


LORAIN COUNTY FIRE DEPARTMENTS

Standard Operating Guidelines

Equipment Acquisition and Loan Procedure	SOG: 021 Effective Date: 03/22/2012 Supersedes: N/A Approved:  President, Lorain County Fire Chiefs Association Page 1 of 3
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1.0 PURPOSE

At times, the Lorain County Fire Chiefs' Association may acquire specialized equipment and/or training materials through direct purchase or grant acquisition. Many of these purchases provide specialized equipment which may be too costly for purchase by individual department, or items that may be shared between departments.

Recognizing the financial benefit of such acquisition and group sharing, the Association adopts this standard procedure for the use of equipment owned/operated by the Lorain County Fire Chief's Association.

2.0 DIVISIONS AFFECTED

All Lorain County emergency response personnel

3.0 RESPONSIBILITY

- This procedure is applicable to all Lorain County fire departments.
- All fire officers are responsible to comply with and ensure that personnel under their command are adequately trained, fully understand, and comply with this guideline.
- All fire department personnel have the responsibility to learn and follow this guideline.

4.0 GENERAL PROCEDURES

4.1 Acquisition of Equipment

The acquisition of permanent equipment or materials shall not be conducted without approval of the Association. Due to potential insurance, liability or cost maintenance issues, donation of equipment or materials shall be approved by the Association before taking possession.

4.2 Storage/use of Equipment

When equipment is acquired for use by multiple departments, the Association will determine the best method or location for storage. Any expected costs associated with storage or handling must be approved by the Association in advance.

All required annual maintenance and the replacement of certain consumable supplies shall be the responsibility of the Association. Consumable supplies not provided by the Association shall be identified to the borrower before equipment use.

4.3 Scheduling/Use of Equipment

Due to the high demand for some equipment, a standardized scheduling procedure shall be established and enforced. All departments desiring to borrow equipment must schedule its use in advance.

Pickup, use and return of equipment is the sole responsibility of the individual agency. Signature of a department representative at the time of pickup implies that the borrowing agency assumes all responsibility for any damage and/or loss of equipment or components and that use of such equipment will comply with the manufacturer's operating manual.

Upon completion of use, all equipment shall be returned directly to the storage location. Equipment shall not be passed from department to department. If equipment given to another department is damaged or lost, the original borrower shall be financially responsible for the cost of repair or replacement.

5.0 SPECIALIZED EQUIPMENT

5.1 SCBA Fit Testing Unit

The fit testing unit will only be operated by an individual who has completed an orientation program approved by the LCFCA.

Departments using the fit testing equipment agrees and assume responsibility for the following:

- To provide their own computer for use of the system software and to store/print the results of their testing;
- Cost and repair for any damage to the testing unit incurred due to improper usage and/or failure to follow manufacturer's directions for conducting the tests;

- Replacement cost for any lost permanent equipment (sampling hoses, alcohol cartridges, storage cap, zero HEPA filter, power unit, mask adapters kits, software supplies), etc.;
- Furnish all disposable mask adapter supplies needed for their own testing, including HEPA filter, tubing, other required components, and appropriate SCBA masks;
- Remove alcohol cartridge from unit before return to storage;
- Report all status messages for SERVICE and/or calibration, repair, or maintenance needs immediately upon return of the unit to storage. Imminent repairs needs will be reported to the Association.

Due to high demand, the fit testing equipment shall be loaned for a maximum of THREE (3) working days, and shall be returned directly to the storage location.

Do not use anything other than Isopropyl Alcohol supplied with the unit. Problems caused by use of unapproved alcohol or any other substances will void the warranty. Cost of such repairs will be the responsibility of the borrower.