

## **Interlocal Cooperation Agreement between the County of Durham and City of Durham for Maintenance and Repair of Fire Apparatus**

This is an Interlocal Cooperation Agreement (hereinafter "Agreement") between County of Durham, a political subdivision of the State of North Carolina, (hereinafter "County") and City of Durham, a North Carolina municipal corporation, (hereinafter "City"). This Agreement is made pursuant to Article 20 of Chapter 160A of the North Carolina General Statutes.

For and in consideration of mutual covenants contained herein and the mutual benefits to result therefrom, the parties hereby agree as follows:

### **SECTION 1. PURPOSE**

The purpose of this Agreement is to set forth the respective rights and obligations in the provision of certain maintenance and repair services for County-owned fire apparatus by the City. The County has acquired what was formerly known as the Bethesda Volunteer Fire Department, including all fire apparatus owned by the prior entity, identified on Exhibit C. The County needs to contract out certain maintenance and repair services for the newly-acquired fire apparatus. The City has the facilities and personnel to provide such maintenance and service, and is willing to provide such service on the terms and conditions set forth herein.

### **SECTION 2. SERVICES**

A. The City shall perform the following services under this Interlocal:

1. The City shall perform Periodic Preventative Maintenance and repair of County owned fire apparatus and emergency vehicles identified in **Exhibit A** hereto, provided, additions and deletions to this Exhibit A may be made at the option of the County, in which case the charges for services performed by the City shall be adjusted according to the class of the apparatus added or deleted, and upon the maintenance performed during the balance of the calendar year. All routine scheduled service shall be performed between 6:30 a.m. and 3:00 p.m., Monday through Friday, except for on holidays observed by the City. Whenever possible, maintenance shall be performed by raising apparatus on the large lift in the Fire Maintenance garage (unless the apparatus is too large for the lift or if it is equipped with "Insta-Chains"), and then the work shall be completed as listed on Exhibit A for the County.
2. The City shall be obligated to perform Non-Scheduled Repairs upon request only as time allows. In making non-scheduled repairs—
  - a. The City shall obtain the prior consent of the authorized representative of the County.
  - b. In the event the County does not have a reserve unit available, the City will prioritize such repairs.
3. The City may provide Emergency Repairs as may be requested by the County, subject to the availability of personnel and equipment. In the event the County does not have a reserve unit available, the City will prioritize such repairs.

4. The City warrants that all maintenance and repairs shall be performed in a competent and professional manner by qualified and/or Professionally Certified Personnel as determined by the City. If a repair is required due to poor workmanship of the City, the County will not be charged again for the labor to make the repairs.
5. The County shall deliver all fire apparatus and emergency vehicles for service and repair to the Fire Maintenance Garage, 2117 Camden Avenue, Durham, North Carolina, or at the discretion of the Fire Maintenance Supervisor, the City's professionally certified mechanics may pick up and deliver apparatus to the Fire Maintenance Garage at the rate of \$45 per hour travel time, per mechanic or personnel with a CDL license that are not a professionally certified mechanic.
6. For Periodic Preventative Maintenance, the City shall provide the County fire personnel responsible for the vehicle, an estimated time of completion when the vehicle is delivered. For Non-Routine Repairs and Emergency Repairs, the City shall provide the County fire personnel responsible for the vehicle an estimated time of completion after the vehicle has been inspected and the anticipated method of repair has been identified.

### **SECTION 3. DEFINITIONS**

For the purposes of this Agreement, the following words shall have the meanings set forth below:

- A. "Annual service" means that the apparatus is brought to the Fire Maintenance Garage (2117 Camden Avenue, Durham, North Carolina), raised on the lift when possible (unless the apparatus is too large for the lift or if it is equipped with "Insta-Chains"), and work completed as listed on Exhibit A for the County.
- B. "Class 1 Apparatus" means large (11,000 or larger GVW), high use apparatus, to include first line pumpers. Preventive maintenance services and annual pump test will be performed as listed on Exhibit B. Estimated time of completion is 7 hours.
- C. "Class 2 Apparatus" means large (11,000 or larger GVW), low use apparatus, to include tankers, midis, heavy rescue and reserve units. Preventive maintenance services and annual pump test will be performed as listed on Exhibit B. Estimated time of completion is 7 hours.
- D. "Class 3 Apparatus" means medium (up to 11,000 GVW), high use vehicles, normally will include aid units, medic units, etc. Preventive maintenance services will be performed as listed on Exhibit B. Estimated time of completion is 5 hours.
- E. "Class 4 Apparatus" means medium (up to 11,000 GVW), low use vehicles, to include special apparatus, such as rescues, air units, reserve aid units, etc. Preventive maintenance services will be performed as listed on Exhibit B. Estimated time of completion is 4 hours.

- F. "Class 5 Apparatus" means medium to high volume vehicles, such as sedans, pickups, station wagons, command units, etc. Preventive maintenance services will be performed as listed on Exhibit B. Estimated time of completion is 3 hours.
- G. "Class 6 Apparatus" means Aerials, such as Ladder, Platform, and Water Towers. Preventive maintenance services and annual aerial test will be performed as listed on Exhibit B. Estimated time of completion is 18 hours.
- H. "Class 7 apparatus" means special use apparatus (rolling stock) not meeting the definitions set forth above. Charges and scope of service will be established on a per apparatus basis.
- I. "Emergency repairs" means immediate repairs done on the road or for emergency call out.
- J. "Equipment" means the tools and equipment used for the service and repair of the apparatus covered by this agreement, including by way of example only, diagnostic equipment, hand and power tools, hoist, computers, maintenance software, and other tools of the trade. The City will maintain all equipment in properly working condition.
- K. "Non-scheduled repairs" means repairs completed during the City's normal work day between 6:30 a.m. to 3:00 p.m., Monday through Friday, except holidays observed by the City, that exceed those items listed on Exhibit A. This could include valve repair, pump rebuild, minor body repair, engine repair or replacement, or modification of equipment, etc.
- L. "Periodic Preventive Maintenance" means service done at the City Fire Maintenance Garage to include work listed on Exhibit A.
- M. "Personnel" means professionally certified mechanics to service and repair the apparatus and personnel with a CDL license that are qualified, but not a professionally certified mechanic, under the supervision of a certified mechanic to service the apparatus of the City and the County.
- N. "Professional Certification" means a trade mechanic certification, qualification, or license, which assures the qualifications to work as a mechanic on all vehicles and apparatus stipulated in this agreement. This shall include at least one mechanic holding "manufacturer" certification(s) for apparatus covered by the agreement.

