1. **Purpose and Scope**
	1. This policy will govern the purchase, assignment and care of Personal Protective Equipment, and is applicable to all members of the department (career and volunteer staff). Policies regarding use of PPE can be found in departmental Operating Guidelines issued by the Department Chief.
2. **Policy**
	1. The Board will purchase and provide to each active firefighter such items as are deemed necessary to safely perform his or her duties. Such items will include, but may not be limited to:
		1. Structural firefighting coat and pants
		2. Helmet
		3. Boots
		4. Firefighting Gloves
		5. Rescue Gloves
		6. Protective Hood
		7. Eye Protection
	2. The following additional items may be issued to firefighters with the necessary qualifications:
		1. Gemtor or similar Class II harness
		2. SCBA Mask
	3. The above list is intended as a reference, and does not represent an obligation for the Board to issue each listed item to every member of the department, nor is it intended to be all inclusive.
	4. This policy is not intended to prevent members from supplying their own additional items (personally owned equipment) such as flashlights, small hand tools and other items they feel will enhance their ability to perform their assignment.
		1. The Board will not be liable for the maintenance or replacement of any personally owned equipment.
		2. Personally owned equipment must be compliant with applicable safety standards, and be in safe working order.
		3. Authorized fire department representatives will have the right to inspect personally owned equipment and to instruct the member to remove the item from their PPE if it does not comply with the provisions of this policy.
	5. Equipment issued to members remains the property of the Board of Fire Commissioners.
		1. The Board of Fire Commissioners and/or their designee are authorized to access the PPE as necessary for periodic inspection, inventory, maintenance or any other routine business purpose.
		2. Authorized personnel with reason to access a member’s gear will restore the item to the condition it was found, to the extent possible.
		3. Any time a member’s issued PPE is changed, altered or replaced, appropriate notice will be given to the member so they can ensure the item is properly prepared for service.
		4. Touching, moving or tampering with PPE issued to another member without specific departmental authority is strictly prohibited and may result in disciplinary action up to and including termination.
	6. It shall be the responsibility of the member issued the PPE to properly maintain the item, to include periodic cleaning, and to promptly notify the Chief and/or his designee of any issues that would affect the items ability to perform as intended (size, wear, defects, etc.)
	7. The Board recognizes the long standing tradition of members personalizing their assigned helmets via the display of stickers, pins or other items. These displays are authorized, but shall be restricted to the helmet only, under the following conditions:
		* 1. Affixed items shall not obstruct or interfere with the function or safety of the helmet, to include the stickers affixed by the manufacturer for visibility, nor shall they obstruct the company or rank identifiers.
			2. Members shall not affix or display any item(s) that is offensive, would portray the department in a negative light, or deemed likely to negatively affect department morale and/or camaraderie.
			3. The appropriateness of a particular item will be at the sole discretion of the Board and/or their designee.
			4. The Board and/or their designee have the authority to direct the removal of any items not in compliance with this policy.
3. **Alterations**
	1. No changes or alterations to issued PPE are permitted without prior approval from the Board of Fire Commissioners or their designee.
		1. This includes painting of helmets and/or the employment of any practice to artificially alter the color or appearance of the helmet.
4. **Delegation of Authority**
	1. The Fire District Administrator, in cooperation with the Department Chief and/or his designee, will be responsible for:
		1. The purchase, labeling and initial inventory of PPE.
		2. Approval of members designated to receive PPE.
		3. The removal from service of any PPE items deemed unserviceable or obsolete.
	2. The Department Chief and/or his designee will be responsible for:
		1. Ensuring active firefighters are issued PPE as needed for the safe performance of their duties.
		2. Ensuring an adequate supply of spare PPE items as needed for issuance to new members and replacement of worn items.
			1. Promptly notifying the Administrator when additional items need to be purchased.
		3. Maintaining an inventory of all PPE issued to members and in storage.
		4. Inspecting/monitoring assigned PPE to ensure proper fit and condition.
		5. Working cooperatively with the Administrator to formulate the annual PPE budget.
		6. Working cooperatively with the Administrator to identify members to receive new turnout gear, ensuring active members who perform interior firefighting duties receive the highest priority.
5. **Unserviceable / Obsolete Equipment**
	1. Should a PPE item be deemed worn beyond repair, obsolete, or otherwise no longer valid for its’ intended purpose, said item shall be removed from service.
	2. Where appropriate, a replacement item will be provided.
	3. Said items shall be removed from Fire District inventory via Resolution and disposed of as seen fit by the Board of Fire Commissioners.
	4. Where appropriate, the Board of Fire Commissioners may authorize the donation of said item(s) to fire department members for ornamental or personal use.
		1. In such cases, the item(s) will be turned over to the Administrator and/or Fire Department Chief for distribution as he/she sees fit.
		2. Members receiving said item(s) will be required to sign a waiver acknowledging the item is being donated for ornamental or personal use only (Attachment 16-1).
6. **Service Appreciation Program**
	1. Under certain circumstances, the Board of Fire Commissioners may authorize the donation of certain PPE items to recognize service provided to the department. Examples include:
		1. The donation of a helmet and front to a Department Chief who departs in good standing after serving in the position for at least two years.
		2. The donation of a helmet front to any department officer who departs in good standing after serving at least one year in their position
		3. The donation of a helmet and front to a member who retires from the department in good standing after at least 25 years of service.
	2. Any PPE donation will be at the sole discretion of the Board, and will be decided on a case by case basis.
		1. Recipients must sign a waiver acknowledging the item is being donated for ornamental or personal use only (Attachment 16-1).
		2. Donated items will be removed from Fire Department inventory via Resolution.