronic format and maintained throughout the life of the vehicle.