#### **SECTION 4. PAYMENT AND BILLING**

- A. The County shall pay the City for maintenance and repair services as follows:
  1. For routine, scheduled preventive maintenance, services performed a charge of \$70 per hour according to Exhibit C.
  2. For non-scheduled repairs, at a rate of \$70 per hour.
  3. For emergency repairs, at a rate of \$105 per hour, with a minimum of two hours.
  4. For work performed outside of the City's normal workday upon request of the County, at \$105 per hour, with a minimum of two hours.
  5. For emergency repairs on Saturdays, Sunday, and City of Durham observed holidays, at \$140 per hour, with a minimum of two hours.

*Interlocal for Repair and Maintenance of County-owned Fire Apparatus*

6. The County pays for fluids and parts not specifically identified as the responsibility of the City, including by way of example only, motor oil, hydraulic fluid, brake fluids, antifreeze, air and oil filters, belts, hoses, etc.
  7. North Carolina State sales tax is in addition to the foregoing rates, and shall be separately charged for parts and supplies to the County for items purchased directly by the City.
  8. All labor rates and charges are the same as those paid by the City of Durham Fire Department.
  9. The County shall pay the City for Caterpillar diagnostic software, for use by the City on the County apparatus. The cost will be \$1,545 for the first year and \$750 each year thereafter, subject to price change. The \$1,545 for the first year will be due upon execution of this agreement and subsequent payments will occur no later than July 30 of each year.
  10. The County will pay for a software customization to allow for external billing. The one-time cost is \$3,500 and is due on execution of this agreement.
- B. The City shall invoice the County on or before the 10<sup>th</sup> day of the first month following the preceding month for the amount accrued for all maintenance and repair, together with hourly labor charges and costs for any parts purchased or supplied by the City incurred during the preceding month. The County shall pay the City within 30 days.
- C. So that the City can establish an equipment condition baseline for each apparatus, the County will pay a fee of \$250 per apparatus for baseline assessment.

## **SECTION 5. TERM AND ADMINISTRATION**

- A. This Agreement is effective on the date it is fully executed, and shall remain in effect for though June 30, 2014, provided the County shall have the option to renew for additional one-year terms by notice given to the City no later than March 15<sup>th</sup> of the current contract year.
- B. All parties to this agreement shall meet a minimum of two (2) times annually to discuss the administration of this agreement and issues that may arise. These meetings shall be in October and March. Additional meetings may be called as needed. The City will give the County immediate notification in the event of a drop in garage personnel, and the parties shall meet within two (2) weeks to discuss the matter (if needed).
- C. The City shall utilize an electronic tracking and maintenance system and/or software that allows for the administration and record keeping of service, maintenance, repair, parts, time and costs of each apparatus under this agreement. A detailed report shall be delivered monthly with an invoice. An annual report shall be delivered by August 31<sup>st</sup> of the previous fiscal year.

## **SECTION 6. TERMINATION**

Either party may terminate this Agreement by written notification to the other respective Manager (for the City or County) or to the appointed personnel, not less than 180 days prior to the termination date. Termination is effective upon receipt.

**SECTION 7. AMENDMENTS**

This Agreement may be amended only in writing, provided, the parties shall mutually agree on adjustments to the rates established in Section 4 by March 1 of any year, to be confirmed in writing, without the necessity of formal amendment.

**SECTION 8. APPOINTMENT OF PERSONNEL**

Except to the extent provided otherwise in this Agreement, it is agreed that the County Manager shall designate persons to carry out the County's obligations under this Agreement, and that the City Manager shall designate persons to carry out the City's obligations under this Agreement.

**SECTION 9. GOVERNING LAW**

This Agreement shall be governed by and in accordance with the laws of the State of North Carolina. All actions relating in any way to this Agreement shall be brought in the General Court of Justice in the County of Durham and the State of North Carolina.

**SECTION 10. ENTIRE AGREEMENT**

This Agreement shall constitute the entire understanding between the County and the City with respect to the subject matter hereof and may be amended only by written mutual agreement of the parties. This Agreement shall be binding upon and inure to the benefit of the Parties' successors in interest, heirs and assigns. Any provision of this Agreement which is declared invalid or illegal shall in no way affects or invalidate any other provision.

**SECTION 11. HEADINGS**

The subject headings of the sections in this Agreement are included for purposes of convenience only and shall not affect the construction or interpretation of any of its provisions. This Agreement shall be deemed to have been drafted by both parties and no purposes of interpretation shall be made to the contrary.

IN TESTIMONY WHEREOF, the County has caused this Agreement to be signed in its name by its County Manager, and the City by its City Manager, and they, acting under and by virtue of the authority in them vested, have hereunto set their hand and seal, the days and year written below.

