

# Grand Forks Fire Department

## Standard Operating Procedures

<b>SOP#</b> <b>802.01</b>	<b>Section</b> <b>Communications</b>	<b>Title</b> <b>Radio Maintenance</b>
<b>Authored by:</b>		<b>James E. Broten,</b> <b>Battalion Chief</b>
<b>Reviewed by:</b>		<b>Michael K. Flermoen,</b> <b>Deputy Fire Chief</b>
<b>Authorized by:</b>		<b>Peter D. O'Neill,</b> <b>Fire Chief</b>
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### **I. Scope**

This standard regulates the maintenance and repair of two-way radios and communications equipment.

### **II. General**

- A. Two-way radios, pagers, base stations, and station alerting systems are all vital components of the department's emergency notification and communications system. It is imperative that all equipment function properly on demand.
- B. Members who have been issued a pager, two-way radio, or other communications device are responsible to maintain their assigned equipment in proper working order.
- C. Captains (company officers) are responsible for the proper operation of all communications equipment assigned to their command.

### **III. Repair Procedure**

- A. Whenever a two-way radio or other piece of communications equipment is in need of repair, the proper service agency shall be notified (Stones Mobile Radio). If the repair facility is open, the item shall be taken to the shop for repair before the facility closes for the day.
- B. Personnel bringing communications equipment in for service will note in writing to the Deputy Chief:
  - a. What was brought in for repair?
  - b. When it was brought in.
  - c. When can it be picked up?
  - d. Whom it was left with?

- e. What was the problem necessitating repair?
  - f. What the cost estimate for repairs will be?
- C. Station alerting systems and other essential equipment are critical to emergency operations and must be repaired as soon as is possible. Therefore, the on-call technician should be notified and asked to respond as soon as possible.
- D. Not all equipment is of such a critical nature that it has to be repaired immediately. If a replacement item is available or if an alternative method of communications is available, the repairs may be postponed until the repair facility is open for business. For example, if the two-way radio in an apparatus does not operate properly, it will usually be possible for the apparatus to use a portable radio until the mobile unit can be repaired.
- E. All communications equipment owned by the department shall be maintained and repaired by Stone's Mobile Radio Inc. (772-6691). The department's repair facility is located at 1550 47 Ave. S.
- F. Pagers, telephones, and other communications equipment leased from a private vendor shall be returned to the proper vendor for repair in accordance with the lease agreement. A list of leased communications equipment is as follows:
- a. None at this time.
- G. Disposable items such as batteries may be obtained by contacting the Battalion Chief on duty.
- H. All repairs shall be reported to the Deputy Chief. The Deputy Chief shall keep a record of all the repairs made to the department's equipment and shall include a summary of the repair activity in his monthly report to the Fire Chief.