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**WASHINGTON TOWNSHIP FIRE DISTRICT  
TOWNSHIP OF WASHINGTON, GLOUCESTER COUNTY  
NEW JERSEY**

Board of Fire Commissioners  
P.O. Box 653  
Turnersville, NJ 08012-0653

**FIRE DEPARTMENT POLICY # 14 - 97  
regarding**

Fire Companies:  
Grenloch  
Hurffville  
Whitman Square

**FINANCIAL CONTROL OF FIRE APPARATUS MAINTENANCE & REPAIR**

It is the policy of the Washington Township Board of Fire Commissioners to effectively control the expenditures of monies budgeted for truck maintenance during the Fire District fiscal year, which coincides with the calendar year. The guidelines enumerated below are established as part of this policy to ensure that the objective

1. The Chairman of the Board of Fire Commissioners shall appoint a "Truck Commissioner" to have general control over the commitments and expenditures for all items relating to truck maintenance including necessary repairs of damages incurred during accidents. This appointment shall be made on an annual basis during the reorganization meeting of the Commission.
2. The Truck Commissioner shall have the authority to render decisions on behalf of the Board of Fire Commissioners as may be necessary to effectuate repairs in a timely manner, subject to compliance with all applicable laws and regulations.
3. The Truck Commissioner shall oversee the general operations of the Maintenance Division and shall serve as the direct liaison between the Board of Fire Commissioners and the Chief Mechanic as necessary to sustain an efficient, on-going maintenance program.
4. The Truck Commissioner shall oversee and approve an annual truck maintenance schedule to be prepared by the Chief Mechanic that will result in a minimal impact upon the cash flow status of the Fire District budget.
5. When economically beneficial and subject to the approval of the Truck Commissioner, the Chief Mechanic shall arrange for bulk purchase of items routinely used or replaced during maintenance of Fire Department vehicles.
6. No direct purchases of truck maintenance materials shall be made by the fire companies without the prior approval of the Truck Commissioner, except under emergency conditions as permitted in accordance with this policy. The payment for any such materials purchased without the required approval shall be the sole responsibility of the fire company making the procurement.

7. Any emergency repairs and road service, which may be necessary to return a vehicle to its station, may be undertaken without prior authorization of the Truck Commissioner. However, he shall be notified of such action taken as soon thereafter as practicable. Under no circumstances shall subsequent major repairs be undertaken without prior approval of the Truck Commissioner.
8. The Chief Mechanic shall prepare a proposed annual maintenance budget for submission to the Board of Fire Commissioners by October 15 of each year. This budget shall include the anticipated costs of vehicle maintenance as well as other costs expected to be incurred by the maintenance shop during the forthcoming year. The maintenance budget shall be subject to the review and approval of the Commission, consistent with other budgetary items requiring the consideration of the Board.

In the event that the Truck Commissioner is out of town or otherwise unavailable and he is needed for an immediate decision, the Chairman of the Board of Fire Commissioners, or any other Commissioner if the Chairman cannot be reached, shall be contacted to act in his behalf. In such cases the Truck Commissioner shall be notified of decisions made in his absence as soon thereafter as practicable.

This policy was adopted at a regularly scheduled meeting of the Board of Fire Commissioners on June 5, 1997.

BY:



Edwin L. Etschman, Chairman

Distribution:

Commissioners  
 Grenloch Fire Company  
 Whitman Square Fire Company  
 Hurffville Fire Company

Attest:



John F. Ryder, Secretary *At Large Secretary*

Adoption Record:

Original: April 2, 1980  
 Revised: June 5, 1997