ATTEST:

THE COUNTY OF DURHAM

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
County Manager

ATTEST:

THE CITY OF DURHAM

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Manager

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

BY: \_\_\_\_\_  
County of Durham Chief Financial Officer

Exhibit A – Preventive Maintenance Service  
Aerial C Service

***AERIAL SERVICE INSPECTION REPORT***

***Date***

***Serviceman***

***Name of  
Department***

***Address***

***City***

***State***

***Zip***

***Phone***

***Type of Truck***

***HS#***

***PO#***

***RO#***

***Date of Last  
Service***

***Test Done By***

***Time in:***

***Time out:***

Exhibit A – Preventive Maintenance Service  
Aerial C Service

***PART 1- CHASSIS INSPECTION***

1- ***Check Starter Buttons*** #1 \_\_\_\_\_  
#2 \_\_\_\_\_

***Check All Dash***  
2- ***Gauges*** \_\_\_\_\_

3- ***Check Low Air Light and Alarm*** \_\_\_\_\_

4- ***Check Low Oil Light and Alarm*** \_\_\_\_\_

5- ***Check Air Dryer Operation*** \_\_\_\_\_

6- ***Check All Other Indicator Lights and Buzzers*** \_\_\_\_\_

***Check Air Minder (Air***  
7- ***Filter)*** \_\_\_\_\_

8- ***Check Alternator Voltage Outputs*** ***No Load***  
***Load***

9- ***Check Low Voltage Alarm*** \_\_\_\_\_

10- ***Check Engine Governed Speed*** \_\_\_\_\_

11- ***Check Engine Oil Pressure*** ***Idle***  
***2000 RPM***

12- ***Record Engine Hours*** \_\_\_\_\_  
***Mileage*** \_\_\_\_\_

13- ***Check Engine For Active Codes*** ***Yes***  
***No***  
***If Yes What#***

14- ***Check Engine For Inactive Codes*** ***Yes***  
***No***  
***If Yes What#***

15- ***Codes Cleared*** ***Yes***  
***No***



Exhibit A – Preventive Maintenance Service  
Aerial C Service

**Brake** \_\_\_\_\_

27- **Check Spring Brake Release** \_\_\_\_\_

28- **Check Shift Selector** \_\_\_\_\_

**Check Differential**

29- **Lock** \_\_\_\_\_

**Check**

30- **Windshield**            **Wipers** \_\_\_\_\_  
   **Washers** \_\_\_\_\_  
   **Fluid Level** \_\_\_\_\_

**Check Heater and A/C**

31- **Unit(s)** \_\_\_\_\_

**Lube**

32- **Throttle** \_\_\_\_\_

**Air**

33- **Check**    **Horns** \_\_\_\_\_  
                         **Electric Horns** \_\_\_\_\_  
                         **Foot Switches** \_\_\_\_\_  
                         **Electronic Siren** \_\_\_\_\_  
                         **Q2**  
                         **Siren** \_\_\_\_\_

34- **Check Lights**            **Headlights** \_\_\_\_\_  
   **Tail**  
   **light** \_\_\_\_\_  
   **Marker** \_\_\_\_\_  
   **Turn** \_\_\_\_\_  
   **Back**  
   **Up** \_\_\_\_\_  
   **Emergency Lights** \_\_\_\_\_  
   **Spot Lights** \_\_\_\_\_  
   **Under Body Lights** \_\_\_\_\_

**Check Electric**

35- **Mirrors** \_\_\_\_\_

36- **Check Tilt and Telescope Steering Wheel** \_\_\_\_\_

37- **Check Circuit Breaker Panel** \_\_\_\_\_

38- **Check Seat Belts** \_\_\_\_\_

Exhibit A – Preventive Maintenance Service  
Aerial C Service

- 39- *Check Fuel Shut Off* \_\_\_\_\_
  
- 40- *Check Air Shut Off and Lube* \_\_\_\_\_
  
- 41- *Check Radiator*     *Obstructions* \_\_\_\_\_  
                                  *Antifreeze Reading* \_\_\_\_\_  
                                  *Nalcool*            \_\_\_\_\_   
                                  *Filter*                \_\_\_\_\_
  
