



Fire Department – Equipment and Vehicle Policy

Approved by Select Board on Sept 09, 2024

This policy sets forth the rules pertaining to Fire Department equipment owned by the Town of Leyden that can be taken and kept on hand by the employee until the employee leaves service as a town firefighter. The use of personal vehicles to respond to calls is also clarified in this policy.

A. TOWN OWNED EQUIPMENT AND PPE

1. Members of the Leyden Volunteer Fire Department, including Firefighters, Officers, and Emergency Medical First Responders (EMFR), may take home town equipment that will facilitate response or communications when responding to an emergency call.

Specifically: Radios, pagers, and medical equipment (such as AEDs, medical bags, tourniquet kits, and first aid kits) are approved for issue. Other equipment may be issued with the written approval and issuance of the equipment by a fire officer.

All equipment issued to members will be inventoried annually during the month of January by physical presentation at the Fire Station.

2. All equipment normally stowed on trucks for response, including (but not limited to) hoses, saws, extrication equipment, infrared cameras, SCBA packs, pikes, axes, ladders, extinguishers, etc. MUST be returned to the station immediately after a fire or rescue call for service and placement back on the vehicle. These may not be taken home by anyone.
3. Elements of PPE such as hoods, liners, SCBA masks, wildland gear, etc. that were not exposed to toxic materials or gases may be taken home and returned to the station the next day.
4. Town owned vehicles are to be kept at the fire station. An exception can be made by obtaining permission from a Select Board member and recording the exception on the Sign Out Sheet.
5. Under no circumstances will any Town-owned equipment be used for any personal projects or use.
6. When a Fire Department member leaves town service, all town-owned equipment must be returned to the Fire Station and recorded as returned by a Fire Officer.

B. USE OF PERSONAL VEHICLES TO RESPOND TO CALLS

1. Fire Department emergency medical first responders and EMTs may use their personal vehicle to respond to emergency medical calls to facilitate timely response.
2. Personnel can ask for mileage reimbursement at Federal Rate when their personal vehicle is used to go to a fire or medical calls.
3. Fire officers may use their personal vehicles to respond to dispatched fire calls when transportation to a scene in a town vehicle is not possible or advisable. Firefighters may use their personal vehicles to respond to dispatched fire calls only when transportation to a scene in a town vehicle is not possible and only with permission of a fire officer.

PERMISSIONS

Permission for (1) will be obtained by the Firefighter or EMFR from a Fire Officer.