

	Standard Operating Guideline: ADM 4	
	Subject:	Property Management
	Effective Date:	November 1, 2012
	Revision Date:	March 15, 2017
	Approval:	<i>John Hodge</i>
	EMS Representative:	<i>[Signature]</i>
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Director:	<i>W.B. Ferguson</i>	

Purpose: Rules for management of public property are necessary to maintain proper inventory and maintenance of all equipment. Routine service and sound fleet management policies are required to insure that all equipment is constantly ready for service when needed. Proper record keeping of maintenance records are mandated by certifying state and federal guidelines for Fire and EMS agencies.

I. Vehicle Maintenance

- A. All vehicles shall be maintained in accordance with “high use” service recommendations as outlined in the owner’s manual for each vehicle.
- B. Personnel shall inspect assigned fleet vehicles daily prior to starting their tour of duty. Any problems noted should be repaired and supervision shall be made aware of any malfunctions. Should the vehicle require being taken out of service, the communications center shall be made aware of the vehicle status.
- C. If no service guideline is specified within the owner’s manual, the following schedule should be maintained:
 - i. Fluids shall be checked daily. Low fluids should be topped off. Fuel shall always be left at three-quarters or greater before being placed into service.
 - ii. Engine oil shall be changed every 3,000 miles
 - iii. Transmissions should be serviced at 25,000 mile intervals.
 - iv. Tires should be replaced according to factory recommendations.
- D. Vehicle maintenance shall only be conducted by certified mechanics and by businesses that maintain at least a \$1,000,000 liability policy.
- E. In an effort to maintain the fleet in ready condition, vehicles that respond to emergency calls should be replaced after exceeding 125,000 miles for EMS vehicles or 20 years for fire apparatus.

- F. Licensed EMS vehicles shall be inspected by the Captain at least once per month. The Division Chief of Operations shall conduct quarterly inspections of all EMS licensed vehicles. The Director may conduct inspections of licensed EMS vehicles at his discretion.

II. Fixed assets and portable equipment

- A. All property with a value in excess of \$500 shall have a fixed asset accounting tag secured and shall be entered into the property management database.
- B. All communications equipment shall be entered into the property management database.
- C. Property entered shall at a minimum, have the following information recorded:
 - 1. Description of property
 - 2. Photograph of the property
 - 3. Serial number of the property
 - 4. Model, Make and Year property was acquired.
 - 5. Personnel or vehicle in which the property is assigned.