- 42- *Inspect Batteries and Isolator* \_\_\_\_\_
  
- 43- *Inspect Battery Shunt For Looseness* \_\_\_\_\_
  
- 44- *Check For Aux Battery Post Covers* \_\_\_\_\_
  
- 45- *Inspect Alternator Mounting and Belts* \_\_\_\_\_
  
- 46- *Inspect A/C Belts* \_\_\_\_\_
  
- 47- *Inspect Fan Belts* \_\_\_\_\_
  
- 48- *Inspect Fan Blades* \_\_\_\_\_
  
- 49- *Inspect Fan Shroud* \_\_\_\_\_
  
- 50- *Check Air To Air Tube Connections* \_\_\_\_\_
  
- 51- *Check Fuel Seperator* \_\_\_\_\_
  
- 52- *Check Air Compressor Filter* \_\_\_\_\_
  
- 53- *Check All Fuel Lines For Leaks and Wear* \_\_\_\_\_
  
- 54- *Check Engine oil* \_\_\_\_\_
  
- 55- *Check Power Steering Fluid* \_\_\_\_\_
  
- 56- *Check Transmission Fluid* \_\_\_\_\_

Exhibit A – Preventive Maintenance Service  
Aerial C Service

*Drain All Air*

57- *Tanks* \_\_\_\_\_

*Inspect Frame Rails For Cracks, Missing*

59- *Bolts* \_\_\_\_\_

60- *Visual Check All Weldments* \_\_\_\_\_

*Inspect Front*

61- *Axle*

*Check Tie Rod Ends* \_\_\_\_\_

*Check Drag Link Ends* \_\_\_\_\_

*Check Leaf Springs and Hangers* \_\_\_\_\_

*Steering Stops* \_\_\_\_\_

*Check Shocks* \_\_\_\_\_

*Check Steering Gear Box, Leaks, Bolts*

*Check Assist Cylinder Ends, Leaks* \_\_\_\_\_

*Check Stemco Level, Leaks* \_\_\_\_\_

62- *Inspect Rear Axle*

*Seals* \_\_\_\_\_

*Differential*

*Breather(s)* \_\_\_\_\_

*Springs* \_\_\_\_\_

*Shocks* \_\_\_\_\_

*Trailing Arms* \_\_\_\_\_

*Boggy Bushings* \_\_\_\_\_

*Walking Beam Bushings* \_\_\_\_\_

*Saddles For Cracks* \_\_\_\_\_

*Axle Stops* \_\_\_\_\_

*Air Bags* \_\_\_\_\_

*Leveler* \_\_\_\_\_

*Check Brake Air*

63- *Lines* \_\_\_\_\_

64- *Check Brake Air Chambers* \_\_\_\_\_

65- *Check Brake Slack Adjuster Pins* \_\_\_\_\_

66- *Check Brake Pushrods and Lock Nuts* \_\_\_\_\_

*Check Brake Linings/Pads (No Less Than*

67- *1/4")* \_\_\_\_\_

68- *Check Brake Adjustment* \_\_\_\_\_

Exhibit A – Preventive Maintenance Service  
Aerial C Service

*Check Drive*  
69- *Shafts* \_\_\_\_\_  
    *U-Joints* \_\_\_\_\_  
    *Slip Joints* \_\_\_\_\_

*Check Chassis Auto Lube*  
70- *Unit* \_\_\_\_\_

*Inspect Air Lines and Wire*  
71- *Looms* \_\_\_\_\_

72- *Check Exhaust System*  
    *Hangers* \_\_\_\_\_  
    *Mounts* \_\_\_\_\_

73- *Check For Leaks*  
    *Engine* \_\_\_\_\_  
    *Transmission* \_\_\_\_\_  
    *Rear End(s)* \_\_\_\_\_  
    *Fuel*  
    *Tank* \_\_\_\_\_

*Inspect Wheels For Damage and*  
74- *Cracks* \_\_\_\_\_

75- *Check Tire Condition and Wear*  
    *Front* \_\_\_\_\_  
    *Rear* \_\_\_\_\_

*Check On Spot*  
76- *Chains* \_\_\_\_\_

**PART 2 - PUMP INSPECTION**

1- *Check Pump For Leaks* \_\_\_\_\_

2- *Check Pump Mounting Bolts* \_\_\_\_\_

3- *Check and Lube Pump Shift* \_\_\_\_\_

4- *Check and Lube Manual Override* \_\_\_\_\_

5- *Lube Throttle Linkage* \_\_\_\_\_

6- *Check Transfer Case* \_\_\_\_\_

Exhibit A – Preventive Maintenance Service  
Aerial C Service

*Lube* \_\_\_\_\_  
*Vent Hole* \_\_\_\_\_

- 7- *Check Pump Packing and Adjust* \_\_\_\_\_
- 8- *Check Mechanical Seal For Leaks* \_\_\_\_\_
- 9- *Check SL 40 Dump Valve* \_\_\_\_\_  
*Leaks* \_\_\_\_\_  
*Capped* \_\_\_\_\_
- 10- *Check Water Tank For Leaks* \_\_\_\_\_
- 11- *Check Water Tank Supports* \_\_\_\_\_
- 12- *Check Foam Tank For Leaks* \_\_\_\_\_
- 13- *Check All Valves and Lube* \_\_\_\_\_
- 14- *Check All Intakes For Screens* \_\_\_\_\_
- 15- *Check All Drains and Lube* \_\_\_\_\_
- 16- *Check and Lube Transfer Valve* \_\_\_\_\_
- 17- *Check Pressure Relief Valve and Lube* \_\_\_\_\_
- 18- *Check Pump Primer* \_\_\_\_\_  
*Reservoir Level* \_\_\_\_\_  
*Clean Vent Hole* \_\_\_\_\_
- 19- *Check Auto Lube* \_\_\_\_\_
- 20- *Check and Lube TPM* \_\_\_\_\_
- 21- *Check Pump Inspection Lights* \_\_\_\_\_
- 22- *Check Pump Panel Lights* \_\_\_\_\_
- 23- *Check Pump Panel Heater* \_\_\_\_\_
- 24- *Check Tank Fill Lights (Gauges)* \_\_\_\_\_
- 25- *Check Foam Tank Lights (Gauges)* \_\_\_\_\_
- 26- *Check All Electric Controls* \_\_\_\_\_

Exhibit A – Preventive Maintenance Service  
Aerial C Service

- 27- *Check All Air Controls* \_\_\_\_\_
- Check MIV*
- 28- *Valves* \_\_\_\_\_
- 29- *Check Heat Exchanger* \_\_\_\_\_
- 30- *Check Foam Controls* \_\_\_\_\_
- Check All*
- 31- *Gauges* \_\_\_\_\_
- Run Vacuum*
- 32- *Test* *Pass* \_\_\_\_\_  
    *22"/12"-5min.* *Fail* \_\_\_\_\_
- 33- *Check Pump Throttles* \_\_\_\_\_  
    *Hand Throttle* \_\_\_\_\_  
    *Pressure Governor* \_\_\_\_\_  
    *Engine Minder* \_\_\_\_\_
- 34- *Record Pump Hours* \_\_\_\_\_
- 35- *Check Waterway Blow-off Valve* \_\_\_\_\_
- 36- *Recheck Pump For Leaks* \_\_\_\_\_

**PART 3- BODY INSPECTION**

- 1- *Check Cab and Jump Seat Area* \_\_\_\_\_
- 2- *Inspect Tilt Cab Lock and Seal* \_\_\_\_\_
- 3- *Check Cab Tilt Latch and Cable* \_\_\_\_\_
- 4- *Check Cab Tilt Cylinders For Leaks* \_\_\_\_\_
- 5- *Check Cab Tilt Reservoir* \_\_\_\_\_
- 6- *Lube Cab Bumper Pads and Locks* \_\_\_\_\_
- 7- *Lube Cab Doors and Latches* \_\_\_\_\_
- 8- *Check All Windows and Windshields* \_\_\_\_\_
- 9- *Check All Compartment Doors, Hardware, and Lube*

Exhibit A – Preventive Maintenance Service  
Aerial C Service

- 10- *Check All Compartment Lights and Lube Switches*
- 11- *Check Door Open Warning Lights* \_\_\_\_\_
- Check For Loose Or Missing Body*
- 12- *Bolts* \_\_\_\_\_
- 13- *Check Body For Damage or Cracks* \_\_\_\_\_
- 14- *Lube All Slideout Steps* \_\_\_\_\_
- 15- *Check All Electric Reels* \_\_\_\_\_
- 16- *Check Ladder Rack Interlock* \_\_\_\_\_
- Check Ladder Rack Hydraulic*
- 17- *Reservoir* \_\_\_\_\_
- 18- *Check Generator Operation & Fluid Level* \_\_\_\_\_

**PART 4- LADDER INSPECTION**

- 1- *Check Hydraulic Tank Level (Dextron III)* \_\_\_\_\_
- 2- *Check Outrigger Pads* \_\_\_\_\_
- 3- *Check Jack Lights and Horn* \_\_\_\_\_
- 4- *Check Jack Interlock System* \_\_\_\_\_
- 5- *Inspect Jack Lock Pins* \_\_\_\_\_
- 6- *Check Heat Sensors*  
    *Ground ladders* \_\_\_\_\_  
    *Tower* \_\_\_\_\_
- 7- *Check Ladder Slide Blocks* \_\_\_\_\_
- 8- *Check Climbing Ladder Polys* \_\_\_\_\_
- 9- *Check Ladder Haul Cables* \_\_\_\_\_
- 10- *Check For Loose Or Damaged Rungs* \_\_\_\_\_
- 11- *Check All Ladder Lacings* \_\_\_\_\_

Exhibit A – Preventive Maintenance Service  
Aerial C Service

- 12- *Inspect All Huck Bolts* \_\_\_\_\_
  
- Inspect Hand*
- 13- *Rails* \_\_\_\_\_
  
- 14- *Inspect Axe and Pike Pole Mounts* \_\_\_\_\_
  
- 15- *104' and SL 75*  
*Inspect Sheave Bearing and Bolts* \_\_\_\_\_
  
- 16- *104' and SL 75*  
*Inspect Handrail Spacers and Polys* \_\_\_\_\_
  
- 17- *104' and SL 75*  
*Inspect Waterway Pins and Locks* \_\_\_\_\_
  
- 18- *Inspect Swivel*  
*Mount Pins* \_\_\_\_\_  
*Bolts* \_\_\_\_\_  
*Leaks* \_\_\_\_\_
  
- 19- *Inspect Power Distribution Box*  
*Lower* \_\_\_\_\_  
*Turntable* \_\_\_\_\_  
*Boom* \_\_\_\_\_  
*Platform* \_\_\_\_\_
  
- 20- *Check Ladder Cradle Pads* \_\_\_\_\_
  
- 21- *Check Extension Cylinder(s)* \_\_\_\_\_  
*Adjustment* \_\_\_\_\_  
*Lock Nuts Saddles* \_\_\_\_\_
  
- 22- *Check Lift Cylinders* \_\_\_\_\_  
*Adjustment* \_\_\_\_\_  
*Set Screws* \_\_\_\_\_
  
- 23- *Check Lifting Eye For Damage* \_\_\_\_\_
  
- 24- *Check All Yoke Weldments* \_\_\_\_\_
  
- 25- *Check All Platform Weldments* \_\_\_\_\_
  
- 26- *Check Platform Leveling Cylinder Mounts* \_\_\_\_\_
  
- 27- *Check Platform Door Latch Assemblies* \_\_\_\_\_

Exhibit A – Preventive Maintenance Service  
Aerial C Service

- 28- *Check Platform For Square* \_\_\_\_\_
- 29- *Check Nozzle Operation*
  - Upper* \_\_\_\_\_
  - Lower* \_\_\_\_\_
- 30- *Check Breathing Air System*
  - Air Line* \_\_\_\_\_
  - Operation* \_\_\_\_\_
  - Leaks* \_\_\_\_\_
  - Low Alarm* \_\_\_\_\_
- 31- *Inspect Cylinders For Leaks* \_\_\_\_\_
- 32- *Inspect All Hydraulic Lines* \_\_\_\_\_
- 33- *Inspect Cylinder Relief Valves For Leaks* \_\_\_\_\_
- 34- *Inspect Valve Body For Leaks* \_\_\_\_\_
- 35- *Check Hydraulic Heat Exchanger* \_\_\_\_\_
- 36- *Hydraulic Filter Last Change Date* \_\_\_\_\_
- 37- *Check Weldments On Upper and Lower Assemblies*
- 38- *Lube Slide Blocks* \_\_\_\_\_
- 39- *Lube Sheave Pins* \_\_\_\_\_
- 40- *Lube Cylinder Pins* \_\_\_\_\_
- 41- *Lube Ladder Pivot Pins* \_\_\_\_\_
- 42- *Lube Rotation Bearing* \_\_\_\_\_
- 43- *Lube Platform Leveling Cylinders* \_\_\_\_\_
- 44- *Lube Platform Pillow Block Bearings* \_\_\_\_\_
- 45- *Lube Nozzle(s)* \_\_\_\_\_
- 46- *Check Leveling Motor and Fill Dextron III* \_\_\_\_\_
- 47- *Check Winsmith Gear Box, Grease and Lube(140wt)*
- 48- *Check and Lube Torque Hub Gearbox*

Exhibit A – Preventive Maintenance Service

Aerial C Service

Upper \_\_\_\_\_  
Lower \_\_\_\_\_

*Lube Air Reel*

49- *Hose* \_\_\_\_\_

50- *Lube Electric Reel Cable* \_\_\_\_\_

51- *Check and Lube Waterway* \_\_\_\_\_

52- *Lube Jack Air Locks* \_\_\_\_\_

53- *Lube Outrigger Tubes and Cylinder Pins* \_\_\_\_\_

54- *Check Spotlights On Boom and Platform* \_\_\_\_\_

55- *Check Intercom Operation* \_\_\_\_\_

56- *Check Alignment Lights*  
*Bed* \_\_\_\_\_  
*Rung* \_\_\_\_\_

57- *Check Operation From Platform* \_\_\_\_\_  
*High Speed* \_\_\_\_\_  
*High Range* \_\_\_\_\_  
*Low Range* \_\_\_\_\_  
*Turntable Controls* \_\_\_\_\_

58- *Check Smart Boom Operation* \_\_\_\_\_

59- *Record Generator Hours* \_\_\_\_\_

60- *Record Hydraulic Hours* \_\_\_\_\_

61- *Check Rotation Gear Lash*  
*Mini Tower (.150 Max)* \_\_\_\_\_  
*Corp Platforms (.500 Max)* \_\_\_\_\_

**PART 5- DRIFT TESTS**

*Start Time*

*End time*

*Start                      End                      Pass   Fail*  
*Measurement   Measurement*

**Lift Cylinders**

Exhibit A – Preventive Maintenance Service  
Aerial C Service

*Extention  
Cylinders*

*Left Front Jack  
(1)*

*Left Front Jack  
(2)*

*Left Rear Jacks*

*Right Front Jack (1)*

*Right FrontJack  
(2)*

*Right Rear Jacks*

***PART 6- HYDRAULIC PRESSURES AND  
TIME TESTS***

***ALL READINGS MUST BE TAKEN ON HIGH IDLE 1350-1400 RPM***

***1- Check Main Relief valve Setting (3000PSI Max) Idle psi.***

***2- Check Outrigger Pressure \_\_\_\_\_  
Operation Time \_\_\_\_\_***

***Check Lift  
3- Pressure \_\_\_\_\_  
Operation Time \_\_\_\_\_***

***4- Extend Pressure \_\_\_\_\_  
Operation Time \_\_\_\_\_***

***Rotation  
5- Pressures  
Rotation Right \_\_\_\_\_  
Operation Time \_\_\_\_\_***

***Rotation Left \_\_\_\_\_  
Operation Time \_\_\_\_\_***

***Coast Pressure (At Engine  
Idle) \_\_\_\_\_***

Exhibit A – Preventive Maintenance Service  
Aerial C Service

*Needle Valve Open 1/4  
Turn* \_\_\_\_\_

6- *Retract Pressure* \_\_\_\_\_  
*Operation Time* \_\_\_\_\_

7- *Lower Pressure* \_\_\_\_\_  
*Operation Time* \_\_\_\_\_

8- *Check Aux. Hydraulics*  
*Raise/Lower* \_\_\_\_\_  
*Extend/Retract* \_\_\_\_\_  
*Left/Right* \_\_\_\_\_  
*Jacks* \_\_\_\_\_  
*Pressure* \_\_\_\_\_

**PART 7- NFPA OPERATION TEST**

*Platform Time Test (150*

- 1- *Seconds Max)* \_\_\_\_\_
- 2- *Platform Time Test Over 110' (180 Seconds max)* \_\_\_\_\_
- 3- *Straight Ladder Time Test (105 Seconds Max)* \_\_\_\_\_  
*Elevated Waterway Time*
- 4- *Test* \_\_\_\_\_

**PART 8- BOLT TORQUE INSPECTION**

1- *Torque Upper Turntable*  
*Bolts* \_\_\_\_\_

2- *Torque Lower Turntable*  
*Bolts* \_\_\_\_\_

3- *Torque Side Plate To Frame*  
*Bolts* \_\_\_\_\_

4- *Torque Rotation Gearbox*  
*Bolts* \_\_\_\_\_

5- *Torque Ladder To Yoke*  
*Bolts* \_\_\_\_\_

6- *Torque Pivot Shaft Bolts* \_\_\_\_\_

Exhibit A – Preventive Maintenance Service  
Aerial C Service

- 7- ***Check Waterway Mount Bolts*** \_\_\_\_\_
  
- 8- ***Torque Lift Cylinder Pin Bolts*** \_\_\_\_\_
  
- 9- ***Torque Sheave Beam Bolts*** \_\_\_\_\_
  
- 10- ***Check Slide Block Bolts*** \_\_\_\_\_
  
- 11- ***Inspect Extend/Retract Cables and Adjust*** \_\_\_\_\_
  
- 12- ***Cable Nuts In Place?*** \_\_\_\_\_
  
- 13- ***Torque Lifting Eye Bolts*** \_\_\_\_\_

Exhibit A – Preventive Maintenance Service  
Pumper C Service

***PUMPER SERVICE INSPECTION REPORT***

*Date* \_\_\_\_\_ *Serviceman* \_\_\_\_\_  
*Name of Department* \_\_\_\_\_  
*Address* \_\_\_\_\_  
*City* \_\_\_\_\_ *State* \_\_\_\_\_ *Zip* \_\_\_\_\_  
*Phone* \_\_\_\_\_  
*Type of Truck* \_\_\_\_\_ *HS#* \_\_\_\_\_  
*PO#* \_\_\_\_\_ *RO#* \_\_\_\_\_  
*Date of Last Service* \_\_\_\_\_  
*Test Done By* \_\_\_\_\_  
*Time in:* \_\_\_\_\_ *Time out:* \_\_\_\_\_

***PART 1- CHASSIS INSPECTION***

- 1- *Check Starter Buttons* #1 \_\_\_\_\_  
#2 \_\_\_\_\_
- 2- *Check All Dash Gauges* \_\_\_\_\_
- 3- *Check Low Air Light and Alarm* \_\_\_\_\_
- 4- *Check Low Oil Light and Alarm* \_\_\_\_\_
- 5- *Check Air Dryer Operation* \_\_\_\_\_
- 6- *Check All Other Indicator Lights and Buzzers* \_\_\_\_\_
- 7- *Check Air Minder (Air Filter)* \_\_\_\_\_
- 8- *Check Alternator Voltage Outputs* *No Load*  
*Load*
- 9- *Check Low Voltage Alarm* \_\_\_\_\_

Exhibit A – Preventive Maintenance Service  
Pumper C Service

10- Check Engine Governed Speed \_\_\_\_\_

11- Check Engine Oil Pressure *Idle*  
*2000 RPM*

12- Record Engine Hours \_\_\_\_\_  
Mileage \_\_\_\_\_

13- Check Engine For Active Codes *Yes*  
*No*  
If Yes What#

14- Check Engine For Inactive Codes *Yes*  
*No*  
If Yes What#

15- Codes Cleared *Yes*  
*No*

16- Check Transmission For Active Codes *Yes*  
*No*  
If Yes What#

Check Transmission For Inactive  
17- Codes *Yes*  
*No*  
If Yes What#

18- Codes Cleared *Yes*  
*No*

19- Check Engine RPM Settings *Idle*    *650-700*  
*2 Speed*   *1300-1450*  
*High*  
*Idle*        *1000-1200*

20- Check ABS For Codes *Yes*  
*No*  
If Yes What#

21- Check Load Shedder *High Idle*  
*Shed On*

Exhibit A – Preventive Maintenance Service

Pumper C Service

*Shed Off  
Scene  
Response*

*Check Jake*  
22- *Brake*

*High  
Medium  
Low*

*Check Aux*  
23- *Retarder* \_\_\_\_\_

*Check PTO*  
24- *Interlocks* \_\_\_\_\_

25- *Check Throttle Interlocks* *Pump*  
*2-Speed*  
*High Idle*

*Check Parking*  
26- *Brake* \_\_\_\_\_

27- *Check Spring Brake Release* \_\_\_\_\_

28- *Check Shift Selector* \_\_\_\_\_

*Check Differential*  
29- *Lock* \_\_\_\_\_

*Check*  
30- *Windshield* *Wipers* \_\_\_\_\_  
*Washers* \_\_\_\_\_  
*Fluid Level* \_\_\_\_\_

*Check Heater and A/C*  
31- *Unit(s)* \_\_\_\_\_

*Lube*  
32- *Throttle* \_\_\_\_\_

33- *Check* *Air*  
*Horns* \_\_\_\_\_  
*Electric Horns* \_\_\_\_\_  
*Foot Switches* \_\_\_\_\_  
*Electronic Siren* \_\_\_\_\_  
*Q2*  
*Siren* \_\_\_\_\_

Exhibit A – Preventive Maintenance Service  
Pumper C Service

34- *Check Lights*      *Headlights* \_\_\_\_\_  
                                 *Tail*  
                                 *light*      \_\_\_\_\_  
                                 *Marker*      \_\_\_\_\_  
                                 *Turn*      \_\_\_\_\_  
                                 *Back*      \_\_\_\_\_  
                                 *Up*      \_\_\_\_\_  
                                 *Emergency Lights*      \_\_\_\_\_  
                                 *Spot Lights* \_\_\_\_\_  
                                 *Under Body Lights*      \_\_\_\_\_

*Check Electric*

35- *Mirrors* \_\_\_\_\_

36- *Check Tilt and Telescope Steering Wheel* \_\_\_\_\_

37- *Check Circuit Breaker Panel* \_\_\_\_\_

38- *Check Seat Belts* \_\_\_\_\_

*Check Fuel Shut*

39- *Off* \_\_\_\_\_

*Check Air Shut Off and*

40- *Lube* \_\_\_\_\_

41- *Check Radiator*      *Obstructions* \_\_\_\_\_

*Antifreeze Reading*      \_\_\_\_\_

*Nalcool*      \_\_\_\_\_

*Filter*      \_\_\_\_\_

*Inspect Batteries and*

42- *Isolator* \_\_\_\_\_

43- *Inspect Battery Shunt For Looseness* \_\_\_\_\_

*Check For Aux Battery Post*

44- *Covers* \_\_\_\_\_

45- *Inspect Alternator Mounting and Belts* \_\_\_\_\_

46- *Inspect A/C Belts* \_\_\_\_\_

47- *Inspect Fan Belts* \_\_\_\_\_

48- *Inspect Fan* \_\_\_\_\_

Exhibit A – Preventive Maintenance Service  
Pumper C Service

**Blades**

**Inspect Fan**

- 49- **Shroud** \_\_\_\_\_
- 50- **Check Air To Air Tube Connections** \_\_\_\_\_

**Check Fuel**

- 51- **Seperator** \_\_\_\_\_
- 52- **Check Air Compressor Filter** \_\_\_\_\_

**Check All Fuel Lines For Leaks and**

- 53- **Wear** \_\_\_\_\_
- 54- **Check Engine oil** \_\_\_\_\_
- 55- **Check Power Steering Fluid** \_\_\_\_\_
- 56- **Check Transmission Fluid** \_\_\_\_\_

**Drain All Air**

- 57- **Tanks** \_\_\_\_\_

**Inspect Frame Rails For Cracks, Missing**

- 59- **Bolts** \_\_\_\_\_
- 60- **Visual Check All Weldments** \_\_\_\_\_

**Inspect Front**

- 61- **Axle**
- Check Tie Rod Ends** \_\_\_\_\_
  - Check Drag Link Ends** \_\_\_\_\_
  - Check Leaf Springs and Hangers** \_\_\_\_\_
  - Steering Stops** \_\_\_\_\_
  - Check Shocks** \_\_\_\_\_
  - Check Steering Gear Box, Leaks, Bolts**
  - Check Assist Cylinder Ends, Leaks** \_\_\_\_\_
  - Check Stemco Level, Leaks** \_\_\_\_\_

62- **Inspect Rear Axle**

- Seals** \_\_\_\_\_
- Differential**
- Breather(s)** \_\_\_\_\_
- Springs** \_\_\_\_\_
- Shocks** \_\_\_\_\_
- Trailing Arms** \_\_\_\_\_

Exhibit A – Preventive Maintenance Service  
Pumper C Service

*Boggy Bushings* \_\_\_\_\_  
*Walking Beam Bushings* \_\_\_\_\_  
*Saddles For Cracks* \_\_\_\_\_  
*Axle Stops* \_\_\_\_\_  
*Air Bags* \_\_\_\_\_  
*Leveler* \_\_\_\_\_

*Check Brake Air*  
63- *Lines* \_\_\_\_\_

64- *Check Brake Air Chambers* \_\_\_\_\_

65- *Check Brake Slack Adjuster Pins* \_\_\_\_\_

66- *Check Brake Pushrods and Lock Nuts* \_\_\_\_\_

*Check Brake Linings/Pads (No Less Than*  
67- *1/4")* \_\_\_\_\_

68- *Check Brake Adjustment* \_\_\_\_\_

*Check Drive*  
69- *Shafts* \_\_\_\_\_  
*U-Joints* \_\_\_\_\_  
*Slip Joints* \_\_\_\_\_

*Check Chassis Auto Lube*  
70- *Unit* \_\_\_\_\_

*Inspect Air Lines and Wire*  
71- *Looms* \_\_\_\_\_

72- *Check Exhaust System*  
*Hangers* \_\_\_\_\_  
*Mounts* \_\_\_\_\_

73- *Check For Leaks*  
*Engine* \_\_\_\_\_  
*Transmission* \_\_\_\_\_  
*Rear End(s)* \_\_\_\_\_  
*Fuel*  
*Tank* \_\_\_\_\_

*Inspect Wheels For Damage and*  
74- *Cracks* \_\_\_\_\_

75- *Check Tire Condition and Wear*

Exhibit A – Preventive Maintenance Service  
Pumper C Service

*Front* \_\_\_\_\_  
*Rear* \_\_\_\_\_

*Check On Spot*

76- *Chains* \_\_\_\_\_

***PART 2 - PUMP INSPECTION***

1- *Check Pump For Leaks* \_\_\_\_\_

2- *Check Pump Mounting Bolts* \_\_\_\_\_

3- *Check and Lube Pump Shift* \_\_\_\_\_

4- *Check and Lube Manual Override* \_\_\_\_\_

5- *Lube Throttle Linkage* \_\_\_\_\_

6- *Check Transfer Case* \_\_\_\_\_

*Lube* \_\_\_\_\_

*Vent Hole* \_\_\_\_\_

7- *Check Pump Packing and Adjust* \_\_\_\_\_

8- *Check Mechanical Seal For Leaks* \_\_\_\_\_

9- *Check SL 40 Dump Valve* \_\_\_\_\_

*Leaks* \_\_\_\_\_

*Capped* \_\_\_\_\_

10- *Check Water Tank For Leaks* \_\_\_\_\_

11- *Check Water Tank Supports* \_\_\_\_\_

12- *Check Foam Tank For Leaks* \_\_\_\_\_

13- *Check All Valves and Lube* \_\_\_\_\_

14- *Check All Intakes For Screens* \_\_\_\_\_

15- *Check All Drains and Lube* \_\_\_\_\_

16- *Check and Lube Transfer Valve* \_\_\_\_\_

17- *Check Pressure Relief Valve and Lube* \_\_\_\_\_



Exhibit A – Preventive Maintenance Service  
Pumper C Service

***PART 3- BODY INSPECTION***

- 1- *Check Cab and Jump Seat Area* \_\_\_\_\_
- 2- *Inspect Tilt Cab Lock and Seal* \_\_\_\_\_
- 3- *Check Cab Tilt Latch and Cable* \_\_\_\_\_
- 4- *Check Cab Tilt Cylinders For Leaks* \_\_\_\_\_
- 5- *Check Cab Tilt Reservoir* \_\_\_\_\_
- 6- *Lube Cab Bumper Pads and Locks* \_\_\_\_\_
- 7- *Lube Cab Doors and Latches* \_\_\_\_\_
- 8- *Check All Windows and Windshields* \_\_\_\_\_
- 9- *Check All Compartment Doors, Hardware, and Lube*
- 10- *Check All Compartment Lights and Lube Switches*
- 11- *Check Door Open Warning Lights* \_\_\_\_\_
- 12- *Check For Loose Or Missing Body Bolts* \_\_\_\_\_
- 13- *Check Body For Damage or Cracks* \_\_\_\_\_
- 14- *Lube All Slideout Steps* \_\_\_\_\_
- 15- *Check All Electric Reels* \_\_\_\_\_
- 16- *Check Ladder Rack Interlock* \_\_\_\_\_
- 17- *Check Ladder Rack Hydraulic Reservoir* \_\_\_\_\_
- 18- *Check Generator Operation & Fluid Level* \_\_\_\_\_

## Exhibit B – Service Frequency

Class 1 Apparatus	Every Six (6) Months
Class 2 Apparatus	Every Six (6) Months
Class 3 Apparatus	Every Six (6) Months
Class 4 Apparatus	Every Six (6) Months
Class 5 Apparatus	Every Six (6) Months
Class 6 Apparatus	Every Six (6) Months
Class 7 Apparatus	To be determined

Note – Service frequency may vary due to increased or decreased apparatus use.

Exhibit C – Bethesda VFD Equipment

**Bethesda**

Year	Make	Model	VIN	PM- C Services per year
2008	Sutphen	75' Tower HS4405	1S9A7LLE382003149	2 services per year
2003	Sutphen	SPF 110 HS3695	1S9A3JLE331003005	2 services per year
1991	Sutphen	Rescue HS2548	1S9A8LBD6M3003821	2 services per year
1987	Sutphen	Deluge HS 2100	1S9A1HBD8H1003497	2 services per year
2004	Sutphen	Custom HS3772	1S9A1HLD841003072	2 services per year
1992	Sutphen	Deluge HS2606	1S9A1HBD4N1003931	2 services per year